

Bainbridge Island Sportsmen's Club
Bainbridge Island, Washington
Firearm Range Standard Operating Procedures (SOPs)
Version: Dec 15, 2008

- 1. Non-Profit Status**
 - 2. Emergency Plan and Checklists**
 - 3. Firearm Range Organizational Chart**
 - 4. Documentation and Certification**
 - 5. Qualifications and Responsibilities**
 - 6. General Range Operations**
 - 7. Safety**
 - 8. Pistol Range Facility**
 - 9. Rifle Range Facility**
 - 10. Trap Range Facility**
 - 11. BISC Range Rules**
 - 11.1 General Range Rules**
 - 11.2 Specific Range Rules: Pistol Range**
 - 11.3 Specific Range Rules: Rifle Range**
 - 11.4 Specific Range Rules: Trap Range**
 - Appendix 1: Firing Line Commands – Examples**
 - Appendix 2: Dealing with Stoppages and Malfunctions**
 - Appendix 3: Catalog of Documents, Certificates, and Forms**
-

1. Non-Profit Status

Bainbridge Island Sportsmen's Club is operated as a non-profit 501(C)-7 Corporation according to State and Federal law.

2. Emergency Plan and Checklists

2.1 In any emergency

- The Range Safety Officer in Charge is in command, unless he or she specifically delegates authority to another, more qualified person.
- All present and not otherwise tasked should take written or electronically recorded notes as an emergency situation unfolds, to aid in reconstructing the event for investigators.

Telephones

- **The primary Pistol and Rifle Range telephone is located on the east wall of the Pistol Range.** A card with the exact name of the Club, exact street address, and phone number, to aid 911 responders, is mounted on the wall near the phone.
- **The primary Trap Range telephone is located in the back room of the Clubhouse.** A card with the exact name of the Club, exact street address, and phone number, to aid 911 responders, is posted on the bulletin board near the phone.
- **There is also an outside-accessible telephone** on the south wall of the Clubhouse, which bears a card with the exact name of the Club, exact street address, and phone number, to aid 911 responders.
- All range users bringing cell phones should know the exact name of the Bainbridge Island Sportsmen's Club, and the exact address of the Club (**8203 Sportsman Club Road NE, Bainbridge Island**) to convey to 911 in case of emergency. **Use the cell phone only as LAST RESORT. Use the Land Line First to allow 911 auto-location.**

First Aid Kits

- **Pistol and Rifle Ranges:** A First Aid kit is located on the east wall of the Pistol Range
- **Trap Range:** A First Aid kit is located on the east wall of the room of the Clubhouse that opens to the Trap Range.

Fire Extinguishers

- **Pistol and Rifle Ranges:** Small fire extinguishers are mounted near the entrances to both ranges, for minor incidents.
- **Trap Range:** Fire extinguishers are located at the doorway to the kitchen area, and near the south door of the Clubhouse back room.

2.2 Medical Emergency Checklist

- Any shooter will call out "CEASE FIRE" in the event of a medical emergency.
- The Range Safety Officer in Charge will command all shooters to unload and make their firearms safe.
- The RSO in Charge will assess the medical situation and determine if anyone present is more capable to take over and render First Aid.

The RSO in Charge will delegate:

- One or more persons to stay with the victim to render First Aid.
- One person to call 911, and remain on the phone to provide information as the situation progresses.
- One person to go to the Club entrance, to direct emergency responders to the scene.

- Other persons as necessary to create a calm, coordinated effort in dealing with the emergency.

2.3 Fire Emergency Checklist

- The RSO in Charge is in command. Use common sense. Fight the fire in a safe manner.
- If necessary, the RSO will direct one person to call 911, and remain on the phone to provide information as the situation progresses.
- The RSO will direct one person to go to the Club entrance to direct the Fire Department to the scene.
- Immediately back off to a safe distance if the fire becomes too big to fight safely.
- Obey commands from the RSO, especially to retreat from the fire.

3. Firearm Range Organizational Chart

- The Board of Directors appoints the Chief Range Safety Officer, and the Range Committee.
- The Chief Range Safety Officer and Range Committee appoints the Deputy CRSOs and Senior Range Safety Officers; and reviews and updates the Range Standard Operating Procedures, with input from the Deputy(ies) and Range Committee. The BOD approves or challenges the changes.
- The Senior Range Safety Officers, Range Safety Officers, and Range Officers apply the Standard Operating Procedures to all shooting sessions.

4. Documentation and Certification

Every shooter on BISC Firearm Ranges must meet certain standards, and sign documents to that effect. Other forms are designed to collect data, such as what equipment on the range needs attention. Live Instruction and Printed Forms are outlined below.

- **BASIC: Every shooting member shall present their valid BISC Membership Card to the RSO in Charge** if they intend to shoot. If you do not have your card, you may not have access to the Firing Line, unless the RSO can otherwise confirm your status. Cards will be punched to indicate your range qualification. See below.
- **BASIC: The Range Safety Officer in Charge** is the RSO responsible on the range for a shooting session. RSO coverage for scheduled range times will be posted in the Newsletter and on the website. RSOs using the range outside of scheduled times will be considered the RSO in Charge for those times.

