

# Santa Lucia Sportsmen's Association, Inc.

## Operating Procedures & Range Rules

Effective January 2017  
(As Amended on May 16, 2017)



Accepted and Approved by:

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[www.santaluciasportsmen.org](http://www.santaluciasportsmen.org)

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Raymond (Butch) Phillips, Executive Officer

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## WELCOME TO THE SANTA LUCIA SPORTSMEN'S ASSOCIATION

The Santa Lucia Sportsmen's Association was established in 1932. It has been at its present location since 1952. We offer rifle and pistol ranges, trap and skeet fields, a law enforcement range and an archery range. The Association provides its members with a safe and friendly environment to enjoy the shooting sports. It seeks to educate our community to the importance of fish and wildlife conservation, and to encourage public participation in programs designed to promote conservation of our natural resources.

Some of our ranges are utilized by law enforcement. We support junior shooting programs, legislation that safeguards our Second Amendment right to bear arms, promote the development of fish and game resources, and promote gun safety in all shooting activities.

The Association promotes the goodwill and cooperation of land owners, farmers and ranchers in conservation and development of natural cover and preservation of game and to cultivate a better program of land posting against hunting and fishing.

The rifle range gives a shooter the opportunity to set up targets at distances from 25 to 100 yards. We also have a 200 yard target that is used for sanctioned shoots, as directed by the Board of Directors. The pistol range has targets boards at 7, 10, 15, 25, and 50 yards. The archery range has target bales set from 10 to 60 yards.

We have four trap fields and two skeet fields. Trap and skeet are shot on Wednesday evenings from 5:00 p.m. to 9:00 p.m. and Sunday mornings from 9:00 a.m. to 1:00 p.m. Non-members are invited to shoot trap and skeet on Sundays and Wednesdays. All other ranges and facilities are accessible only to members in good standing.

Throughout the year we host a variety of instructional classes for both juniors and adults. We have a junior rifle program based on the NRA marksmanship qualification program. Our junior shotgun program, also sponsored by the NRA, teaches the fundamentals of trap shooting along with trap etiquette and safety. Some of our junior shooters have successfully participated in local, state, and national competitions.

We offer archery classes for beginners. The instructors are friendly and we have loaner bows that can be fitted to most people.

We hold a popular 'Women on Target' class in the fall. This is designed for women with little or no shooting experience to learn the fundamentals of shooting a pistol safely for pleasure and personal protection.

We have Black Powder shoots every month along with a rendezvous in the spring. Anyone interested in shooting a 'smoke poll' can come to the match and one of the members will assist you.

We hold monthly varmint shoots where the competitors shoot .22 rimfire rifles at a variety of targets at various yardages.

The law enforcement ranges are used for sanctioned club shoots and by law enforcement for training and qualifying.

To join the club you must attend a general meeting held on the first Tuesday of the month at 6:00 pm at the club house. You must produce proof of firearm safety training and belong to the NRA. You can join the NRA at the general meeting.

Visit our website for more information on our club events and classes offered.

[www.santaluciasportsmens.org](http://www.santaluciasportsmens.org)

# CHAPTER 1

## Operating Procedures and Range Rules

**1. FACILITY and RANGES:** The Santa Lucia Sportsmen's Association ("Association") is a private nonprofit corporation dedicated to promoting hunting and fishing sports in San Luis Obispo County. The Association's main facility is located at 10400 Santa Clara Road, Atascadero, California 93422. The facility consists of a club house, a trap and skeet range, a rifle range, a handgun range, an archery range, and an upper range for special events and law enforcement training. The facility may be used by its members in good standing in accordance with the rules and procedures set forth below.

The Association has a General Meeting of Members on the first Tuesday of each month. A meeting of the Board of Directors is held on the third Tuesday of every month. The meetings commence at 6:00 p.m. at the Association's Club House.

The mailing address for the Association is: Santa Lucia Sportsmen's Association, P.O. Box 1077, Atascadero, California 93423. The E-mail address is [slsaboard@gmail.com](mailto:slsaboard@gmail.com). The telephone number is (805) 466-9995. Additional telephone numbers of certain directors and officers is posted at the front gate for emergency contact.

