



PISTOL RANGE

Standard Operating Procedures

Version 1.2

Policies and procedures which are intended to insure the safe and sustainable operation of the Bainbridge Island Sportsmen's Club Pistol Range.

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1. Overview

This document defines the procedures for operation of the Bainbridge Island Sportsman's Club Pistol Range.

Document Version History

The most recently approved and accepted version of this document will be kept by the BISC Club Secretary. This document will be updated as needed by the Pistol Range Manager.

Version	Modified By	Change Summary	Date Proposed
1.0	Jim Harrington	Initial version based upon previously "un-versioned" BISC Standard Operating Procedures.	n/a
1.1	Jim Harrington	Updated Range Officer Definition Updated Pistol Range Hours	5/26/2017
1.2	Jim Harrington	Updated Definitions.	6/25/2017

Definition of Terms

Term/Acronym	Definition
CRSO	Chief Range Safety Officer. A Board appointed individual responsible for the overall safety of all BISC ranges.
BISC	Bainbridge Island Sportsmen's Club
NRA	National Rifle Association
RSO	Range Safety Officer. An NRA Certified RSO who has also been approved to act as a Range Safety Officer on one or more BISC ranges.
On Duty RSO	The RSO responsible for the safety of the Pistol Range during a specific session
Pistol Range Manager	A Board Appointed Individual responsible for the management of the Pistol Range.
RO	Range Officer. An individual who has completed NRA training and, once authorized by the CRSO, will operate the range for their own use (e.g. Police Officers, Security Guards, Military, Private Detectives) An RO may become an RSO by completing training recommended by the CRSO or SRSO.
NRA RSO	An individual certified by the National Rifle Association in the capacity of Range Safety Officer.
Club Board	Duly elected Bainbridge Island Sportsmen's Club Board of Directors and Trustees.
SRSO	Senior Range Safety Officer
Hot Range	A range condition wherein shooters are permitted to fire. Eye and hearing protection are required.
Warm Range	A range condition wherein no firing of guns may take place. Shooters may load magazines and set targets. Guns are to remain on the firing bench and safe.
Public Hours	Hours wherein the range is open to both the general public and Club

	members.
Non-scheduled hours	Hours wherein the range is NOT open to the public. Range may be in use by club member RSOs, RSO Instructors and/or the Police Department.
BIPD	Bainbridge Island Police Department

Document Contributors

Name	Role
Alan Kasper	BISC President
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Tyler Heinemann	Trustee, Inventory Manager
Mark Emerson	BISC Club Treasurer
Chris Jensen	Chief Range Safety Officer, Trustee

Document Approvers

Prior to submission to the BISC Board of Directors for approval, the following individuals have approved this document. Once voted upon and approved by the BISC Board, a copy shall be sent to the Club Secretary for retention.

Name	Role	Approval Date
Chris Jensen	Chief Range Safety Officer, Trustee	6/28/2017
Jim Harrington	Pistol Range Chairman	6/28/2017

2. Emergency Procedures

Emergency Checklist

The On Duty Range Safety Officer (RSO) or first person to observe the emergency calls "Cease Fire". The RSO commands shooters to make their firearms safe and bench them. The On Duty RSO (or his/her delegate) will evaluate the situation and direct bystanders:

- A person to call 911, identify the location and nature of the emergency, and stay on the phone until emergency responders have arrived.
- A person to go to the club entrance, meet emergency responders and direct them to the location of the emergency.
- Those so delegated, or available, will render aide (e.g. first aid to an individual, firefighting, as appropriate).
- A person to take notes (and pictures if possible) documenting the nature of the emergency and the actions taken to control it.

Telephones

The primary Pistol and Rifle Range telephone is located in the south east corner of the Pistol Range inside the door. A card with the name of the Club, street address, and nearest cross street is mounted on the wall near the phone.

Note: Land line phones are the preferred method of contacting 911 operators as your exact location will be known. When using a cell phone in lieu of a land line it is important to relate your location to the operator so they can transfer you to the correct agency.

First Aid Kits

A First Aid kit is located on the wall above the RSO desk at the Pistol Range, inside the door.

