

# Waite Park Rifle Club

Standard

Operating

Procedures

V11.0

# Waite Park Rifle Club Standard Operating Procedures

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WEBSITE: [www.waiteparkrifleclub.com](http://www.waiteparkrifleclub.com)

## 1.0 Standard Operating Procedure Purpose Statement

Version 11.0 adopted

1. The objective of this Standard Operating Procedure (SOP) is to establish range activity guidelines, rules, and an emergency response plan. The result is to conduct safe live fire activities consistent with the purpose and by laws of our organization within the framework of the Conditional Use Permit (CUP) negotiated with the City of St. Augusta.
2. Upon adoption by a majority vote of the Waite Park Rifle Club Board of Directors (BOD). The Board of Directors(BOD) will post a copy in the range Sign In building and the Range Safety Officer (RSO) building. The website manager will post the SOP on the Club website.
3. All changes/updates to the SOP must be approved by majority vote of the BOD. Any change or update will be posted on the Club website as soon as possible and will be included in the next annual mailing to club members. The BOD will place the update/change in the range Sign In building and the RSO building.
4. Each member of the Waite Park Rifle Club (WPRC) is required to become familiar with and observe the conditions and guidelines of the SOP. All members are expected to educate all family members, approved visitors or guests regarding the SOP and ensure their compliance.

## 1.1 Range Description

A. Waite Park Rifle Club (WPRC) range facilities are operated to provide a safe environment for WPRC members to participate in recreational and organized shooting activity or firearms related training, to instill good sportsmanship through friendly competition and promote positive community relations. The range exists to promote firearms familiarity, handling safety, and marksmanship among our club members and the surrounding communities. The ranges are used to encourage and conduct small arms competition for our members in cooperation with the National Rifle Association and the Civilian Marksmanship Program. The facility is under the supervision of the WPRC Board of Directors (BOD). It is managed by the Board of Directors(BOD). Daily operations of the facility and ranges are the combined responsibility of the BOD, RSOs and all WPRC members.

B. The facility with its ranges and buildings is located on property owned by the WPRC. This facility is utilized by a specific group of authorized personnel known as The Waite Park Rifle Club (WPRC).

C. The WPRC is a self-sustaining operation. Sufficient monies are necessary to fund daily operations. Revenue is generated by annual membership dues.

D. Membership in the WPRC is a privilege, WPRC members and authorized family members must exercise strict adherence to this Standard Operating Procedure (SOP) to provide standardized and safe operation of our ranges. All members are required to display their membership card while on our facility. Anyone on the range who demonstrates a lack of discipline, safe conduct, or regard for others will be evaluated immediately by any Range Safety Officer (RSO) present for disciplinary action. The BOD may also evaluate for any further disciplinary action.

E. Members are required to guard against trespassers. Trespassers (non-members) discovered firing on the range(s) are regarded as untrained, unsafe, and armed trespassers on private property. They should be told to leave. Members should contact law enforcement and inform them of the armed trespasser and ask for assistance if needed. While waiting for response, call a cease fire, unload, and case all guns and try to obtain the vehicle license number and description of the trespasser. Report the incident to the BOD who will have contact information posted in the sign in building. Use good judgment.

F. The WPRC facility is comprised of three ranges. The shotgun range is located on the northern portion of the property and is setup for trap shooting. Shooters fire from five designated positions in a north to northeast direction. An area of the shotgun range can also be used for shot pattern testing. **Trap shooting and pattern testing cannot occur simultaneously.**

The rifle range is on the southwest area of the facility. It has impact safety bunkers constructed at 25 yards, 50 yards, 75 yards and the maximum range of 100yards. All shooting on this range is done at a common firing line.

The southeast section of the property is the location of the pistol range. Safety impact bunkers are established at ranges of 10 yards, and 50 feet. The former 50 yard range is now behind the 10-yard bunkers and is used exclusively for league matches. Signage is present. When leagues are using the back bunkers (former 50 yard), the 10 yard and 50-foot range are closed and signs will be posted.

All live fire is conducted at a common firing line.

Firing on both the rifle and pistol ranges is in a southerly direction at approved targets placed in the confines of the safety impact bunkers.: **All bullets must go into a bunker.** Both ranges have safety berms on their east, west and south boundaries for noise abatement and stray round containment.

Do not fire from positions behind the normal firing line benches.

## 2.0 CONDITIONAL USE PERMIT

CUP is issued by the City of St Augusta and sets our hours of operation which is 9am Monday through Saturday to 9pm or sunset, whichever is earlier. No shooting before NOON on Sunday.

# NO SHOOTING OUTSIDE OF THESE HOURS

## 3.0 General Safety and Range Rules

### To be Brief:

Remember: sign-in when using the range

Raise the range flag

Think and Practice Gun Safety

Place and shoot all targets within an orange box within a bunker on the rifle or pistol range

Communicate with other members using the range

Wearing eye and ear protection is **mandatory**.

Lock the gate behind you when entering and leaving the range; this helps assure that only members will enter the range after you.

Knowledge, skills, and ATTITUDE

## General Gun Safety

All new members will receive safety training before receiving range keys.

Members will receive mandatory refresher training as determined by the BOD.

1. **Always** keep the gun pointed in a safe direction.
  - A. A safe direction means that even if the gun would go off, it would not cause injury or damage and no bullet would leave the range
  - B. The key is to control where your gun barrel is pointed at all times!
  - C. At our range, this means inside the orange box within a bunker. Safety impact bunkers impose very specific azimuth and elevation limitations and define a narrow firing “corridor” to ensure bullet impact in the bunkers. To prevent bullet impact outside the bunkers, shooters are required to place **ALL TARGETS** within the confines of the safety impact bunkers.



2. **Always** keep your finger off the trigger until you are ready to shoot.
  - A. Rest your trigger finger outside the trigger guard and alongside the frame of the gun.