**2. MEMBERS:** The Association is a private club. Membership is available to United States citizens of good character, over the age of eighteen (18), that may legally own or possess a firearm in the State of California. To join the Association a member must belong to the National Rifle Association ("NRA")<sup>1</sup> and possess one of the following: California Hunting License; Hunter Safety Certificate; Military Training; Law Enforcement Training; Private industry certification of firearms training; CCW permit; DOJ Instructor Card; California Department of Fish & Wildlife Instructor Card; NRA Instructor Card; or Women on Target certificate. Membership dues are assessed annually and a member must pay the dues, in full, to activate the membership. The amount of the annual dues is fixed by the Board of Directors. A prospective member must also apply and attend and be accepted at a general meeting of members.

Membership is divided into two classes; Full Member and Associate Member. All members must comply with the Operating Procedures and Range Rules. All members have equal access to the Association facilities and ranges. The difference between the two membership classes is set forth in the Bylaws.

**3. GATE CARDS:** Each member is issued a gate card to enter and leave the Association's property. When scanned the gate card will open and close the entry gate, and record the date and time the member entered and exited the property. Unless specifically directed by the Association, a member must scan their gate card each time he/she enters and leaves the property. This rule applies even if the gate is open. There are NO EXCEPTIONS.

Each gate card is secured by a ten dollar (\$10.00) deposit to be paid upon a member's admission to the Association. This deposit is refunded to the member upon termination of his/her membership. If a member requests a new gate card due to accidental loss a twenty-five dollar (\$25.00) replacement fee is charged.

After entering or exiting the facility ensure that the main gate is closed. Exceptions to this rule are when the main gate is intentionally left open for club meetings, work parties, sponsored activities and public events.

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<sup>1</sup> A prospective member may join the NRA through the Association.

**4. GUEST AND PUBLIC USE:** The use of the facilities and ranges by guests and the general public is restricted and strictly limited, as follows:

**A. IMMEDIATE FAMILY:** A Member's Immediate Family is (1) the spouse or domestic partner of a Member, (2) the Minor children or dependents of a Member, and (3) the Minor grandchildren of a Member.

A Member's immediate family may use the facilities and ranges with the Member. The host Member must be present and supervise his/her immediate family and ensure that all Operating Procedures and Range Rules are strictly followed.

An immediate family member, over the age of eighteen (18) years, must read, sign, date and submit a "Release of Liability" form each time he/she uses any of the Association's ranges. For each immediate family member under the age of eighteen (18) years, the host Member must read, sign, date and submit a "Release of Liability" form. A Member's immediate family is not required to pay a "Guest Fee".

A Member's child, dependent or grandchild over eighteen (18) years of age is a Guest and subject to the provisions of Paragraph 4C. (Amended 05-16-2017)

**B. MINORS USING THE RIFLE AND HANDGUN RANGES:**

(1.) The term Minor means a person less than 18 years of age.

(2.) A Minor between the ages of 12 and 18 years of age is permitted on the rifle and handgun ranges, if all of the following conditions are satisfied:

- (a) The Minor is an Immediate Family Member as defined by Paragraph 4A of the Operating Procedures;
- (b) The Minor has successfully completed a Firearm Safety Class. Any recognized safety instruction is permissible including courses offered through California Hunter Safety, National Rifle Association, Boy Scouts of America, 4H Clubs, or by SLSA;
- (c) The Minor is, at all times, on the rifle or handgun range with the host Member; and
- (d) The Minor is fully supervised by the host Member and all Operating Procedures and Range Rules established by SLSA are strictly observed.

(3.) A Minor between the ages of 9 and 12 years of age is permitted on the rifle range, if all of the following conditions are satisfied:

- (a) All of the conditions set forth in Paragraph 4B(2), above, are satisfied.
- (b) The host Member does not handle or fire any firearms, except to directly instruct the Minor in its use and operation;
- (c) The firearm used by the Minor is loaded with only one (1) round at a time; and
- (d) The host Member may bring no more than one Minor less than 12 years of age per visit to the range.

(4.) A Minor less than 12 years of age is not permitted on the handgun range at any time.

(5.) A Minor less than 9 years of age is not permitted on either the rifle or handgun range at any time. (Added 05-16-2017)

**C. GUESTS:** A Member may host a guest(s) to use the ranges, as follows:

- (i) A Member may host no more than Two (2) Guests per visit;
- (ii) Guests are permitted on the ranges only on SATURDAY and SUNDAY;
- (iii) Guests must be eighteen (18) years or older. No minor may qualify as a Guest.
- (iv) Each Guest must read, date, sign and deposit the "Release of Liability" Form provided;
- (v) Each Guest must pay a range fee of Five Dollars (\$5.00);
- (vi) The Hosting Member must remain with his/her Guest(s) and insure strict compliance with all Operating Procedures and Range Rules.
- (vii) A person may use the ranges as a Guest only one (1) time; subsequent use requires membership to the Association; and
- (viii) A Member that fails to strictly adhere to these Guest Rules shall be subject to discipline that may include revocation of further guest privileges and/or membership rights.