Fire Extinguishers

A five (5) pound ABC fire extinguisher is located in the south east corner of the Pistol Range.

3. Alcohol, Drug, and Food Policy

No one (i.e. shooters, guests, or spectators) may occupy the environment of a range whom in the opinion of the RSO, or themselves, is under the influence of any substance to the point of any impairment or the ability to make sound judgment. The On Duty Range Safety Officer will deny access, or evict anyone in apparent violation.

Bainbridge Island Sportsmen's Club does not own or serve alcoholic beverages. No alcohol may be consumed on club property until all shooting has ceased and all firearms and ammunition have been secured and removed from the ranges. Consuming food and beverages is permitted at the ranges, but discouraged. Consult with the On-Duty RSO for specifics. If you want to consume food and/or beverages on the range use common-sense hygiene precautions. At no time shall food or beverages be consumed at the firing line.

4. Pistol Range Activity – Active Range Procedures

At least one RSO shall be on duty for the Pistol Range to be active. Use of the Pistol Range without an RSO is prohibited.

Permitted Firearms and Ammunition

Only firearms and ammunition producing ballistics compatible with the Pistol Range design are allowed. The On Duty RSO has final say as to which firearms and/or ammunition are allowed. Questions and concerns may be directed to the Pistol Range Manager or the CSRO.

The following are generally allowed:

- Handguns up to and including .44 Magnum which have been “beam tested” are allowed on the Pistol Range. Consult with the On Duty RSO if you are unsure about the firearm and/or ammunition.
- Black powder firearms
- Air guns

The following are NOT allowed:

- Tracer rounds
- Incendiary rounds

Arrival and Handling of Firearms

With the exception of Concealed Carry firearms, all firearms must be brought to the Pistol Range unloaded and encased. Encased firearms are to be uncased only at the firing line (e.g. bench) of and must be inspected by the On Duty RSO prior being re-encased.

The process of uncasing a firearm begins with placing the case on the bench so that the muzzle of the contained firearm is pointed down-range – and ends with the unloaded firearm, action open, and muzzle down-range on the bench. At no time will a loaded firearm be handled unless the range is hot. The muzzle must be pointed down-range at all times.

Magazines, if they are not part of or attached to a firearm may be loaded with ammunition behind the firing line. The associated firearm is to remain on the bench, muzzle down-range and action open.

The muzzle of a loaded gun must always be in a shooters hand and pointed down-range.

Live-Fire Shooters, Guests and Spectators

- Will call out “CEASE FIRE!” if any unsafe condition is perceived!
- Must either present their BISC membership card to the On Duty RSO or sign a guest waiver.
- Must receive a Range Safety Briefing if they have not previously done so.
- Must be over the age of 18 or accompanied by a parent, legal guardian or authorized coach.
- Must know all range commands (refer to Appendix A: Firing Line Commands) and obey all commands given by the On Duty RSO.
- Must wear *appropriate* eye and ear protective gear as required.
- Will keep conversations to a minimum so as not to break the concentration of those handling firearms.

Live-Fire Shooters

- Sign in and out on the Range log.
- Declare to the On Duty RSO all firearms to be uncased and allow inspection of same, firearms deemed unsafe will be removed from the range.
- Assume full responsibility for your firearms and ammunition.
- Demonstrate proper knowledge skill and attitude and conduct yourself accordingly.
- Know how to deal with stoppages and malfunctions, including misfires, hang fires, and squib loads.
- Alert the Range Safety Officer immediately if a firearm stoppage or malfunction occurs that cannot be quickly and safely cleared in the normal course of fire.
- Police your shooting area, sweep your brass, remove your targets and cardboard, etc.

NRA Safety Rules

The fundamental NRA rules for safe gun handling are:

- **ALWAYS keep the gun pointed in a safe direction.** This is the primary rule of gun safety. A safe direction means that the gun is pointed so that even if it were to discharge it would not cause injury or damage. The key to this rule is to control where the muzzle or front end of the barrel is pointed at all times. Common sense dictates the safest direction, depending on different circumstances.
- **ALWAYS keep your finger off the trigger until ready to shoot.** When holding a gun, rest your finger along the side of the gun against the frame. Until you are actually ready to fire, do not touch the trigger.
- **ALWAYS keep the gun unloaded until ready to use.** Whenever you pick up a gun, immediately engage the safety device if possible, and, if the gun has a magazine, remove it before opening the action and looking into the chamber(s) which should be clear of ammunition. If you do not know how to open the action or inspect the chamber(s), leave the gun alone and get help from someone who does.