3. **Always** keep the gun unloaded until ready to shoot.
  - A. Remove the magazine
  - B. Open the action
  - C. Look into the chamber to see if it is clear or empty
  - D. Use an open chamber indicator if available

Know your target & what is beyond

Be sure your gun is safe to operate

Know how to use your gun safely

Use only the correct ammunition for your gun

Wear eye and ear protection

Alcoholic beverages and other mood-altering substances including prescription drugs, or medications containing alcohol are prohibited on the WPRC facility. The use of any medication (over the counter or prescription) which will cause drowsiness or slow reaction time or dull the senses is prohibited.  
Smoking is prohibited on the firing line.

Always store guns so they are **not** accessible to unauthorized persons. This includes guns at the range.

**Do not handle a gun while others are downrange.**

No one shall go in front of the firing line or shooting point while the range is “hot” with other persons or person shooting or preparing to shoot, or if any firearm is on the line that is not unloaded or has the action closed. This includes the handling and loading of muzzleloaders.

The muzzle of all loaded firearms must be pointed downrange at all times. This is to prevent bullets going through the overheads and/or leaving the range.

Be aware that certain types of guns and many shooting activities require additional safety precautions.

All guns shall be unloaded when you arrive at the range

The only guns loaded are those on the trap or firing line and you are ready to shoot at a target.

Maintain a common firing line

Clear the firing line before proceeding down range; all guns benched with open action facing up, magazine removed and safety on.

Never leave a loaded gun unattended

Call “**CEASE FIRE**” if an unsafe situation is observed.

Know and obey all range rules

G. An important responsibility of all WPRC members is to stop and correct any unsafe range condition. Immediately call a **CEASE FIRE** and point out the safety problem and suggest corrective action. When no certified RSO is present - any club member may take charge.

Stop shooting immediately upon the command “**Cease firing.**”

No cross firing

Shoot only at authorized targets:

A. Targets for use on the pistol and rifle ranges are restricted to those provided by the club and available in the “blockhouse” or any commercial or homemade paper or cardboard target if it can be placed in the safety impact bunker and affixed to the cardboard backers provided. Cardboard is the only approved target backing. Clay pigeons are the only approved target for use on the shotgun range for trap shooting. Cardboard or paper targets may be used for shot pattern testing on the patterning range.

B. No breakable targets (glass, junk, computers, monitors, CDs, clay pigeons on the rifle and pistol ranges, etc.)

C. No exploding targets

D. Water filled milk jugs are OK, pick up your own remnants.

E. STEEL TARGETS ARE ALLOWED. They must have a smooth face with no pockmarks or craters. Uneven surfaces are a source of splash back and ricochets that endanger the shooter and bystanders. Please use appropriate target materials and follow manufacturers' recommendations.

F. The polymer targets may be shot with any rifle or pistol caliber at any range. Not for use with shotgun. Slugs cause too much damage and pellets can bounce back.

Know where others are at all times (especially children).

Children who have not completed their MN Firearms Safety Course need to be with their parent at all times.

## DON'T EAT WHILE SHOOTING DUE TO LEAD AND OTHER CONTAMINANTS

Pregnancy: Amniotic fluid conducts sound extremely well. The fetus hearing could be damaged.

No 50 BMG. Our bunkers are not adequate for it.

Full auto is allowed **BUT** remember **ALL** bullets must land within the orange area of the bunker.

Only aimed, precision fire is allowed on WPRC ranges. Un-aimed or indiscriminate fire has a high likelihood of rounds going outside of designated impact areas or leaving the range complex.

**Indiscriminate or un-aimed fire is prohibited.** Indiscriminate fire is defined as follows:

Using any firearm without sights, or without employing sighting devices, or by firing too rapidly to allow proper sight alignment between shots.

Firing from the hip, chest or any other position that does not allow for proper sight alignment.

Firing "quick draw" style without using sights or bringing the firearms sights into the shooters visual sighting plane.

Firing any firearm "gangster style," i.e., e., holding the firearm sideways without using the sights.

Firing at anything on the range (including the range surface, number boards, etc.) other than approved targets placed in the approved fashion or a target not aligned in the perpendicular with the shooters position (no shooting across another firing lane).

Most rifles, handguns and shotguns may be used on the rifle or pistol ranges provided the following restrictions are observed:

Firearms without an aiming/sighting device are prohibited.

Firearms chambered for the .50 Caliber BMG round are prohibited because of the likelihood of the projectile penetrating the safety impact bunker.

Paint ball guns of any type are prohibited. Pellet rifles and handguns (CO2 or pump) and BB guns are allowed.

Any semi-auto firearm equipped with a "hellfire," "activator" or similar trigger device that preempt

factory designed safety features to permit rapid fire is prohibited per Minnesota Statute 609.67 subdivision 1 (d).

Shotgun use is conditional to ammo type on the shotgun and rifle ranges vs. the trap range.

See the individual range rules for more information.

Incendiary, tracer, and explosive ammunition cannot be used on the WPRC ranges.

F. People may assume any safe shooting position while using the WPRC ranges. Standing, sitting, kneeling or prone are typical positions. Spine prone (lying on back and placing the barrel against lower leg) is allowed, but shooters must ensure they keep their firearm muzzle at the firing line and ensure their feet remain behind the firing line **A stable and balanced position must be maintained to prevent unwanted and unsafe bullet placement.**

## Cold Range

Waite Park Rifle Club runs a COLD RANGE.

This means there are no loaded firearms except at the “HOT” firing line.

DO NOT confuse this SAFETY RULE with the provisions of the Minnesota Personal Protection Act.

## **4.0 WPRC RANGE STANDARD OPERATING PROCEDURES**

### **4.1 RANGE SAFETY OFFICER (RSO) REQUIREMENTS**

All Waite Park Rifle Club (WPRC) Range use is covered by Standard Operating Procedures (SOPs). These SOPs define what every member must know to use a WPRC range. These SOPs, written for all members, available from the WPRC web site at [www.waiteparkrifleclub.com](http://www.waiteparkrifleclub.com), or contact the various board members. SOPs governing Range Safety Officer (RSO) range operations are addressed below, and are available from the same sources. Each RSO is responsible for making sure they have the latest rules and guidelines available. Keep in contact with range postings or website: it is your responsibility to keep up to date.