- Live Instruction: **Firearm Safety Briefing.** The basic course for members and guests wishing to use BISC ranges. It can be given on the range by a BISC Range Safety Officer, or it comes included with any live-fire course offered at BISC, such as NRA Basic Pistol. Membership Cards will be punched with “R.” (Section 7.4, and Appendix 3)
- Printed Form: **Passage of the Firearm Safety Briefing and Guest Waiver.** Any guest coming to a BISC range must sign this additional form relieving BISC of any and all liability as a result of their being on BISC property. BISC insurance does not apply to non-members. (Section 5.1, 6.5.) Will be signed by each guest shooter, and the RSO that passes them. These forms are kept on file in the RSO box on the Pistol Range. (Section 5.1, 7.4, and Appendix 3.)
- Printed Form: **Sign-In and Liability Waiver.** The daily range sign-in sheet. Each shooter coming to the range shall sign in on this sheet, with their Member Number or “guest” in lieu of a number. (Section 5.1, 6.3, 6.5, 7.4.)
 - The RSO shall mark the “RSO Check” box upon confirmation that the shooter(s) has satisfied the requirements to come to the Firing Line.
- Live Instruction: **Range Awareness.** Given by the RSO to all who come to the range on that day, explaining basic facilities, conduct, new or altered equipment, etc. In essence, a short “heads-up.” It could be as simple as “Hi Tom, no changes from last week,” or more detailed as befits the shooter. The RSO’s personal knowledge or sense of the shooter is his or her judgment call. (Section 5.1, 6.5, 7.4.)
- Printed Form: **Beam Test Certification.** Filled out and kept on file to avoid having to re-test firearm/load combinations that could penetrate the BISC Pistol Range beams. (8.1)
- Printed Form: **Range Officer and Range Safety Officer Currency Log.** See Sections 5.2, 5.3 and 5.4.
- Printed Form: **Incident Report Form.** Filled out to document an unsafe, significantly unusual, or injurious instance occurring on BISC ranges, for the purpose of continuously improving BISC safety. (Section 2.1, 6.6, 7.6.)
- Printed Form: **Range Maintenance.** A simple log of things that need attention, particularly those that require a work party. (Section 6.5, 8.)

5. BISC Qualifications and Responsibilities

5.1 BISC Shooting Members, Guests and Spectators

5.2 BISC Range Officers

5.3 BISC Range Safety Officers

5.4 BISC Senior Range Safety Officers

5.5 BISC Chief Range Safety Officer and Deputy

5.6 BISC Range Committee

5.1 BISC Shooting Members, Guests and Spectators

The following persons are welcome to use the BISC ranges at scheduled open-range times:

- Non-shooting spectators and non-shooting guests are welcome, however, they shall sign the Guest Waiver, shall obey all commands given by the RSO, and shall remain behind the Red Safety Line on the Pistol Range. They must receive a Range Awareness Briefing from the RSO.
- Current members of Bainbridge Island Sportsmen's Club, provided they have passed a Range Safety Briefing ("R" punch on their membership card.) Members of BISC under the age of 18 must be in the company of a parent or guardian.
- Shooting guests of the above, provided the guests have passed a BISC Range Safety Briefing, and have signed the Guest Waiver form.
 - The sponsoring member must be present with the guest, and must assume full responsibility for the guest. (Guest privileges must also be in line with BISC By-Laws.)
 - Pistol and Rifle ranges: member and guest will share one target lane, one shooter at a time. Based on availability and qualification, the RSO may assign member and guest their own lanes, or to share a lane.
- Students taking live-fire courses offered at BISC, such as Basic Pistol, etc.
- Persons involved in BISC outreach programs, such as Hunter Education, Civilian Marksmanship, etc., while under direct close supervision of a BISC Range Safety Officer or Hunter Education instructor.
- Members of other clubs participating in organized shoots or competitions at BISC (trap, etc.)
 - Proof of current membership in guest clubs must be approved by the RSO in charge of the shoot in order to waive the BISC Range Safety Briefing endorsement and Guest Policy requirements.
 - Members of other clubs meeting the above standard will still need a BISC Range Briefing to familiarize them with our ranges, given by the RSO.
- Others as authorized by the BISC Board, subject to the BISC Range SOPs.

5.2 BISC Range Officers (RO)

- Range Officers shall pass the NRA Range Safety Officer Training Course, at BISC or another facility, and be able to show proof of passage.
- Range Officers will have their membership card punched “R O” by a Senior Range Safety Officer or above.
- **Range Officers qualified under this section may not have anyone else on the range with them** unless a BISC Range *Safety* Officer is also present on the range.
- Range Officers qualified under this section may schedule a range to shoot by themselves, see SOP Section 6.3.