**D. PUBLIC USE:** The general public may use the facilities and ranges for certain special events, special shoots, and matches. The principal public events are the Turkey Shoots held on the Sundays before Thanksgiving and Christmas, and the Ham Shoot held on the Sunday before Easter. The Association also has scheduled events for Trap, Skeet, Rifle, Black Powder, Archery, Varmint Rifle, DCM Rifle, High Power Rifle, Tactical Pistol, Junior Rifle and Hunter Safety. These public events are posted on the Association web site [[www.santaluciasportsmens.org](http://www.santaluciasportsmens.org)].

**E. COMMERCIAL USE:** Any Commercial use of the facilities or ranges must be approved, in writing, by the Executive Committee or their designee. This includes local businesses and other organizations conducting private enterprise whether or not they are paid or compensated in any way. The Ranges and facilities may be rented, leased or borrowed for private gatherings or events, training or instruction. Proof of insurance, a cleaning deposit or other security may be required. Students or clients do not qualify as a "guest" and may not enter club property without prior approval.

**5. VOLUNTEER SERVICE:** The Association is a social and recreational organization. Members are encouraged to volunteer time to the Association by joining a Committee or Match Group, participating in a scheduled work party, assisting at special events and matches, or participating in sponsored events. A Member may deduct up to Ten Dollars (\$10) from the annual dues for each earned service credit that directly benefits the Association up to a maximum of Thirty Dollars (\$30).

To qualify and maintain Full Membership status, a Member must provide a minimum number of service credits per year. See the Policy and Procedures for Service Credits for details.

**6. RANGE SAFETY OFFICERS:** Each Member is expected to follow all Operating Procedures and Range Rules, and to file an Incident Report of any person observed violating the Range Rules. Range Safety Officers, Committee Chairmen, Directors, Club Officers, Assistant Range Managers or their designees are authorized to address observed rule violations and may refuse any person the use of the range. If you are asked to either comply with a Range Rule or to leave the range for a rule violation, please follow the directions. If you believe the action was not warranted, you may attend a general meeting of the Association to address the issue. General Meetings are held the first Tuesday of every month at 6 p.m. at the SLSA Club House, 10400 Santa Clara Road, Atascadero.

**7. ALCOHOL AND DRUG POLICY:** The Association does not permit the possession or consumption of any illegal drug or narcotic on its property. Anyone in violation of this rule will be required to leave the premises and law enforcement shall be notified. A member in violation of this rule shall be terminated for life.

The Association allows the consumption of alcoholic beverages at certain events and social gatherings in specifically designated areas of the facility. These areas include the clubhouse adjacent to the trap and skeet range and adjacent areas. No alcohol or alcoholic beverage is permitted by or on any of the firing ranges.

No person may enter the firing line or engage in any “live fire” on any of the ranges after consuming any amount of alcohol or after taking a prescription or nonprescription drug or narcotic that impairs motor function. Any person consuming an alcoholic beverage and/or a drug or medication that impairs motor function shall not handle any firearm or weapon on Association property within eight (8) hours after ingestion of the beverage, drug and/or medication.

A person in violation of these rules or found to be under the influence of an alcoholic beverage or intoxicating substance shall be required to leave the premises and, if a Member, shall be brought before the Board for disciplinary action.

**8. LOSS OR RESTRICTION OF MEMBERSHIP PRIVILEGES:** The Operating Procedures and Range Rules are enacted for the welfare and safety of all Members. A Member in violation of the rules and procedures is subject to the loss or restriction of their membership privileges. The Board has discretionary authority to impose a wide range of sanctions against an offending Member; including revoking his/her membership and to bar the offender for life from rejoining the Association. A Member is entitled to a hearing before the Board prior to the imposition of sanctions. The rules and procedures governing disciplinary hearings are set forth in the Bylaws.

**9. SHOTGUN RANGE RULES:** The Association maintains four (4) ranges for trap and/or skeet. These Ranges are open Wednesday evenings from 5:00 to 9:00 p.m. and on Sunday from 9 a.m. to 1 p.m. Skeet hours will vary from time to time. Special Events and extended shooting hours are subject to approval by the Board of Directors. There is a separate cost for shooting trap and skeet. Members and juniors are charged at a lower rate than nonmembers. For more information contact the Skeet Chairman.