When using or storing a gun, always follow these NRA rules

- Know your target and what is beyond
- Know how to use the firearm safely
- Be sure the firearm is safe to operate
- Use only the correct ammunition for the firearm
- Wear eye and ear protection as appropriate
- Never use alcohol or over-the-counter, prescription or other drugs before or while shooting

Concealed carry firearms

Concealed carry firearms will remain secure in their concealment rig. If the shooter desires to shoot firearms brought to the Pistol Range in concealment, the shooter will first inform the RSO and wait for specific instructions.

Presenting from the holster (“holster draw”) is not permitted.

Concealed firearms not carried in a holster or securely in a suitable concealment bag or in concealment clothing (e.g. carried loose in a pocket, tucked in a waistband, at the bottom of a purse) are not permitted on the Pistol Range under any circumstances.

Conduct on the Pistol Range

Pistol Range doors are to be closed while the range is hot (e.g. not propped or allowed to remain in an open position.)

No person shall go forward of the Firing Line, except as directed by the RSO.

Do not place a target closer than 3 yards or outside of your designated lane or shooting area.

Do not shoot at targets other than in your own lane or designated shooting area.

Do not engage in non-shooting activity while a firearm is in your hand. (eg. do not text and shoot, do not retrieve a dropped item). Bench your gun, muzzle down-range, before retrieving a dropped item.

Leaving the Pistol Range

Firearms not legally carried in a holster must be unloaded and encased before leaving the Pistol Range.

Before leaving the Pistol Range, the On Duty RSO will check your firearm chambers and magazine as appropriate to confirm it is unloaded before it is encased.

Prior to returning a Concealed Carry firearm to a concealed holster, a shooter will notify the RSO before reloading and re-holstering.

5. Pistol Range Management

Roles and Responsibilities

Chief Range Safety Officer (CRSO)

It is not the intent of this document to define the role of CRSO. The CRSO is a Board appointed position and the CRSO governs all BISC ranges. The CRSO works with the Pistol Range Manager to ensure the safety and stability of the Pistol Range.

Pistol Range Manager

The Pistol Range Manager is a Board appointed position. The Pistol Range Manager reports to the CRSO. The Pistol Range Manager must be an NRA Certified and BISC Sr. RSO.

Responsibilities include the following:

1. Set, advertise and staff public Pistol Range hours
2. Collect and audit Pistol Range Sign-in sheets
3. Update the BISC "public" online calendar with Pistol Range events
4. Maintain Pistol Range Calendar (e.g., a private online calendar or an alternative method may be used for scheduling and is at the discretion of the Pistol Range Manger)
5. Approve non-scheduled (private) Pistol Range use requests made by qualified Pistol Range RSOs
6. Provide monthly content for the BISC's Newsletter
7. Provide monthly "State of the Pistol Range" updates to the Board of Directors
8. Ensure relevant web site content is accurate and provide timely updates
9. Monitor and respond to messages sent to the Pistol Range Manager email account
pistol-mgr@biscwa.org
10. Manage the recycling of Pistol Range brass
11. Manage Pistol Range expenses
12. Identify and encourage appropriate BISC members as new RSO candidates
13. Manage Pistol Range Incident Reports and immediately report same to the CRSO
14. Manager (Pistol Range) email :
pistol-rso@biscwa.org - all Pistol Range RSOs
pistol-sr@biscwa.org - Pistol Range Senior RSOs
15. Maintain a list of current RSOs and Sr. RSOs and report modifications to the BISC Secretary

The Pistol Range Manager may delegate responsibility for any of these activities.

Senior Range Safety Officer (SRSO)

A SRSO shall first meet all qualifications of an RSO. The SRSO reports to the Pistol Range Manager.