5.3 BISC Range Safety Officers (RSO)

- Shall have the requirements of a Range Officer, plus:
- Shall maintain their NRA RSO Certification.
- **Shall annually re-qualify their Range Safety Officer status by running a range in the presence of a Senior RSO (or above).** Each time an RSO runs a range this way, his/her annual clock is restarted for the next 12 months. If in 12 months an RSO has not had the chance to run a range with an SRSO present, he/she will need to make arrangements to re-qualify.
- Will have their membership card punched “RSO” by a Senior Range Safety Officer or above.
- Shall be able to execute all live-fire commands and procedures in a decisive, commanding manner.
- Shall be prepared to direct an effective response to emergency situations.
- Shall stay current with the CRSO in matters of scheduling and range operation.
- Shall be able to provide, and judge competence, and document BISC members seeking their Firearm Safety Briefing endorsement on the shooting range.
- Members qualified as BISC Range Safety Officers may open the ranges for family, guests, and shooting members, see Standard Operating Procedures Section 6.2.
- **The RSO may deny access to anyone for cause, and may terminate the scheduled shoot and close the range, if in his or her determination such action is warranted. The Chief RSO, Range Committee, and Board will support any such action by an RSO. Appeals to the CRSO, Range Committee, and Board will be considered at a later time.**
- **The RSO should not go forward of the Firing Line.** The RSO should delegate others to go forward of a **safe** or “COLD” Firing Line to deal with a problem, while remaining behind the line to assure control.
- **The Range Safety Officer’s word IS Law on the range.**

5.4 BISC Senior Range Safety Officers (SRSO)

- Shall have all the qualifications of RSO, plus:
- **Shall semi-annually (twice per year) re-qualify their Senior Range Safety Officer status by running a range in the presence of another Senior RSO (or above).** Each time an SRSO runs a range this way, his/her semi-annual clock is restarted for the next 6 months.
- Will have their membership card punched “SRSO” by the Chief Range Safety Officer.
- Will be qualified to provide Live Fire range-management tests to new RSO candidates and approve them as RSOs.
- Should actively be looking for, and recommending to the Range Committee, candidates who are ready for the SRSO position.

5.5 BISC Chief Range Safety Officer (CRSO) and Deputies

- The CRSO will designate Deputy CRSOs. Together they:
- Shall be responsible to the BISC Board for range operations.
- Will select and qualify Senior Range Safety Officers.
- Oversee safe day-to-day operations of BISC shooting ranges.
- Maintain logs of all range activity.
- Maintain a roster of all qualified Range Officers, Range Safety Officers and Senior Range Safety Officers.
- Ensure that each RSO understands and can execute live-fire procedures.
- Maintain a roster of BISC members who have passed their Range Safety Briefing.
- Work with the Range Committee to ensure that range equipment is safe and functional.

5.6 BISC Range Committee

- Maintain current and effective Range Standard Operating Procedures.
- Support and coordinate with the Chief Range Safety Officer and Director of Firearms Education and Training, in matters of operation including scheduling and special decisions on range use..
- Promote and provide ongoing Range Safety Officer training courses at BISC.
- Report to the Board monthly with any issues affecting Club operations, or issues requiring Board decision.
- Range Committee members should maintain Senior RSO competency.

6. General Range Operations

6.1 Alcohol, Drug, and Food Policy

6.2 Work Parties and Persons Going Downrange

6.3 Available Hours of Operation

6.4 Scheduling

6.5 Security

6.6 Authorized and Prohibited Firearms and Ammunition

6.7 RSO Duties on the Day of the Shoot

6.8 RSO Use of the Range

Bainbridge Island Sportsmen's Club firearm ranges are available to provide members and guests access to a safe facility where they can become proficient with, and enjoy the use of, legal firearms in ways supported by these BISC Standard Operating Procedures.

6.1 Alcohol, Drug, and Food Policy

- No one on the ranges — shooters, guests, or spectators — may be under the influence of alcohol, prescription or other medications, or any substance that may impair normal mental and/or physical function or compromise safety.
- The Range Safety Officer will deny access to, or evict, anyone in apparent violation. Remember, **the RSO's word is law on the range. Conduct yourself accordingly.**
- Bainbridge Island Sportsmen's Club does not own or serve alcoholic beverages. Members may bring alcohol for their personal use at non-shooting functions. **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. If you want to consume food and/or drink, use common-sense hygiene precautions. Better yet, have a nice snack outside of the range enclosure before you start shooting.

6.2 Work Parties and Persons Going Down Range

- Anyone working or engaged in any activity down range of a firing line (other than direct shooting activities like changing targets, etc.) shall post the ranges with signs provided. This is **critical** if the activity is in obscured areas not directly visible from a Firing Line.
- **If you have not posted a range, do not approach it from a down-range direction!**
- Yellow cords with signs have been installed to block the main accesses to the Rifle and Pistol Ranges, and warn that the ranges are closed when persons are down-range.
- A similar sign on a large orange cone is available on the Trap Range. This will be placed on the concrete apron when people are down-range in the woods. An orange "trap-house" cone will be positioned on the roof of the trap house when the thrower is being serviced or reloaded.

- Yellow ropes with signs are positioned at points on the perimeter fence in back of all the firing lines, warning unaware persons not to take a stroll without posting the ranges.

6.3 Available Hours of Operation

Shooting may be scheduled within the following times, based on RSO availability and shooters' interest. Every effort will be made to have the ranges fully open and staffed on the weekends. Shooters preferring mid-week sessions are encouraged to work with the RSO team to develop schedules.

Requests to shoot outside these times must be made in advance, and approved by the Board.

A calendar of range operations will be posted on the Club website (www.BainbridgeSportsmensClub.org) and updated as frequently as possible.