Hearing and eye protection is MANDATORY for all persons using the Shotgun ranges. All shotguns must be unloaded and the actions open, except on the firing line. All NRA gun safety Rules are enforced on the Shotgun Ranges. Trap shooters must use #7.5 shot or smaller. Skeet shooters must use #8 shot or smaller. Larger shot, buck shot and slugs are strictly prohibited.

Hand launchers or personal clay throwers may be used on Trap Field #4, when not in use. The clay targets must travel no farther than the field in front of the club trap house and all shooting must be directed toward the hill.

The patterning board on the right edge of Trap Field #4 may be used only if that field is not occupied. Only #7.5 shot or smaller is permitted.

**10. RIFLE AND HANDGUN RANGE RULES:** The rifle and handgun ranges are available to all Members. These ranges are generally open every day from 9:00 a.m. until 4:00 to 6:00 p.m. depending on the season. The cease fire time is indicated by the constant flashing red lights and the sound of a horn. The cease fire time is also found on the Association web site. In certain instances the Board may change the range hours to accommodate a special event or other circumstance. Any Member discharging a firearm either before or after range hours shall have his/her membership revoked.



**A. PERMITTED FIREARMS:** Only the following firearms may be discharged:

**On the rifle range:**

- a. A Centerfire or Rimfire Rifle using a cartridge less than .50 caliber;
- b. A Muzzleloader using a .75 caliber projectile or less;
- c. A Shotgun using slugs; and
- d. A single shot Handgun using a centerfire rifle cartridge less than .50 caliber and discharged from the bench.

**On the handgun range:**

- a. A revolver or semi-automatic pistol using a centerfire or rimfire cartridge less than .50 caliber;
- b. A Muzzleloader pistol using a .69 caliber projectile or less; and
- c. A Rimfire rifle .22 caliber or less.

The following are prohibited:

- a. A machine gun or a firearm capable of automatic fire;
- b. A shotgun loaded with any size shot;
- c. Any handgun on the rifle range capable of holding more than a single round; and
- d. Armor-piercing, tracer, reactive, incendiary or explosive ammunition.
- e. A firearm that uses a .50 caliber BMG case regardless of bullet diameter.

**B. SAFETY LIGHTS:** Red flashing safety lights are installed at the Rifle and Pistol Ranges. They are to be manually activated anytime a 'cease fire' is called or when anyone moves forward of the shooting line. The control switch to turn 'on' and 'off' the lights for each range is located near the center of the shooting line. The lights automatically come on and off in the morning and evening to indicate the beginning and ending of the shooting day along with the horns sounding at the end of the day.

IF THE RED FLASHING LIGHTS ARE "ON", DO NOT FIRE, STEP AWAY FROM THE BENCH AND STAND BEHIND THE YELLOW LINE. If you see an un-safe condition, turn on the lights and call a 'CEASE FIRE'. Safety is everyone's responsibility. When in doubt DO NOT FIRE.

**C. SAFETY PROCEDURES:** All persons on or using the ranges shall observe the following safety procedures:

- a. Hearing and eye protection must be worn during "live fire".
- b. All firearms must be unloaded with the actions open; except when on the firing line and in the possession of the shooter. A rifle's action is open when the bolt or slide is locked back and the magazine is removed. A pistol action is open when the cylinder is open or the slide is locked back and the magazine is removed. An open bolt indicator must be used on all firearms when the weapon is either unattended or placed on the shooting bench and persons are down range.
- c. During a "cease fire" all persons shall secure their weapons and step back from the benches and firing lines. No weapons may be handled during a "cease fire" for any reason; including any cased weapons or weapons placed on the racks or the tables behind the firing line.
- d. No rapid fire is permitted. You must allow at least one second between shots.
- e. Never cross in front of the firing line during "live fire" for any reason. This includes firing a weapon in front of the firing line or retrieving dropped ammunition or brass during a "live fire" period. If you drop ammunition on the floor, you must wait until the stage of fire is completed and all firearms are benched and secured.
- f. Notify the RSO, if present, when there is a firearm stoppage or malfunction.
- g. Dry firing is only permitted at the firing line and only when authorized.

- h. No person shall go behind the permanent target boards for any reason when the ranges are open for shooting.
- i. All NRA gun safety rules are observed and enforced.