In addition to responsibilities of an RSO, the SRSO's responsibilities may include the following:

1. Approve non-scheduled (private) Pistol Range openings submitted by RSOs
2. Semi-annually (twice per year) re-qualify their SRSO status by running the Pistol Range in the presence of another SRSO or the CRSO. Each time an SRSO is requalified, his/her semi-annual clock is restarted for the next 6 months.
3. Actively seek and recommend to the CRSO candidates who are ready for an RSO or SRSO position
4. Be willing to assume responsibilities of the Pistol Range Manager, as needed, on a temporary basis
5. Is authorized to draw from the Petty Cash Fund as needed for Pistol Range expenses (e.g. lighting, propane, paint, toiletries, etc.)
6. May perform Pistol Range training for newly certified RSOs

Range Safety Officer (RSO)

Certified by the NRA, trained by a BISC SRSO and approved by the CRSO, the RSO is qualified to operate the Pistol Range. The On Duty RSO's word is law and has the full support of the Pistol Range Manager, CRSO and Board of Directors.

The RSO's responsibilities include the following:

1. Shall re-qualify their RSO status by running the Pistol Range in the presence of a SRSO or the Pistol Range Manager, at least every twelve (12) months
2. Be able to execute all live-fire commands and procedures in a decisive, commanding manner
3. Be prepared to direct an effective response to emergency situations
4. Remain current as to direction provided by the Pistol Range Manager in matters of scheduling and Pistol Range operation
5. Maintain the sign-in and Liability Waiver for each person entering the Pistol Range
6. Collect appropriate fees and/or confirm membership Pistol Range Pass
7. Perform Safety Briefings for each person entering the Pistol Range
8. Ensure that range equipment is safe and functional; recommending to the Pistol Range Manager of any needed repairs and/or refurbishment

Members qualified as BISC RSOs may open the Pistol Range for family, guests, and shooting members.

The On Duty RSO may deny access to anyone for just cause, and may terminate the scheduled shoot and close the Pistol Range, if in his or her determination such action is warranted. The Pistol Range Manager, CRSO and Board will support these measures.

Range Officer (RO)

A Club Member and NRA Range Safety Officer. The RO reports to the CRSO. An RO will not be expected to open the range during Public Hours, but may open the Pistol Range for non-scheduled events. An example of an RO event would be Law Enforcement Firearms Instructors conducting group training. The designation of RO is at the discretion of the CRSO.

Access to the Pistol Range

Locks and combinations associated with the Pistol Range shall be changed at least once per year. Dissemination of the combinations related to the Pistol Range gates and locks is limited to:

- Qualified RSOs
- Sr. RSOs
- Pistol Range Manger
- BIPD
- Club Board
- ROs

Security

The Board of Directors, Range Committee, and Chief Range Safety Officer shall monitor safe and secure operation of the BISC ranges. At the end of the day's or event's shooting the range will be secured according to the infrastructure available (e.g. Pistol Range doors will be closed and locked)

The gate and door will be secured by a 4-digit combination lock. The combination for which will be given only to those authorized to access the range. The combination will be changed periodically at pre-determined times. Any change in combination will be performed by agreement of the Chief Range Safety Officer and Pistol Range Manager.

Finances/Expenses

Petty Cash Fund

A petty cash fund of \$250 will be established for Pistol Range expenses. The BISC Treasurer shall, once per month, replenish the fund if needed, collect receipts and the current month's Petty Cash Ledger. SRSOs and the Pistol Range Manger are authorized to expend funds. The Pistol Range Manager will have overall accountability to the BISC Treasurer for the petty cash fund.

Cash on Hand

A lockbox is present at the Pistol Range which will contain smaller denomination currency for the purposes of making change for Pistol Range transactions (e.g. visitors, guests and those without a Pistol Range pass). Any On Duty RSO may access these funds.

Recycling of Pistol Range Brass

The Pistol Range Manager, or a designee, shall collect and recycle Pistol Range Brass as needed. The proceeds of which shall be deposited in the Pistol Range Petty Cash Fund. Proceeds shall also be recorded as Brass Revenue in the Petty Cash Ledger.