Rifle Range:

- Monday through Saturday: 9:00 a.m. to 6 p.m.
- Sunday: 1:00 p.m. to 6 p.m.

Pistol Range:

- Monday through Saturday: 9:00 a.m. to 6 p.m.
- Sunday: 1:00 p.m. to 6 p.m.
- Night operation is currently approved on Thursdays, until 9:00 p.m.

Trap Range:

- Monday through Saturday: 9:00 a.m. to 6 p.m.
- Sunday: 1:00 p.m. to 6 p.m.
- Night operation is currently scheduled on Thursdays until 9:00 p.m.

6.4 Scheduling

Range availability is at the discretion of the BISC Board, Range Committee, and Chief Range Safety Officer.

- **All shooting at the BISC Ranges must be scheduled in advance.**

Regularly Scheduled Times

- Regularly scheduled shooting times will appear on the calendar in the BISC Newsletter, and on the Club website www.BainbridgeSportsmensClub.org.
- At least one RSO in Charge (who activates the Sign-In and Liability Waiver for the shoot) will be scheduled for each shoot on each range.

Other Times

- 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 Section 6.2. Shooters must schedule their sessions in advance.
- Pre-scheduling by email to Range-Use@BainbridgeSportsmensClub.org, **prior to the shooting session** is 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 copy him or herself on the email, print it, 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. (Currently, there is no way to access a "real-time" schedule.)

6.5 Security

- The Board of Directors, Range Committee, and Chief Range Safety Officer shall monitor safe and secure operation of the BISC ranges.
- The combinations to locks securing range access may be changed by the Board of Directors, Range Committee, or Chief Range Safety Officer whenever necessary to ensure the security of the ranges.
- Notification of a combination-change will be posted on the range gate, and in the Newsletter.

6.6 Permitted and Prohibited Firearms and Ammunition

- The vast majority of legal firearms are permitted for use at the BISC Ranges, including rim- and center-fire handguns and rifles, black-powder guns, shotguns, and antique guns (with appropriate loads and precautions).
- Questions as to the suitability of an unusual gun for the BISC ranges should be directed to the Chief Range Safety Officer, well in advance of the intended use. A determination will be made and conveyed to the Range Safety Officer team as quickly as possible. A gun whose bullet passes through the Test Beam on the Pistol Range will not be allowed to be used there, except during specific and highly supervised events. (Section 8.2)
- Ammunition shall not exceed the specifications of the firearm. (For example, .38 Special +P in a gun not designed to handle that load.)
- Reloaded (non-factory) ammunition shall be the shooter's responsibility. However, the RSO will deny use of hot loads that "push the envelope," such as exhibiting difficult extraction, flattened primers, split cases, etc.

- The Range Safety Officer in Charge of the range may deny any firearm from the range, at his or her *reasoned* discretion. **The RSO's determination is final.**
- No fully-automatic firearms are permitted.
- No firearms chambered for .50 BMG (Browning Machine Gun), or larger, are permitted.
- No pyrotechnic (explosive, tracer, etc.) ammunition or target is permitted.
- No armor-piercing ammunition is permitted.
- See additional specific limits for the Pistol, Rifle, and Trap Ranges.

6.7 RSO Duties on the Day of the Shoot:

- Open the range prior to scheduled shooting time, allowing sufficient time to perform all pre-shoot duties and checks.
- Confirm that range equipment is in good working order and note anything that needs attention on the range checklist.
- See that the range is clean and orderly.
- Prepare the **Sign-In and Liability Waiver sheet**, and sign it as the RSO in Charge.
- Check in shooters and guests as they arrive to:
 - Confirm the Range Safety Briefing endorsement on the shooter's valid membership card (at least the "R" punch) or guest certificate.
 - Have the shooter (and guests, if any) sign the **Sign-In and Liability Waiver**.
 - Confirm the shooter's knowledge of the firearms they intend to shoot.
 - Conduct a Range Awareness Briefing for all shooters, guests, and spectators.
 - Mark the "RSO Check" box next to their names on the **Sign-in and Liability Waiver** that these requirements are satisfied.
- See to it that firearms to be used are benched, actions open and up on the Firing Line, when not in actual use.
- Effectively oversee safe shooting activity during the scheduled period.
- The RSO will take whatever action necessary to keep the range safe, including (with advance notification to the shooter if possible) putting hands on a gun and/or shooter to keep the muzzle pointed in a safe direction.
- See that shooters show their firearms to be unloaded prior to leaving the Firing Line (excepting valid Washington State Concealed Pistol License holders), sign out, and leave the range with their firearms safe and secure.
- Shut down the range, secure range equipment, **LOG OUT** on the **Sign-in and Liability Waiver** sheet, and assure the fence gates are locked prior to departure.