### **4.2 Range Safety Officer – Role and Responsibility**

1. Range Safety Officers (RSO) will be comprised of volunteers selected from the WPRC membership. Selection will be made by the majority vote of the BOD. Interested club members should contact any BOD member for consideration.
2. RSO status is accomplished by attending and successfully completing the National Rifle Association Basic Range Safety Officer Course, or other accredited training as determined by the BOD. Successful completion will be defined by the BOD.  
The WPRC will compensate all volunteers attending an NRA RSO training session for all BOD

approved expenses. An RSO will not be compensated for time or expenses incurred while performing their duties as RSO. Any RSO may be stripped of his or her RSO status for cause deemed sufficient by the BOD at a regular or special meeting of the BOD.

3. The WPRC BOD shall set a minimum number of hours an RSO is expected to spend on the Club range supervising range activities. At present this is twelve (12) hours per year.

4. All RSOs will be supervised by the BOD. It is the responsibility of the BOD to establish a line of communication with the RSOs and use this to keep the RSOs informed of any developments, changes, or concerns regarding facility operations. The BOD will provide RSOs with access to current copies of course descriptions, range commands and schedules of the WPRC sponsored shooting activities. All RSOs will report to the BOD regarding RSO matters and will report any problem, incident, or concern the RSO deems is in need of immediate attention.

5. RSO duties will be stipulated by the BOD. It is the goal of these duties to maximize range safety. **Safety is the overriding concern of the RSO at all times.** It is the responsibility of the RSO to be familiar with the SOP, all range rules, course descriptions and range commands to provide continuity and consistency while overseeing range activity. RSOs are required to provide the BOD with current contact information which will include a telephone number and an email address. RSOs are also expected to communicate any problem, incident, rule violation, disciplinary action or necessary repair(s) etc. to the BOD in a timely manner and record it in the

6. The RSO is the supervisor, the take charge person when on the club facility. Decisions must be made by the RSO in a timely manner to avert any conflict and maintain range discipline. Once the RSO has made a decision **that is the last word.** Make every effort to be fair and polite but be firm; **do not forget the words “please” and “thank you.”** Return to your main objective- **SAFETY** as soon as possible. Continue discussion or dispute resolution after live fire has been completed.

### **Never compromise safety.**

Other RSO duties are listed below. This listing is not meant to comprise all duties or detract from those listed in the NRA RSO training manual.

Display the RSO identification with the WPRC membership card.

Conduct range safety inspections before live fire begins.

Provide the safety briefing for shooters before starting a shooting event- educate the shooter.

Supervise the shooting event by following the specific course description and range commands. These are great tools for establishing firing line discipline. They help the RSO build a “comfort zone” for the shooters and enforce range rules at the same time.

Our club members rely on the RSO to establish and enforce range discipline within the guidelines of our SOP and RSO training. Good judgment must be exercised by an RSO; it is by far the best tool and asset an RSO can develop.

Never be combative or confronting when dealing with a belligerent shooter. State what is expected of the shooter to the shooter. If necessary, call law enforcement for assistance. **Do not allow unsafe conditions or belligerent behavior to go unchecked.**

Disciplinary action is an option available to the RSO. Use it with discrimination; but use it if necessary.

IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND AS HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

IF there is a serious problem, contact the BOD or law enforcement as appropriate.

## **5.0 RIFLE AND PISTOL RANGE STANDARD OPERATING PROCEDURES**

The SOPs for operating the outdoor rifle range are outlined below, along with noting any unique range rules.

### **5.1 RSO OPENING THE RIFLE AND PISTOL RANGES**

1. Check to see if the large berms (hills) and bunkers are in good condition. If there has been any damage notify the BOD ASAP.
2. Check the blockhouse for targets, stapler, staples, rests, earplugs, and safety glasses. It should be clean and neat.
3. **Impact area** - Ensure that the bunkers are intact. The range floor should be free from large hard objects (like rocks 1 inch or greater in diameter).
4. Make sure target clips are functional/ inspect for damage. Make notes on the checklist where repairs are required or repair if time permits.
5. Ensure that firing line is in order (i.e., benches and stools are functional, and in the proper position, no debris cluttering up the area).
6. Ensure that there are no hazards / obstructions between the firing line and the impact area. Keep the area clean.
7. Keep the sandbags neat and orderly in the boxes behind the firing line.
8. Check the first aid kit in the blockhouse. Adequate supplies should be on hand. An inventory list is inside on the lid. Compare contents against the list.
9. During the range inspection you may find areas that need attention. If possible, correct any problems before opening the range. If a problem is found that can't be corrected immediately you will have to determine if the range can be run safely with the existing problem. Call a board member.
10. Supplies in the blockhouse
  - Put extra targets (1" stack), safety glasses, ear plugs, staples, and staplers out. They are stored in the RSO building and the shipping container. Make sure staplers are full.
  - Make sure all target cardboards are clean. The target cardboards are stored in the blockhouse. Place the spotting scope out on the firing line if needed. It is in the RSO building. Keep an eye on the scopes.
11. Remove outdated material from the bulletin board.
12. Take a quick look at the outhouse. It should have toilet paper. Additional toilet paper is stored in the RSO shed in a plastic bin.
13. The toolbox is located inside the RSO building, and has basic tools inside-.
14. Check the trash cans. If they require emptying, burn paper if conditions permit. If still full, contact

BOD to arrange garbage pickup. RSOs may burn paper in the burn barrel.

### **5.1.1 OPERATING THE RIFLE AND PISTOL RANGES**

#### **SIGNING IN SHOOTERS**

1. Ensure that they are wearing eye and ear protection.
  - A. Every one coming to the firing line should be wearing eye and ear protection.
  - B. Everything forward of the blockhouse is an eye protection area.
2. Determine if they are a member. They must present their membership card or other proof of membership/payment to the RSO. The membership card must be worn visibly on the member or their gear.
3. If they are not a member, they must be an accompanied guest of a member and **may not shoot**. As a member, you assume responsibility for their actions.
4. If there is a lineup of people waiting to use the range, maintain a list of names as they arrive so members are served in order, and no one is overlooked. If it appears that the range will be very busy, with a relatively long waiting list, the RSO may impose a one-hour time limit for each shooter.