6. Range Facilities

The Pistol Range is an indoor/outdoor all-weather 25 yard range. The design of the range allows for flexible configuration of up to eight (8) lanes of approximately 48 inch width. There are no fixed lane separations this design allows for conventional range use as well as use for competitive events (e.g. IDPA) and training (e.g. BIPD).

Description and Safety Features

No Blue Sky

Although the portion of the facility downrange of the firing line is uncovered, no blue sky is visible from the firing line. Overhead beams of 7 inch glue-lam Douglas fir are spaced to prevent projectiles from leaving the range. The design is such that a projectile must pass through two beams to exit, yet one beam is capable of stopping all projectiles that are allowed to be fired on the range.

Berm

Projectiles are limited in their travel down range by a berm of sand supported by an angled T-1 steel retaining plate and capped by a gravel filled roof. The plate deflects low rounds into the gravel floor and the roof prevents ricochets off the sand or retaining plate from exiting the range.

Concrete Walls

The down range walls are constructed of ecology blocks.

Gravel Floor

Absorbs energy and reduces ricochets off the floor.

Firing Line

Marked by a **yellow** stripe at the forward edge of the concrete pad. No one goes forward of the firing line while the range is hot, and only when the range is cold upon RSO direction.

Safety Line

Marked by a **red** stripe approximately eight (8) feet behind the Firing Line, the Safety Line is not passed except by those actively shooting and their coaches. Everyone on the range moves behind this line when the range is cold.

All weather enclosure

Live-fire shooters, their guest and spectators occupy and all weather building enclosed with gravel filled walls and ceiling. Extensive testing has shown that this enclosure is capable of containing any projectile that is allowed to be fired on the range.

Steel doors

Steel doors with automatic closers are located at the back of the range.

Signage

The following signage is provided for safety and information.

- First Aid Kit (located above the First Aid Kit)

- Fire extinguisher (located above the Fire Extinguisher)
- Telephone (with emergency instructions and club name, address and major cross-street. Located above phone)
- Over Door Exit (LED lit, AC and backup battery powered, located above the south door)
- Downrange Evacuation (pointing to the south door, located on each ecology block wall)
- NRA Basic Safety Rules (located in a central area)
- Range Rules (text from the this document, located near RSO station)
- Personnel Responsibilities (from this document, located near RSO station)

7. Pistol Range Hours of Operation

Posted “Public Hours” are subject to availability of the volunteer RSO staff. Shooters preferring mid-week sessions are encouraged to work with the RSO team to develop schedules.

Member requests to shoot outside of the posted times must be made in advance and are subject to RSO availability.

A calendar of Pistol Range operations shall be posted on the BISC website www.biscwa.org and updated as frequently as possible. Hours for both public and private events are limited to the following hours:

Monday through Saturday: 9:00 AM to 9:00 PM

Sunday: 1:00 PM to 6:00 PM

Non-Scheduled (non-public) Hours

Beyond the posted Public Hours, the Pistol Range may be opened for Club RSO or BIPD use.

BIPD Use of Pistol Range

The BIPD will be given priority for Pistol Range use during hours not listed as “Public Hours.”

Non-Scheduled Shooting

Any BISC RSO may open the range during hours not listed as “Public Hours” using the following procedure, PRIOR to arriving at the range:

Procedure for Non-Scheduled Shooting

The ranges are available to qualified members at times other than those published in the Newsletter or on the website, within the general limits set in the previous Section. Shooters must schedule their sessions in advance by email to Range-Use@biscwa.org - the preferred mode of advance notification, except in cases where any specific approval from the CRSO, Range Committee, or Director of Firearms Education and Training is required.

- When pre-scheduling by email, the shooter must carbon copy themselves, print the email, bring it to the range and attach it to the Sign-In and Waiver sheet.
- The email must include the RO’s name, date of the shoot, and start and stop times. RSO’s bringing others must also include their names and relationship to the Club (member, guest, etc.)

If a member books a shoot outside of regularly scheduled times, and arrives to find the range legitimately in use, the party already on the range has “right of way,” up to and including asking the new

arrival to wait. However, accommodation and good sportsmanship on both sides should prevail in this circumstance.

8. Range Maintenance

A Maintenance Log shall be kept and maintained at the Pistol Range. All maintenance activities are to be recorded in the Maintenance Log.