6.8 RSO Use of the Range

- If, during a scheduled shooting session, the RSO in Charge is the only person on the range, he or she may *of course* shoot under his/her own supervision!
- When another person arrives, the RSO in Charge must cease shooting and resume RSO duties.
- If another RSO is present, the RSO in Charge may temporarily request that person to assume the RSO duties. If that other RSO is willing, the RSO in Charge may shoot, or pee, or consult their Blackberry.
- If all firearms are benched, unloaded and actions open, the RSO in Charge may shoot when non-RSO members or guests are present, as long as the RSO is the only individual handling a firearm.
 - Situations include the RSO testing safe function or accuracy of a firearm, or demonstrating stance or technique.
 - This is a judgment call, to be handled carefully by the RSO.
- If all present on the range are **trusted** by the RSO in Charge, the RSO in Charge may also shoot.
 - *This is a judgment call, to be handled carefully.*

7. Safety

7.1 BISC / NRA Basic Firearm Safety Rules

7.2 NRA Rules for Safe Firearm Use

7.3 NRA General Range Safety Rules

7.4 All Shooters at BISC Firearm Ranges will:

7.5 Stoppages and Malfunctions

7.6 Incidents Worthy of Reporting

Firearm Safety is paramount at BISC.

- All shooters shall understand and follow all of Section 7, 11.1, and any of Sections 11.2 through 11.4 that apply to their shooting activity, and Appendix Two.
- All qualified as BISC Range Officers and above shall understand and follow *all* of these SOPs.
- All qualified as BISC **Range Safety Officers** and above shall be able to communicate relevant portions of these SOPs to any shooter in the course of running a range.

7.1 BISC Basic Firearm Safety Rules

- ALWAYS assume a firearm is loaded.
- NEVER point a firearm at anything you do not want to shoot.
- ALWAYS keep your finger off the trigger until ready to shoot.
- ALWAYS be sure of your target, and what is beyond it.

7.2 NRA Rules for Safe Firearm Use

- **ALWAYS point the muzzle in a safe direction.**
- **ALWAYS keep your finger off the trigger until ready to shoot.**
- **ALWAYS keep the gun unloaded until ready to use.**
- 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 appropriate eye and ear protection.
- Never be under the influence of alcohol or impairing drugs while shooting.

7.3 NRA General Range Safety Rules

- Know and obey all range commands.
- Know where other range users are at all times.
- Shoot only at authorized targets in your own target lane.
- Do not handle any firearm while the range is "Cold."
- Stop shooting immediately upon hearing the command "CEASE FIRE", and await instructions from the Range Safety Officer.
- Know how to deal with stoppages and malfunctions, including misfire, hangfire, and squib loads (see Appendix Three).

7.4 All Shooters at BISC Firearm Ranges will:

- Assume full responsibility for their firearms and ammunition while on the range.
- Conduct themselves according to these BISC Firearm Range Rules.
- Demonstrate knowledge of firearm safety by passing a Range Safety Briefing (presented by RSO or higher, on the range) or any of the qualifying courses offered at BISC, such as Hunter Education, Home Firearm Safety, Basic Pistol, etc., Membership cards will be endorsed by the course instructor or SRSO. (Guests sign an endorsed waiver.)
- Bring guns to the range UNLOADED, in cases or range bags (except valid Washington State Concealed Pistol Licence holders.)
- Sign in with the Range Safety Officer in Charge on the range, declare all guns to be used to the RSO, and receive a Range Awareness Briefing.
- As guns are uncased on a HOT range, place them on the bench or in a rack, with actions open (and magazines out, if applicable) to clearly show they are unloaded, with muzzles pointed Down-range, i.e., in a safe direction.
- Obey all commands given by the Range Safety Officer.
- Use appropriate ear and eye protection.
- Fire only at authorized targets.
- Ensure that their projectiles impact safely, within range limits.
- Call "CEASE FIRE!" and make their firearm safe, if in their perception an unsafe condition exists anywhere on the Firing Line.

- Be vigilant to unsafe conditions or potentials – discuss concerns with the Range Safety Officer in Charge.
- Before leaving the Range, call the RSO in Charge to verify that firearms are unloaded/safe before they are packed up.

7.5 Stoppages and Malfunctions

- **Any stoppage or malfunction involving live ammunition is the shooter's sole responsibility.** Notify the RSO if it cannot be cleared routinely.
- The shooter may ask the RSO to step in and attempt to clear the problem.
- The RSO may intervene directly to ensure range safety, but the RSO may decline to handle or attempt to clear a firearm he or she is not familiar with.
- If the problem cannot be cleared, the shooter assumes **all** risk in choosing to remove a loaded, jammed firearm from the BISC ranges. (See Appendix Two.)

7.6 Incidents Worthy of Reporting

- Any incident worthy of being brought to the attention of the CRSO and Range Committee shall be recorded on an Incident Report Form, which is to be placed in the appropriate folder in the RSO Box on the Pistol Range, or delivered to the CRSO, Deputy, or member of the Range Committee.
- The CRSO and/or Range Committee shall be notified as soon as possible by the person(s) generating the Report Form so that it can be collected and dealt with quickly.
- **Examples of incidents** worthy of reporting include, but are not limited to:
 - Negligent (so-called “accidental”) discharge of a firearm.
 - Gross violation of basic safety, such as moving downrange without permission.
 - Failure to respond to, or defiance of, any command given by the RSO in Charge.
 - Clear evidence of loading wrong ammunition into a firearm.
 - Injury requiring more than minor first-aid.
 - An unclearable stoppage involving live ammunition.
 - Any instance that results in a call for Emergency 911 response.
- Fill out the Incident Report Form as completely as possible, with as much detail as can be recalled.
- Incident Reports will be handled seriously and quietly. There will be no finger-pointing. Action will only be toward the goal of **safe** firearm range operation at BISC.