**D. TARGETS:** The rifle range has target boards from 25 through 100 yards. The handgun gun range has target boards from 7 through 50 yards. Only paper targets placed on a provided target board may be used. No other targets are permitted; including steel, reactive or explosive targets, bottles, cans, rocks or items of opportunity.

To reduce ricochets, the shooter must shoot into the vertical embankment behind the target boards. All targets must be placed on the face of the target board and be not less than three (3) feet from the ground. Targets may not be placed on or over the back stop supports or uprights. The 200 yard target house on the rifle range is closed and may not be fired at. No person may fire at a target beyond the 100 yard target board on the rifle range or the 50 yard target board on the handgun range without authorization from the Board or the acting Range Safety Officer.

**11. SPECIAL USE AND LAW ENFORCEMENT RANGE:** At the easterly end of the property, the Association has a range dedicated to law enforcement and firearm training. This range is restricted to uses specifically authorized by the Board and is closed to Members for general use.

All access to and use of this area must be directly supervised by a POST Certified, NRA Certified or Board Approved Rangemaster or Firearms Instructor. Violators will be subject to discipline and loss of membership. If you would like to use this area for a special activity, you may submit a use request to a Board Member for review at a subsequent Board Meeting.

Groups currently authorized to use this range include law enforcement agencies, current club members with sworn peace officer status and California POST Certification acting on behalf of a contracted law enforcement agency and paid current club members with private security officer status currently licensed by the State of California Bureau of Security and Investigative Services, California Dept. of Fish and Game Hunter Education Training, Board supervised public shoots on the "Running Deer" range, and the SLSA Junior Rifle Team.

Persons having authorization to use this range are charged with the responsibility to clean the range of all trash and spent brass and to secure it after every use.

**12. ARCHERY RANGE RULES:** The Archery Range is located on the westerly portion of the property. This range is open every day from 8:00 a.m. to dusk to all Members. Targets range from 10 to 80 yards. Only archery equipment is permitted on this range. Crossbows, firearms and other weapons are prohibited. Arrows must have field points. No broad heads or hunting arrows are allowed. Archers must launch their arrows standing at the firing line. No person shall cross the firing line until a cease fire is called and all archers secure and place their bows in a rest.

The Archery Range is CLOSED when any of the Trap and Skeet machines are in use.

**13. HOLSTER AND CONCEALED WEAPON POLICY:** Except as provided in this paragraph, no person may carry a holstered or concealed firearm, whether loaded or unloaded, on Association property.

- a. A person participating in a special event or sanctioned match may carry a holstered handgun under the direction of a Range Safety Officer, the event instructor, or the match chairman; provided the carrying of a

holstered handgun is an integral part of the event or match.

b. A Member may carry a holstered handgun under the following conditions:

- (i) The handgun, whether loaded or unloaded, is holstered only in the designated area located on the handgun range (Directly in front of the seven (7) yard target board and to the right of the painted red line.);
- (ii) The firearm shall be unloaded, cylinder open or slide locked and magazine removed, and placed on the front bench muzzle pointing toward the target boards, if a cease fire is called or a person is down range;
- (iii) The Member may only use a controlled straight draw to remove the handgun from the holster<sup>2</sup>; and
- (iv) All other range rules are observed.

Current law enforcement officers are exempt from Paragraph 13(b) to the extent that they may carry a holstered or concealed firearm while on duty and using the handgun range. However, they must draw and discharge their handgun only in the designated area.

**14. NRA GUN SAFETY RULES:** Every person that handles a firearm or uses any of the Association Ranges shall follow the NRA Rules for Safe Gun Handling. These Rules are:

**A. Fundamental Rules for Safe Gun Handling:**

- Always* keep the gun pointed in a safe direction.
- Always* keep your finger off the trigger until ready to shoot.
- Always* keep the gun unloaded until ready to use.

**B. Rules for Safe Use:**

- Know your target, what is in the line of fire and what is beyond it.
- Be sure the gun is safe to operate.
- Know how to use the gun safely.
- Use only the correct ammunition for your gun.
- Wear eye and ear protection as appropriate.
- Never use alcohol or drugs before or while shooting.
- Always treat all guns as if they are always loaded.

**C. General Safety Rules:**

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at authorized targets.
- Do not handle a firearm while others are downrange.
- Do not stand at the firing line while others are downrange.
- Stop shooting immediately upon the command of “**Cease Firing!**”

**15. DISPLAY OF RANGE RULES:** The Range Rules are displayed at the Rifle, Pistol, and Shotgun ranges. The Range Rules are also available on the Association website and upon request.