**This has never happened**

#### **MAKING THE LINE HOT**

1. After all shooters are back from putting out target backers or changing targets and are back behind the benches, double check to ensure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce: **THE LINE IS HOT; YOU MAY COMMENCE FIRING WHEN YOU ARE READY."**
3. Pay consistent attention to the impact area, and make sure that all rounds remain in the backstop, and do not strike the range floor or anywhere outside the orange box within the bunker.

RSOs must always be monitoring the firing line condition for safety.

#### **MAKING THE LINE SAFE**

1. Shortly before calling a cease-fire, warn shooters of the upcoming target change
2. Once you have determined that adequate time has elapsed, (a couple of minutes for shooters to fire their last round), then announce: **"WE ARE MAKING THE LINE SAFE. CEASEFIRE, CEASEFIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."**
3. Go down the firing line and inspect all firearms. Confirm that:
  - A. All firearms are unloaded with detachable magazines removed.
  - B. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
  - C. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing,
  - D. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed with the frizzen open and the hammer down).
  - E. No one is touching a firearm.

4. Once you are satisfied that it is safe to go down range, announce: "THE LINE IS COLD. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
  - 1 Take staplers down range with them if they are putting up new targets.
  - 2 Now, is also a good time to pick up any brass that has fallen forward of the benches and to deposit it in the designated brass buckets if they do not want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
  - 3 Bring their target backers back if they are done shooting.

**“The line is SAFE (or COLD). You may go downrange and check or replace your targets. DO NOT handle any firearms while the line is safe.”**

While the range is SAFE, watch the line closely to ensure that no one touches a firearm. Make sure no one uncases a firearm at one of the back benches.

### **5.1.2 CLOSING THE RIFLE AND PISTOL RANGES**

1. Make the line safe for the last time. You may choose to have everybody case their firearms before declaring the line safe and allowing shooters downrange.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put the sandbags in the boxes behind the firing line and rests back in the blockhouse.
4. Return spotting scopes and other items to the RSO building.
5. Close and lock all doors of the blockhouse, Sign In building, RSO building and shipping container.
6. Ensure that everyone has left the rifle range.
7. After all shooters have left the range lower the orange range flag.
8. Lock the gate when you leave.

### **5.2 GENERAL RIFLE AND PISTOL RANGES RULES**

1. All targets must be placed in and shot inside the orange box
2. Shoot at only authorized targets (no breakable targets or glass bottles)
3. Shoot only authorized ammo (no tracers, incendiary or .50 BMG)
4. Block house contains: Target backers, targets, bowling pins
5. Recycle brass and police up empty cartridges
6. Keep the block house clean & organized
7. Keep the range clean
8. Eye and ear protection is mandatory.
9. During a cease-fire, all firearms are to be unloaded.
10. No one is allowed forward of the firing line unless the line has been declared safe by an RSO or communication between all shooters.
11. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
12. Loaded firearms must be pointed down range with barrel horizontal.

Handguns are allowed on the range if they are capable of consistently hitting the impact area, but are subject to Range Safety Officer approval. The RSO is responsible for closely monitoring pistol use, due to the probability of bouncing rounds out of the range. The

RSO should strongly recommend the member use the pistol range.

14. Shotguns may be fired with slugs or buckshot only on the rifle and pistol ranges. Birdshot tears up the target backers and there can be issues with small shot bouncing back from some target surfaces. Therefore, if you are shooting on the rifle or pistol range, ensure that you are close enough that the pattern does not impact the railroad ties.
15. Shooters may not consume alcoholic beverages or any mood-altering substances (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live firing. The BOD or RSO will deny range access to anyone in violation.
16. Shoot only at designated targets.
17. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 60 seconds, in case it is a hang fire.
18. After a misfire or jam, the firearm must be cleared. If it cannot be safely cleared, suggest the shooter have a gunsmith correct the problem. The firearm must be removed from WPRC property as quickly and safely as possible.
19. Smoking is not allowed near the benches where muzzleloaders are being loaded.
20. IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND AS HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

### UNSAFE/UNCOOPERATIVE SHOOTERS

1. Correct the unsafe situation, immediately.
2. If someone has moved downrange when the range has not been declared SAFE, immediately call a cease-fire, and call the person back to the firing line.
3. If a shooter is pointing a firearm in an unsafe direction, immediately have them correct the problem. This may be done verbally or, if you are close enough, physically. Make sure you do not make a bad situation worse by startling the offender.
4. Many unsafe acts take place quickly, and may correct themselves before you have a chance to react to them ("sweeping," for example). Even after such an event, it is still your responsibility to inform the offender of the problem and explain that repetition will result in his removal from the range.
5. A warning should usually be given to unsafe shooters, but, if in your opinion, the offense warrants, you may evict a shooter without a warning. Keep the range safe!
- 6.** Do not argue with shooters. Anyone who refuses to take direction from you, as Range Safety Officer, should be politely asked to leave the range. If a shooter refuses to leave, call a CEASE-FIRE, make the line safe, call the police (911) and explain your situation. All firearms should be encased before the police arrive. Be sure to contact a Board of Directors member.
  - 1 If you arrive to open the range, and are short of supplies:

| Shortage of...    | Look Here                                                    |
|-------------------|--------------------------------------------------------------|
| Staples, staplers | RSO building<br>Buy from Hardware store and turn in receipt. |

|                |                                                             |
|----------------|-------------------------------------------------------------|
| Sandbags       | Borrow from (and return to) the Rifle Range or Pistol Range |
| Targets        | RSO building or shipping container                          |
| Sign-In sheets | (Make copies)                                               |
| Toilet Paper   | RSO building                                                |

1. Confirm that shooters and guests have eye and ear protection. If not, earplugs and glasses are available.
2. If the range is SAFE, a shooter may move his equipment and cased firearm to his firing point, but may NOT uncase his firearm.
3. If the range is HOT, a shooter may uncase his firearm at the firing line, and prepare to post a target during the next SAFE range period.