8. Pistol Range Facility

8.1 Description and Safety Features

- **The Pistol Range is a “No Blue Sky,”** 25-yard range, with retrievable targets on rigid tracks. 4 target lanes. Targets can be placed at any distance from 1 to 25 yards. Protection consists of overhead cross beams of 7-inch-thick Glue-Lam Douglas Fir, tested and proved capable of stopping normal bullets of permitted calibers from leaving the range.
- **Firing Line:** marked by an ORANGE stripe near the front edge of the concrete pad. Nobody will be forward of this line except as specifically directed by the RSO.
- **Safety Line:** marked by a RED stripe approximately 8 feet behind the Firing Line. ONLY active shooters, coaches, or the RSO should be forward of this line when the range is “HOT.” **EVERYONE except the RSO in Charge will move behind this line at the RSO’s command** (shooters to make their guns safe first.)
- Semi-automatic, revolver, and single-shot handguns, including black-powder handguns are permitted, **except in any caliber/load that puts a bullet through the BISC Test Beam.**
 - Firearm/caliber/load combinations that put a bullet through the BISC Test Beam are **not** permitted. Currently, examples of the practical upper limit are .44 Magnum with an 8-inch barrel, .357 Sig with a 5-inch barrel, with average full-metal-jacket factory (Remington, Winchester, etc.) ammunition.
 - The RSO may ask any shooter to test their firearm/load on the Test Beam as a safety measure. Refusing to comply will mean that firearm will not be used at BISC until tested.
 - Following a successful test (bullet stopped by Beam) the RSO will give the shooter a certificate approving that specific firearm and load, waiving the need for future tests. Keep the certificate with the gun.
- Rifles, carbines, and similar, chambered in any rimfire or pistol, or black-powder calibers, are permitted on this range subject to the Beam Test.
- All air guns, including BB guns, are permitted.

8.2 Special Circumstances and Events on the Pistol Range

Under specifically controlled situations, the following activities are permitted on the Pistol Range:

- **Chronographing** is permitted by advance request to the RSO in charge of the range on the day of the shoot, and will be done in a way that does not delay the normal conduct of the firing line.
- **Initial Sight-In of rifles** may be done on the Pistol Range **only** for the purpose of making sure that a bullet fired on the Rifle Range will strike paper, and such use must be explicitly approved by the RSO in Charge. Since there are no muffler boxes on the Pistol Range, such use should not exceed 2 or 3 rounds.

- **Metal Targets**
 - Currently, use of metal targets is restricted to Cowboy Action Shooting Events.
 - Use of metal targets is limited to low-velocity bullets that are soft lead only, .22 Long Rifle, or non-magnum shotgun shells with No. 7 1/2 or smaller shot. **No jacketed bullets are to be fired at metal targets.**
 - New metal targets must be specifically approved by the CRSO, or SRSO, BEFORE first use.
- **Cowboy Action Shooting Events:**
 - All conditions shall conform to Single Action Shooting Society (SASS) specifications.

8.3 Special Instructions for Concealed Pistol Licensees (CPL)

- Persons bringing concealed firearms to the BISC range are required to declare them to the RSO **only** if those firearms will be handled or fired on the range that day.
- Persons declaring concealed firearms must be prepared to show their valid CPL to the BISC Range Safety Officer in Charge if asked to do so.
- If a concealed firearm is intended to be displayed or fired, it will be withdrawn from concealment **only** in a slow, safe manner, and **only** while the range is “HOT.”
- When a loaded CPL firearm is removed from the range, the firearm must be securely re-concealed in it’s carry-rig on the Firing Line, while the range is “HOT.”

9. Rifle Range Facility

- Currently, there are three target lanes out to 100 yards, for paper targets on wooden frames.
- All shooting will be done through “muffler boxes” that direct bullets safely downrange, and reduce noise. **No exceptions from muffler box use at this time.**
- Rifles up to and including .490 caliber centerfire are permitted, as are:
- Black-powder muskets, rifles, and handguns of any caliber.
- Shotguns of any gauge, but **only** with buck-shot or slugs.
- Other firearms may be permitted at the discretion of the CRSO and Range Committee, by prior approval.
- Chronographing is permitted by advance request to the RSO in charge of the range on the day of the shoot, but will be done in a way that does not delay the normal conduct of the firing line.
 - Early set-up should be considered, with advance coordination with the RSO, before the range opens for firing.
- At this time, only paper targets are permitted.

10. Trap Range Facility

Trap Range

- Regulation trap range with automatic, voice-activated thrower.
- Other throwers are available for special events (“rabbits,” etc.).
- Lighted for night operation, currently Thursdays until 9:00 p.m.
- Shotguns only.
- Shot no larger than No. 7 ½, with a 3 dram equivalent powder charge.
- No slugs.
- Patterning and shooting at splatter cards is permitted on a case-by-case basis, by advance request to the Range Safety Officer in Charge of the range.