**16. SPECIAL EVENT AND MATCH FEES:** A fee may be charged to participate in a special event or match. Such fees are common in Varmint Rifle, Black Powder, High Power, DCM, Junior Rifle, Tactical

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<sup>2</sup> The draw must be performed in a controlled manner. The shooter must be standing and facing the target. No quick draws or cross draws are permitted.

Pistol, and Archery matches. The fee amount is determined by the Match Director. For fee information contact the appropriate Match Director. Subject to the discretion of the Match Director, all matches, events and competitions sponsored by the Association shall be governed by the current rules and regulations set down by the recognized governing authority.

**17. DISPLAY OF MEMBERSHIP CARDS:** Every Member shall wear their membership card in a visible location while on the Association ranges. Exceptions to this rule include special events, matches, meetings, the Archery Range, and the Trap and Skeet Range.

**18. POST SHOOTING RESPONSIBILITIES:** Every Member is responsible to remove his/her target(s), return the target stands and to clean up his/her shooting area of all trash and spent brass. Brooms, dust pans and trash containers are located near the tables behind the firing lines. Spent brass may be deposited in the black containers. Before leaving inspect your area to insure that all your belongings are accounted for. Please keep the ranges and the Association property clean at all times.

**19. MODIFICATIONS TO RULES:** The Board, in its discretion, may modify or change any of the Operating Procedures or Range Rules. Such modifications may be permanent or temporary. Members will be notified of any changes through the Association web site. Temporary changes will occur to allow a special event or match to host a particular shooting event. For example, black powder matches routinely shoot rifles and pistols on the rifle range and in front of the firing line. The 200 yard target box with a metal target is allowed during the Turkey and Ham Shoots. Temporary changes to the Rules and Procedures are allowed only during the special event or match and under the direction of the Committee Chairman, a Director or a Range Safety Officer.

**20. CONCLUSION:** The Association was founded in 1932 as a social organization for the benefit of local residents to promote the traditional outdoor sports of hunting and fishing and to allow its members an opportunity to safely practice and enhance their shooting skills. The Association emphasizes cordial relationship among its members and the safe handling of firearms.

The Association encourages and welcomes all members of the community to join and use its facilities. The Association does not discriminate on the basis of race, religion, color, national origin, sex, age, sexual orientation, familial status, disability status, and genetic information. The Association does insist that its members are of good character, socially responsible, law abiding, and act in a courteous and friendly manner.

Membership in the Association is a privilege, and not a right. Any Member that does not uphold these standards or abide by the Operating Procedures and Range Rules will be asked to leave and their membership revoked.

The Association property is monitored by security cameras 24 hours a day, 7 days a week. Even if alone on a particular range all of the Operating Procedures and Range Rules must be followed. Your actions are being observed and recorded. Firearms are inherently dangerous. These rules and procedures are intended to provide a safe environment and ensure that the shooting ranges are available to future generations.

---- End ----

## CHAPTER 2

# POLICY & PROCEDURES FOR SERVICE CREDITS

**1. POLICY:** Starting in 2016, SLSA requires Full Members to accrue five (5) service credits per year to maintain their full membership status. Associate Members must accrue fifteen (15) service credits and be a member for five (5) consecutive years to qualify for full membership. The reasons for requiring members to accrue service credits are:

(A) SLSA is a “social and recreational club” that enjoys favorable tax status as a nonprofit corporation under IRC 501(c)(7). To qualify SLSA must encourage the “commingling” of its members for social, recreational, or similar purposes”;

(B) SLSA recognizes that its members possess a broad range of skills, talents and experiences. SLSA wants its members to participate in the operation and governing of the Association and contribute a small portion of those skills, talents and experiences to benefit both SLSA and its members; and

(C) For more than eighty years, SLSA has had a positive impact on both its members and the community at large. In order to continue to have a positive influence, the membership must take an active interest in the operation and governing of the Association.

**2. WHAT IS A “SERVICE CREDIT”:** A Service Credit is a unit of participation by a member in the events, operations or governing of the Association. The term service credit is to be broadly defined to include all forms of membership participation that directly or indirectly benefit SLSA.

**3. EXAMPLES OF “SERVICE CREDITS”:** A Service Credit is awarded to a member for participation in any SLSA sponsored event or match, volunteering assistance in its operations, and participating in the governing of the Association. For example, a member is awarded a service credit for participating in any of the monthly matches held for rifle, pistol, shotgun and archery. A member is also awarded service credits for volunteering his/her time to assist one of SLSA’s Committees, or help in organizing or running one of the events or matches. Service credits are also awarded for participating in the governing of the Association; such as attending a general meeting, providing assistance to an officer or board member in performing their duties, or holding an office or a position on the Board.