#### **TARGETS**

1. Targets and cardboard backers are available in the blockhouse. Targets are free, but are expected to be well-utilized. Use your own discretion.
2. Targets must be placed on the backer such that bullets strike the impact area (inside the orange box). When a shooter is done for the day, make sure he retrieves the backer from downrange, removes the target, and disposes of it correctly.

#### **GENERAL INSTRUCTIONS**

1. When giving commands, speak in a loud, clear voice. Remember that everyone on the range is wearing hearing protection.
2. When dealing with rule violations, be firm, but polite.
3. Be helpful to the shooters who come to the range, but remember that your priority as Range Safety Officer is the safety of the range. Do not allow yourself to become distracted with helping a shooter if there is a possibility that a safety violation may occur elsewhere on the range.

## **6.0 STANDARD OPERATING PROCEDURES FOR TRAP**

**6.1** This section is intended to be used as a reference for qualified RSOs. The primary responsibility of the RSO is Safety enforcement.

Safety Rules:

### **6.1.1 OPENING THE TRAP RANGE**

1. Unlock and open the door of the trap house.
2. When filling trap machines or doing maintenance in the trap house, put up the orange reflector.

### **6.1.2 LOCKING UP THE BUILDING AND SHUTTING DOWN THE FIELDS**

1. Clean up fields and building as required.
2. Load Trap machines, police the area outdoors.
3. Return equipment to storage areas.
4. Release arms from Trap machines, turn off machines and lock up buildings.
5. Close front panel, stow flag, and dispose of cardboard boxes as required. Dispose of hulls in the proper receptacle.

## 6.2 General Trap Range Rules

1. Auto trap thrower is used only on league nights
2. Use portable trap thrower at other times
3. Clay targets are thrown North to Northeast towards the trap house
4. Use only shot shells for shooting clay targets. Size 7 ½ or smaller. This reduces the distance traveled.
5. Club members “in order to be good community neighbors” should finish any trap shooting by 7pm on Saturday or Sunday
6. If the field to the east of the range is being farmed, shooting must cease.
7. The target patterning board is for use with birdshot only. No slugs or buckshot. Use these on the rifle or pistol ranges where there are bunkers and berms to stop them.
8. **NO LOADED GUNS except on the firing line.**
9. **SEMI AUTO, PUMP, AND BOLT ACTION SHOTGUNS WILL HAVE ACTIONS OPEN IN GUN RACKS**
10. **SINGLE/DOUBLE BARREL SHOTGUNS MUST HAVE ACTIONS OPENED WHEN REMOVED FROM GUN RACKS**
11. **ALL GUNS MUST BE CARRIED WITH THE ACTION OPEN AND CHAMBER EMPTY**
12. **GUNS MUST NOT BE LOADED UNTIL YOU ARE ON THE STATION AND READY TO SHOOT.**
13. **REMOVE EMPTY CASES BEFORE STEPPING OFF THE STATION.**
14. **ACTIONS OPEN BETWEEN SHOOTING STATIONS**
15. **EYE AND EAR PROTECTION REQUIRED BY ALL PERSONS IN SHOOTING AREAS (BEYOND STOP SIGNS)**
16. **TARGET LOADS ONLY: SHOTSIZES 7 ½, 8, 8 1/2, 9.**
17. **TRAP FIELDS: SINGLE LOAD ONLY EXCEPT FOR DOUBLES AND WOBBLE TRAP. (2 MAX)**

## 7.0 MUZZLELOADERS STANDARD OPERATING PROCEDURES

This document is designed to serve as a reference for the proper conduct of muzzle loading range operations at the WPRC.

### **MUZZLELOADER SAFETY RULES**

The following are the general safety rules that are used when muzzleloaders are being used and must be enforced by all Range Safety Officers:

1. Watch the firing line and the loading bench for possible problems.
2. THERE IS NO SMOKING ALLOWED ON THE MUZZLELOADING FIRING LINE OR BY THE

LOADING BENCHES. SMOKERS MUST BE AT LEAST 15 FEET FROM THESE AREAS.  
THE RANGE SAFETY OFFICER WILL ESTABLISH THE SAFE SMOKING AREA.

3. Any well- constructed muzzleloader in safe firing condition is allowed on the WPRC ranges.
4. Containers of black powder should be widely separated from the firearm when shooting.
5. All powder will be loaded from a separate powder measure or from pre-measured charges or pellets.  
NO LOADING WILL BE DONE FROM THE HORN OR FLASK! Powder containers must be closed except when dispensing powder and at the loading area.
6. Firearms will not be primed or capped until the shooter is on the firing line. Capping and priming must be done at the line. Only small quantities of priming powder are allowed on the firing line.
7. When the firearm is being loaded or carried the muzzle will be pointed up. When the firearm is primed or capped the muzzle WILL NOT be raised above the horizontal and will always be pointed at the backstop.
8. Firearms WILL NOT be handled when the line is cold.
9. Watch out for flintlock or revolver side flash.
10. Treat every firearm as if it is loaded at all times.
11. Glass containers are not acceptable
12. DO NOT BLOW DOWN THE BARREL AFTER FIRING!
13. If the shooter has a problem, they should ask the Range Safety Officer for assistance. Firearms are not to be removed from the line until any miss fires or hang fires have been cleared. Watch for shooters who are having problems. Assist them as necessary. If you must give them individual help, be sure that there is another Range Safety Officer to watch the line or call the line cold.
14. Clearing a misfire: The safest method is to use a CO2 ball discharger. Keep the muzzle pointed downrange as the CO2 will force the bullet and powder charge out at high enough velocity to cause injury if it should strike someone. If a CO2 ball discharger is not available, a ball puller (worm) may be used, or other safe method
15. REMEMBER-COMMON SENSE AND COURTESY ARE THE BEST SOLUTIONS TO ANY PROBLEM
16. YOU WILL DETERMINE IF THE LINE IS HOT OR COLD. ALL MISFIRES AND HANG FIRES MUST BE CLEARED BEFORE YOU CAN CALL THE LINE COLD. YOU WILL NOT CALL THE LINE COLD IF THERE IS A LOADED FIREARM ON THE LINE UNLESS THERE IS AN EMERGENCY!
17. If there is an emergency all loading should stop and the loaders should mark the last step that they did, such as setting the powder measure on the muzzle, inserting the ram rod into the barrel, etc. and then step away from the firearm.
18. Any shooter can call cease fire if they see a safety problem.
- 19.** The Range Safety Officer's word is law.