11. BISC Range Rules

11.1 General Range Rules: All Ranges

1. *Range users shall follow these BISC Range Rules.* Also, reading and understanding the complete BISC Range Standard Operating Procedures is highly recommended.
2. Range users **shall present a valid BISC Membership Card**, sign in with the Range Safety Officer in Charge, and receive a Range Briefing before shooting. **If you do not present your valid BISC Membership Card, you do not have access to the Firing Line**, unless the RSO can otherwise confirm your status.
3. The Range Safety Officer in Charge has complete control of the range. In other words, **The Range Safety Officer’s word is Law on the range.**
4. No one on the ranges — shooters, guests, or spectators — may be under the influence of alcohol, prescription or other medications, or any substance that may impair normal mental and/or physical function or compromise safety. The Range Safety Officer will deny access to, or evict anyone in apparent violation.
5. **Do not handle guns that don’t belong to you**, unless you have the owner’s specific permission.
6. **All guns shall remain unloaded** until brought to the Firing Line. See Specific Range Rules for Pistol, Rifle, and Trap Ranges.
7. Only load guns at the Firing Line, and only after the RSO has given the command that the range is ready for live-fire, or “HOT.”
8. The muzzle of a loaded gun must **always** be pointed down-range. The muzzle of **any** gun must always be pointed in a safe direction.
9. Each shot fired must be an aimed, controlled shot. No uncontrolled firing is permitted.
10. All persons on the range will wear appropriate eye and ear protection while the range is “HOT.”

11. All shooters will 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.
12. Any shooter should call "CEASE FIRE!" if an unsafe situation is perceived.

11.2 Specific Range Rules: Pistol

1. Firearms are to be brought to the Pistol Range unloaded, and in a case or range bag. (The only exception is a legally concealed firearm covered by a Washington State Concealed Pistol License, CPL, see Section 8.3)
2. Remove firearms from cases and range bags only on the Firing Line. Your first move will be to open the action and place the firearm on the bench with the muzzle pointed downrange.
3. Shoot only at authorized targets in your own lane. (In certain circumstances, the RSO may allow two shooters per lane.)
4. Manage targets from the Firing Line, via the pulley system.
5. Do not go forward of the Firing Line, except as directed by the RSO.
6. The muzzle of a loaded gun must **always** be pointed down-range. (No holster draw.) The only exceptions are legally concealed firearms, and special Cowboy Action Shooting events. See Sections 8.2 and 8.3.
7. Handle guns **only** at the Firing Line on a HOT range, unless allowed to do so at the discretion of the RSO. (Magazines, if they are *not* part of, or attached to, a firearm, may be loaded with ammunition behind the firing line, and must be kept separate from the firearm.)
8. Do not handle any firearm on the Pistol Range when the range is "COLD," except as directed by the RSO.
9. Do not do anything but shoot while the gun is in your hand. Bench your gun, muzzle down-range, before retrieving a dropped item, etc.
10. For safety, at the end of your shooting session, make the RSO confirm your guns are clear and unloaded before you put them away. (CPL holders will notify the RSO before reloading with carry ammo and reholstering.)

11.3 Specific Range Rules: Rifle

1. Do not handle firearms when the range is "COLD," except as directed by the RSO. This includes uncasing and re-casing all rifles brought to the range. Vertical racks are provided for holding uncased rifles, with actions open.
2. **The muzzle of a rifle, shotgun, or handgun must be IN the muffler box before firing.** Handgunners will need to take precautions that recoil does not drive the barrel of their handgun into the top edge of the muffler box, possibly causing damage.
3. By all means, reposition the bench rests to accommodate handgun shooting or any kind of shooting you are doing. Replacing benches when you're done will be appreciated.
4. Shoot only at paper targets mounted on the provided target frames.

5. Go downrange only as directed by the RSO.
6. Do not do anything but shoot while the gun is in your hands. Bench your gun, action open, muzzle downrange, before retrieving a dropped item, etc.

11.4 Specific Range Rules: Trap

1. **Shooters shall have the muzzles of their shotguns pointed in a safe direction WITH ACTIONS OPEN** at all times except when it is the shooter's turn to fire on the line, or when a break-action shotgun is placed in a vertical rack.
2. The RSO is in charge of the day's shoot; the shooter starting at Position 1 is Chief of that line of shooters.
3. Load only when it is your turn to shoot on the Firing Line. Load only one shell into the gun except when approved by the RSO for multiples.
4. Only one person is to shoot at any active target, with the following exceptions:
 - Organized "Buddy Shoots," "Chippers," "Annie Oakleys," or other, similar events.
 - A "back-up" shot, not in a regular shoot, when stated or called in advance and approved by the RSO.
5. Shoot only at clay targets, unless the RSO approves shooting at "splatter cards" or the "patterning plate" in advance, and makes the range safe for such shooting.
6. Shoot only from the concrete apron (Firing Line), unless:
 - Such area is separated from spectators by a rope or other suitable boundary.
 - The area is approved as safe by the Range Safety Officer in Charge of the shoot.
7. Tower shots, crossing shots, "rabbits", etc. are encouraged as specific events.
8. During a shoot, no person is allowed within the confines of the concrete apron (firing line) other than direct participants and the RSO. A shooter may be accompanied by coaches, if approved in advance with the RSO.