**4. HOW MANY “SERVICE CREDITS” ARE AWARDED PER PARTICIPATION:** A member is awarded one (1) Service Credit for each time he or she participates in a sponsored event or match. One (1) Service Credit is awarded for each General Meeting attended by a member. A member can fulfill all of his or her Service Credits by joining a Committee or a sponsored match or event group and providing assistance, as requested. The Committee Chairman or Group director for which the member’s participation occurs shall determine the number of Service Credits earned for the participation.

**5. WHAT IF I DO NOT WANT TO PERFORM ANY “SERVICE CREDITS”:** Service credits are a means of promoting membership participation in SLSA. They are not compulsory. A member that does not participate has the right to use the facilities and ranges to the same extent as a fully participating member. The annual dues will be the same for both Associate and Full Members. If a Full Member does not fulfill the annual Service Credit minimum, he or she will lose the rights and privileges of Full Membership and become an Associate Member. An Associate Membership is a non-

equity membership in SLSA. An Associate Member may not vote in SLSA elections, hold an elective office, nor have any rights granted to a Full Member pursuant to the Bylaws and the California Corporations Code. (See Bylaws for details).

A member that does not perform any service credits that directly benefit SLSA may not claim any credit toward the annual dues.

**6. WHAT HAPPENS IF THE MINIMUM “SERVICE CREDITS” ARE NOT EARNED:** A Full Member that does not earn the minimum number of annual Service Credits will be listed on the membership roll as an Associate Member the following year, and will lose the rights of full membership. A Full Member that has lost full membership due to insufficient participation shall be restored to full membership by (i) earning the number of missed Service Credits for the prior year(s), and (ii) earning the minimum number of Service Credits for the current year.

For example, if a member only earns three (3) Service Credits in 2016, he or she will be an Associate Member for 2017. Provided the member earns seven (7) Service credits in 2017, the member will be restored to Full Membership in 2018.

**7. WHAT IF I AM UNABLE TO PROVIDE ANY SERVICE TO SLSA:** If for any reason a Full Member is unable to earn Service Credits, the member shall contact the Board, in writing, and explain the reasons. The Board will consider all of the reasons for inability to provide service and will either grant an exemption from service or seek to accommodate the member with an alternative to service. A request for excuse of service will be liberally considered.

**8. ARE ANY “FULL MEMBERS” NOT REQUIRED TO PERFORM “SERVICE CREDITS”:** Yes. A Full Member is not required to perform any additional service or earn any service credits without losing full membership, as follows:

(a.) Life Members are not required to perform any additional service credits to maintain his or her Full Membership. A Life Membership is an honorary award granted to a member that distinguishes himself or herself for extraordinary service and dedication to SLSA; and

(b.) A Full Member that has reached his or her seventh (70<sup>th</sup>) birthday, and has been a member for, at least, ten (10) years is not required to perform any additional service or earn Service Credits.

**9. CAN “SERVICE CREDITS” BE USED AS A PARTIAL CREDIT TOWARD ANNUAL DUES:** In the past, SLSA allowed members that participate in work parties to deduct from their annual dues up to ten dollars (\$10) per work party for a maximum of thirty dollars (\$30). Commencing in 2016, a member that earns service credits that constitute a “direct benefit” to the Association may deduct ten dollars (\$10) per Service Credit for a maximum of thirty dollars (\$30). A “direct benefit” is defined as a Service Credit earned by the member using his or her time and skill to improve or maintain the operations, governing or reputation of SLSA.

For example, providing time and service to a Committee or assisting in the conduct and operation of an event or match will qualify as a direct benefit to SLSA and entitle the member to a partial deduction toward the annual dues. A member’s participation in a sponsored event or match, becoming a member of a Committee without performing actual service, or mere attendance at a general meeting is an indirect benefit to SLSA, and while constituting a “Service Credit” does not entitle the member for a partial deduction toward the annual dues.

Additional incentives and credits toward the annual dues may be granted to members participating in certain activities, or as determined by the Board to be appropriate for a member providing extraordinary service.

**10. REPORTING “SERVICE CREDITS”:** Each member shall state in their application for renewal of membership the total number of service credits earned the prior year. The member may also claim a credit of ten dollars (\$10), not to exceed thirty dollars (\$30), for each qualifying Service Credit that was a direct benefit to SLSA.