## 8.0 ARCHERY STANDARD OPERATING PROCEDURES

1. The archery target is kept in the Blockhouse. To make use of it, place towards a berm, not facing shooters.
2. When finished, replace the target in the Block House and place used targets in the trash.

## 8.5 TOMAHAWK/KNIFE THROWING TARGET PROCEDURES

1. The target is located to the north of the pistol range. Take turns with others. Be aware of tomahawks and knives bouncing off the target.

## 9.0 CLEAN UP OR MAINTENANCE DAYS

1. The gate may or may not be locked, depending on tasks.
2. A prominent sign will be posted at the gate stating that the range is closed.
3. A notice of the clean up or maintenance day will be posted on the website.

[www.waiteparkrifleclub.com](http://www.waiteparkrifleclub.com)

## 10.0 EMERGENCY STANDARD OPERATING PROCEDURES

If there is an emergency at the range members are to:

1. Take charge of the situation (evaluate and designate helper)
2. Call for help then Render aid
3. Direct help to the range location

22256 HWY 15  
St. Cloud, MN 56301  
Stearns County

NOTE: This is not a mailing address.

Take notes (write down what happened, to whom and where it happened)

### **Call for help- 911**

Give 911 dispatcher necessary information:

Location of incident

Your name, what happened

How many people in need of aid & condition of those needing aid

Location of person who will direct help to the scene (station person at Hwy 15 and driveway to the range)

Document the incident.

After the incident is resolved, contact the BOD.

## APPENDIX A: RSO Training

WPRC will follow the standards set by the NRA, or other accrediting association as determined by the BOD.

## APPENDIX B: Miscellaneous Training Classes

**Membership:** Instructors must be a member in good standing for a minimum of one year prior to scheduling a class.

**Credentials:** To instruct at our range the instructor must be a certified instructor from an entity recognized by the state of Minnesota and recognized by the range, with the credits on record with the Board of Directors.

**Insurance:** Each year the instructor must be a member of the range, and document with the board a \$1,000,000 liability insurance policy.

**Scheduling:** The WPRC training officer in charge needs to be notified 2 weeks in advance of the proposed class dates to avoid any scheduling conflicts, and have sufficient time to put the dates and times on the website.

**Frequency:** No more than one class per instructor per month. No more than a total of 2 classes per month, inclusive of all instructors, at the range. No classes will be scheduled in the month of October.

**Duration:** No more than 2 hours of range time.

**Supervision:** WPRC board members and/or RSOs may observe to ensure SOP procedures and safety procedures are followed.

**Exceptions:** Specific, non-precedent setting, exceptions may be made by the board.

## APPENDIX C: LEAGUES

### Description of WPRC Leagues

1/14/10

All leagues are “come as you are” there are no teams, and no charge, except for the trap league that charges \$ 2.00 per round of 25, to cover costs of the birds. For all leagues, try them: there is no obligation to attend every session: come when you are able. Try them out, and then stay or not.

Smallbore rifle silhouette

.22 LR rim fire targets are metal, knock them over = hit

Version 11.0 adopted

Benchrest or standing unsupported, your choice  
 25 yards chickens  
 50 yards pigs  
 75 yards turkeys  
 100 yards rams

Smallbore pistol silhouette (Run simultaneously with action shoot)

22 LR rim fire targets are metal, knock them over = hit  
 Standing unsupported  
 25 yards chickens  
 50 yards pigs  
 75 yards turkeys  
 100 yards rams

And Action Shoot

22 LR rim fire targets are metal, knock them over = hit  
 Standing unsupported. At least one magazine change. Unlimited rounds. Score = time.  
 7 yards metal Bowling pins  
 10 yards metal “poppers”

Big Bore Action Shoot

9MM or 38 special minimum, no magnum loads  
 25 to 30 rounds. Ranges from 7 to 15 yards  
 Combination of paper, bowling pins and metal targets  
 Course varies.

Pistol Bulls eye Match

22 LR rim fire, standing, unsupported, two hands or one hand depending on course of fire  
 Bulls eye targets at 50 feet also 25 feet

Trap League

## WAITE PARK RIFLE CLUB COURSE DESCRIPTION

### Smallbore Rifle Silhouette Match

### THERE IS NO ENTRY FEE

**RIFLES:** Any .22lr chambered rifle with a barrel length of 24 inches or less. Adjustable buttplates and cheekpieces are not allowed. Hand stops are not allowed, slings are not allowed. Any sighting system is allowed except one which projects a beam of light onto the target. All safety devices must be functional.

**AMMUNITION:** Any safe .22lr ammo designed for the rifle being used.

**EQUIPMENT:** Shooting jackets, shooting gloves, and shooting boots are not allowed. Only sandbags can be used when benchrest shooting.

**TARGETS:** Steel knockdown targets are used for each stage of fire. Chickens at 25 yards, Pigs are 50 yards, Turkeys at 75 yards and Rams at 100 yards. A target must be knocked down to be scored as a hit. Forty (40) total targets per match.

**COURSE OF FIRE:** The matches may be shot in the standing unsupported position or the benchrest position using sandbags. All matches throughout the season will be shot from the same position chosen by the shooter at the beginning of the first match. Each shooter will engage each target with one round only-forty (40) rounds total. There will be a three (3) minute preparation period before each stage of fire.

Untimed fire. 25 yards. Ten (10) rounds only for score fired at ten (10) chicken knockdown targets.