Appendix One: Firing Line Commands

- **"CEASE FIRE" is the most important. *IMMEDIATELY stop shooting* and await further instructions from the RSO.** ANY shooter may call "CEASE FIRE" if he/she perceives an unsafe situation, which will be backed up by the RSO until the condition is resolved.

The following commands may be adapted to each range and situation by the Range Safety Officer in Charge. PAY ATTENTION!

The following firing line commands appear in their logical sequence:

- **“Is the line ready?”** Gives any shooter the opportunity to call that they need more time to prepare. If there is no objection, then,
- **“The Range is HOT,”** or **“You may load and commence firing.”** Needs no further explanation.
- **“CEASE FIRE!”**
 - *Immediately stop shooting.*
 - **PAY ATTENTION.** Stand ready and pay attention to the RSO. Be aware that subsequent commands may not follow the usual sequence, particularly when “Cease Fire” is called unexpectedly. Remember that ANY shooter may call “Cease Fire” if he/she observes an unsafe condition.
- **“Make the Firing Line SAFE,”** or **“Make the Range COLD,”** Shooters are to unload remaining ammunition and bench their firearms with muzzles pointed down-range, actions open and up, visible for inspection, and step behind the Safety Line.
- **“The line is SAFE.”** or **“The range is COLD.”** Will be called by the RSO after guns on the firing line are verified to be unloaded and safe. Only after this announcement will the RSO allow anyone downrange. **Do not handle firearms on a COLD range unless you have the RSO’s explicit permission.**

Commands that follow will vary, but generally will allow shooters to go down-range to targets (rifle range), remove gun cases, bags, and gear from the firing line (firearms must be placed in cases or bags only while the range is “hot” or as directed by the RSO) pick up brass, shells, and trash from their firing point, etc. PAY ATTENTION to the RSO’s commands.

Appendix Two: Dealing with Stoppages and Malfunctions

Ammunition Malfunction: misfire, hangfire, or squib load:

The failure of a cartridge to fire properly when the trigger is pulled and the firing pin strikes the primer.

- **Misfire:** the cartridge does not fire immediately. Treat every misfire as a “hangfire.”
 - HOLD the firearm securely with the muzzle pointed downrange for 30 seconds before clearing the misfire.
 - Eject the cartridge and inspect the primer.
 - If the primer has been solidly struck, place the cartridge in the salt-water **Dud-Bucket**, or attempt to fire it again, at your discretion. If the cartridge does not fire after two solid strikes, give up and place it in the **Dud-Bucket**.

- If the primer is only dented (lightly struck), the firearm may be malfunctioning. Be prepared to remove it from the range for a gunsmith to solve the problem.
- **Hangfire:** the cartridge fires after a perceptible delay. See “misfire” above.
- **Squib load:** Less than normal pressure generated by the burning powder, accompanied by a muted report and/or lessened recoil.
 - The cartridge case or shell may eject normally.
 - **If you suspect a squib, stop shooting immediately and safely confirm that the bullet is not lodged in the barrel.**
 - ***WARNING: A squib load might leave the bullet lodged in the barrel, which could cause the gun to explode if another cartridge is loaded and fired!***

Stoppage: An unintentional interruption in the operational cycle of a firearm.

Examples of Stoppages:

- The wrong ammunition is loaded into the firearm.
- The bolt fails to lock the cartridge into firing position.
- “Stove-pipe” of a cartridge or shell casing in a semi-automatic gun.
- Double feed.
- Failure of a revolver cylinder to rotate.

Firearm Malfunction: Failure of the firearm to function as designed.

Examples of malfunctions:

- A weak firing pin spring that causes the pin to only dent the primer.
- A broken or weak extractor that fails to extract a case from the chamber.
- A broken sear or interruptor that allows multiple, or all, cartridges in a magazine to be fired with a single trigger pull.

Upon the occurrence of a stoppage or malfunction that cannot be cleared safely in the normal course of fire:

- Notify the Range Safety Officer of the condition.
- Depending on the nature of the condition, the RSO may call Cease Fire and ask other shooters to wait while the condition is remedied.
- With the RSO’s attention, the shooter may safely clear the stoppage or malfunction. Obey all commands from the RSO during the clearing procedure.
- The shooter may ask the RSO to talk him or her through the clearing procedure, or ask for the RSO to take over and clear the firearm.
- The RSO may direct the shooter to bench the firearm and step away.
- Shooter and RSO must act in concert to remedy the situation. Calm, directed communication is essential, and will always result in a safe outcome.

- The RSO will take whatever action necessary to keep the range safe, including (with notification to the shooter) putting hands on the gun and/or shooter to keep the muzzle pointed in a safe direction.
- Frequent stoppages may indicate a malfunction of the firearm.
- A malfunctioning firearm must be removed from the Firing Line.
- In the event of an unclearable stoppage involving live ammunition, the RSO and person in possession of the firearm will make every effort to make the firearm safe. **Beyond that, choosing to safely remove that firearm from the BISC range is the sole responsibility of the firearm owner and or person in possession of the firearm.**

Incident Reports:

Most of the above situations should result in an Incident Report. RSOs should be vigilant, especially with shooters firing reloaded cartridges. Any shooter may approach the RSO, or any SRSO or CRSO if such a situation occurs where safety is at issue.

Appendix Three: Catalog of Documents, Certificates and Forms

In progress