Untimed fire. 50 yards. Ten (10) rounds only for score fired at ten (10) pig knockdown targets.

Untimed fire. 75 yards. Ten (10) rounds only for score fired at ten (10) turkey knockdown targets.

Untimed fire. 100 yards. Ten (10) rounds only for score fired at ten (10) ram knockdown targets.

Each stage will be fired at a different firing point designated by the range safety officer. Shooters will move from firing point to firing point at the direction of the range officer while observing range safety rules.

Each target that is knocked down will be scored as one (1) point. Total points possible are forty (40) for each match.

**GENERAL RULES:** SAFETY is our #1 priority – please remember and follow the three gun safety rules.  
**ALWAYS KEEP THE GUN POINTED IN A SAFE DIRECTION** toward the safety berm  
**ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO FIRE.**  
**ALWAYS KEEP THE GUN UNLOADED UNTIL READY TO FIRE.**

Eye and hearing protection must be used by all persons on the range during live fire.

All rifles will be kept cased until brought to the firing line and the firing line is declared HOT.

Shooters will ensure rifles are in safe condition when not firing.

Action open, safety one, chamber empty, magazine empty or removed.

Everyone is expected to follow the directions of the range safety officer.

**Persistent unsafe gun handling or disruptive behavior will be cause for disqualification.**

All shooters concerns regarding the league can be addressed at the matches – any changes in procedure will be made by a consensus of the shooters. General safety rules cannot be changed.

Watch for announcements on the Waite Park Rifle Club website [www.waiteparkrifleclub.com](http://www.waiteparkrifleclub.com)

## Smallbore Rifle Silhouette Range Commands

**This course of fire is conducted with up to eight shooters on the firing line at a time, one shooter at each firing point.**

**All targets should be set up prior to calling the first relay of shooters to the firing line.**

**The range is HOT.** Shooters to the line. One shooter at each firing point. Place your rifles in safe condition.

**When rifles are verified in safe condition:**

There will be a three-minute preparation period before each stage of fire. You must decide which position you will use to shoot the course, either standing unsupported or bench rest – sandbag use only. You must use this position throughout the league season.

Your preparation period begins now.

**After three minutes: Stage 1**

Your preparation period has ended. This is the first stage of fire. Untimed. Shooter will engage the ten targets in front of them with ten rounds only.

You may load. Give shooters time to load.

Is the line loaded? The line is loaded. Ready on the right? Ready on the left? Ready on the firing line. Commence firing.

**When firing has ended:**

Cease firing. Place your rifles in safe condition. **The range is COLD.**

**When rifles are verified in safe condition:**

Shooters may go forward to score and reset targets.

**When targets are reset and shooters have returned to the firing line:**

Shooters will move to the firing point to your right. Muzzles pointed up, above your head.

**When the move is complete:**

**The range is HOT!** Your preparation period begins now.

**After three minutes: Stage 2**

Your preparation period has ended. This is the second stage of fire. Untimed. Shooter will engage the ten targets in front of them with ten rounds only.

You may load. Give shooters time to load.

Is the line loaded? The line is loaded. Ready on the right? Ready on the left? Ready on the firing line. Commence firing.

**When firing has ended:**

Cease firing. Place your rifles in safe condition.

**When rifles are verified in safe condition:**

**The range is COLD.** Shooters may go forward to score and reset targets.

**When targets are reset and shooters have returned to the firing line:**

Shooters will move to the firing point to your right. Muzzles pointed up, above your head.

**When the move is complete:**

**The range is HOT!** Your preparation period begins now.

**After three minutes; Stage 3**

Your preparation period has ended. This is the third stage of fire. Untimed. Shooter will engage the ten targets in front of them with ten rounds only.

You may load. Give shooters time to load.

Is the line loaded? The line is loaded. Ready on the right? Ready on the left? Ready on the firing line  
Commence firing.

**When firing has ended:**

Cease firing. Place your rifles in safe condition.

**When rifles are verified in safe condition:**

**The range is COLD.** Shooters may go forward to score and reset targets.

**When targets are reset and shooters have returned to the firing line:**

Shooters will move to the firing point to your right. Muzzles pointed up, above your head.

**When the move is complete:**

**The range is HOT!** Your preparation period begins now.

**After three minutes: Stage 4**

Your preparation period has ended. This is the fourth and last stage of fire. Untimed.

Shooter will engage the ten targets in front of them with ten rounds only.

You may load. Give shooters time to load.

Is the line loaded? The line is loaded. Ready on the right? Ready on the left? Ready on the firing line.  
Commence firing.

**When firing has ended:**

Cease firing. Place your rifles in safe condition.

**When rifles are verified in safe condition:**

**The range is COLD.** Shooters may go forward to score and reset targets.

**When targets are reset and shooters have returned to the firing line:**

Shooters will case their rifle and remove their equipment from the firing line.

Make sure the range safety officers have recorded your scores.

## **WAITE PARK RIFLE CLUB COURSE DESCRIPTION SMALLBORE PISTOL ACTION SHOOT**

**DATES** – See calendar

**EQUIPMENT** – Any safe .22 Long Rifle pistol in good working condition.

**AMMUNITION** – Safe, modern .22 Long Rifle ammunition showing no signs of damage or mishandling during storage.

**TARGETS** – 14 metal targets. Provided by the Waite Park Rifle Club.

**TARGET DISTANCE** – 8 round targets at 30 feet located behind 6  
bowling pin shaped targets at 20 feet.

**COURSE OF FIRE** – Minimum of 14 shots including 1 magazine change.  
Automatic timer will record number of shots and time taken to knock down all 14 targets. May use as many shots as necessary. Fastest time recorded.

**FEES** – All fees for this course are included in your membership.

**GENERAL RULES** – All shooters will follow the exact instructions of the  
Range Safety Officer.

Cease fire may be called by anyone at any time if a  
problem is observed.

All shooters will remain at their shooting station  
until the shooter has completed the course of fire and the Range Safety Officer has secured all firearms.

All firearms will arrive at the range unloaded.

Eye and ear protections are required during live fire.

Muzzle is always pointed in a safe direction.

Firearms are unloaded until instructed to load.

Finger off the trigger until ready to shoot.

Range Safety Officer has absolute authority always.

No handling of firearms behind the firing line.

## WAITE PARK RIFLE CLUB COURSE DESCRIPTION SMALLBORE PISTOL METALLIC SILHOUETTE

**DATES** – See calendar

**EQUIPMENT** – Any safe .22 Long Rifle pistol in good working condition.

**AMMUNITION** – Safe, modern .22 Long Rifle ammunition showing no signs of damage or mishandling during storage.

**TARGETS** – Metal silhouettes. 10 Chickens, 10 Turkeys, 10 Pigs, 10 Rams

**TARGET DISTANCE** – 10 at 25 yards, 10 at 50 yards, 10 at 75 yards and 10 at 100 yards.

**COURSE OF FIRE** – Untimed. One shot at each target. 10 shots at each distance. 40 shots total. One point for each target knocked down.

**FEES** – All fees for this course are included in your membership.

**GENERAL RULES** – All shooters will follow the exact instructions of the Range Safety Officer.

Cease fire may be called by anyone at any time if a problem is observed.

All shooters will remain at their shooting station until everyone has completed the course of fire and the Range Safety Officer has secured all firearms.

All firearms will arrive at the range unloaded.

Eye and ear protections are required during live fire.

Muzzle is always pointed in a safe direction.

Firearms are unloaded until instructed to load.

Finger off the trigger until ready to shoot.

Range Safety Officer has absolute authority always.

No handling of firearms behind the firing line.

## **WAITE PARK RIFLE CLUB LEAGUE COURSE DESCRIPTION SMALLBORE PISTOL BULLSEYE**

**DATES** – See calendar

**EQUIPMENT** – Any safe .22 Long Rifle pistol in good working condition.

**AMMUNITION** – Safe, modern .22 Long Rifle ammunition showing no signs of damage or mishandling during storage.

**TARGETS** – 6 paper targets.

**TARGET DISTANCE** – Shooting benches are set at 50 feet from the targets. All shooters must remain behind the shooting benches until the Range Safety Officer gives the ALL CLEAR for scoring targets.

**COURSE OF FIRE** – Untimed fire - Two targets – 10 shots each. No time limit. Fire at your own speed.

Timed Fire – Two targets – 10 shots each. 40  
seconds for each target.

Rapid Fire-- Two targets – 10 shots each. 20  
seconds for each target.

**FEES** – All fees for this course are included in your membership.

**GENERAL RULES** – All shooters will follow the exact instructions of the Range Safety Officer.

Cease fire may be called by anyone at any time if a problem is observed.

All shooters will remain at their shooting station until everyone has completed the course of fire and the Range Safety Officer has secured all firearms.

All firearms will arrive at the range unloaded.

Eye and ear protection are required during live fire.

Muzzle is always pointed in a safe direction.

Firearms are unloaded until instructed to load.

Finger off the trigger until ready to shoot.

Range Safety Officer has absolute authority always.

No handling of firearms behind the firing line.

## WAITE PARK RIFLE CLUB COURSE DESCRIPTION BIG BORE PISTOL ACTION SHOOT

This league is open to all Waite Park Rifle Club members.  
It will be conducted by an NRA certified Range Safety Officer who is a member of this club.

### THERE IS NO ENTRY FEE FOR THIS COURSE

#### EQUIPMENT:

Handgun: Any center fire handgun in safe fully functional condition. **All safety devices must be fully functional.**

Ammunition: Center fire ammunition designed for the handgun being used must be of proper bullet diameter, case length and overall length.

**ALL EQUIPMENT IS SUBJECT TO INSPECTION BY THE RANGE SAFETY OFFICER.**

#### GENERAL SAFETY RULES:

**All people on the range area must wear eye and hearing protection during live fire.**

**Anyone can call a cease fire at any time when an unsafe situation arises.**

All handguns will be cased or in safe condition when not on the firing line. Handguns on the firing line will be kept in safe condition until the order to load is given by the Range Safety Officer.

No handguns will be handled while people are downrange

**Safe condition consists of the following:**

Safety engaged

Magazine removed or cylinder open

Chamber or cylinder chambers empty

Slide locked open and/or empty chamber indicator placed in chamber (semi auto) or breech of revolver barrel

Muzzle pointed in a safe direction (toward the safety impact bunker)

#### COURSE OF FIRE:

All firing will be done from the established firing line of the pistol range

Starting positions may vary as dictated by the course of fire

Whenever possible, an electronic timer will be used to record a shooters time and number of shots fired

When the range is declared “hot” by the range safety officer, one shooter will advance to the firing line- place the handgun in safe condition and prepare to shoot the course of fire.

The range safety officer will explain the course of fire to the shooter’s satisfaction.

At the command to “load” the shooter can insert a magazine and chamber a round and engage the safety or load and close the cylinder and assume the starting position. **Fingers will remain off the trigger**

At the command to “commence fire” the shooter can engage the targets until all targets are properly engaged or the shooter stops.

The range safety officer will declare “cease fire” and the shooter will place the handgun in safe condition

When the handgun is verified in safe condition the range safety officer will declare the range is “cold” people may then move down range to score, reset targets and return to the firing line

Upon verifying the range is clear the range safety officer will declare the range is “hot” and a new shooter will approach the firing line.

#### **SCORING:**

Determined by course designer,

## **WAITE PARK RIFLE CLUB LEAGUE COURSE DESCRIPTION TRAP LEAGUE**

**DATES** – See calendar

The cost is two dollars per round of 25 clay pigeons. You provide your own shells.  
There are no teams and you may attend as many or as few times as you choose.

Five shots are fired at each of five stations for a total of 25 shots per round. Shooters move clockwise after each five targets. The shooter on the number five station moves to the number one station, and the shooter on the number one station moves to number two, etc.

All guns are single loaded.

Eye and ear protection is mandatory.

A standard trap thrower is used to launch clay pigeons at varied angles.