SLSA reserves the right to audit a member’s claim for earned Service Credits up to one year following the date of the application for membership renewal. If requested to provide proof of earned Service Credits, a member must obtain and submit a certificate from the Committee or group served signed by the Committee Chairman or Director stating the number of Service Credits earned during the prior year.

**11. SERVICE CREDIT ROLLOVER:** If a Full Member is unable to earn the minimum number of Service Credits required, the member may rollover excess Service Credits earned during the prior year; provided (a) the Service Credits qualify as a direct benefit to SLSA, and (b) the rollover Service Credits were performed no later than two (2) years from the time the rollover is requested. Rollover Service Credits may not be applied for credits toward the annual dues.

**12. SERVICE CREDITS ARE NOT TRANSFERABLE:** Service Credits are the property of the member earning the credit and may not be transferred or assigned.

**13. COMMITTEE DIRECTORY:** Attached is a “SLSA COMMITTEE STRUCTURE” diagram showing the Committees and Groups that a member may join to earn qualifying Service Credits. To join a member will contact the Committee Chairman or Group Director, at the number or address provided, and state their particular skills, ability and availability to assist that Committee or Group. The Committee Chairman or Group Director shall have the discretion to accept or decline the member based on the information provided. If declined, the member shall make an effort to join another Committee or Group.

**14. WHAT IF I AM DECLINED TO JOIN A COMMITTEE, OR DO JOIN AND AM NOT ASKED TO PROVIDE ASSISTANCE:** A member that is declined to join a Committee or Group is excused from having to earn any Service Credits during the membership year; provided the member makes two (2) additional attempts to join a different Committee or Group and is declined a total of three (3) times. If a member joins a Committee or Group and is not requested to participate in any of the Committee or Group’s activities during the membership year or given the opportunity to fulfill all the Service Credit requirements, the member will be deemed to have earned all required Service credits for that year. However, Service Credits earned by nonparticipation may not be used by the member for credits toward annual dues.

**15. EFFECTIVE DATE AND MODIFICATIONS TO POLICY:** The policy and procedures set forth above are effective on January 1, 2016. SLSA reserves the right to modify the procedures, in its discretion, to best serve the needs of the membership.

----- END -----

# CHAPTER 3

## EMERGENCY RESPONSE PLAN

### Fire Emergency

I. INTRODUCTION: Each SLSA member is an integral part of the Fire Safety Program. This responsibility must be taken seriously. It is our duty to protect fellow members and visitors from accidents and fires. The best protection is prevention. Safe working conditions and the knowledge of how to respond to an emergency can mean the difference between safety and serious injury, or even death. Prevention means that every member is charged with the responsibilities of:

- A. Knowing SLSA procedures for notification and activation of the Fire Plan, and
- B. Keeping activity areas neat and clean, and performing activities in a safe manner.

It shall be the responsibility of every Event Committee Chairman, Range Safety Officer on duty and Director to implement and follow these guidelines, including follow up reporting to club officials.

II. SLSA FIRE RESPONSE PLAN: If a fire should occur at SLSA, remember the word **R-A-C-E-R** and what it stands for- IT COULD SAVE SOMEONE'S LIFE!

- **RESCUE**: In the event of a fire, rescue those persons that can be rescued safely, as well as yourself, by proceeding to an area out of the immediate location.
- **ALARM**: If you smell smoke, see fire, or see smoke, dial 911 and report the nature of the problem.
- **CONFINE**: If indoors close all windows and doors in your area. This will confine or slow the spread of smoke and fire.
- **EXTINGUISH**: If you can do so safely, extinguish the fire if it is small, contained or not spreading beyond the immediate area. Fire extinguishers are located in the clubhouse and rifle range house. Learn their location in your work area. Remember, these fire extinguishers are only designed to put out a small fire. If the fire has spread beyond the area of origin, or it cannot be put out safely, then confine the area. If the alarm has been activated, help is on the way.

To operate a Fire Extinguisher, remember the word PASS:

- **PULL** the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- **AIM** low. Point the extinguisher at the base of the fire.
- **SQUEEZE** the lever slowly and evenly.
- **SWEEP** the nozzle from side to side.

For outdoor fires, shovels are available at the rifle range house and club storage building.

- **RELOCATE**: Relocate people to a safe area away from the fire.

### III. MEMBER RESPONSIBILITIES IN THE EVENT OF A FIRE

A. Member Suspecting/Locating a Fire: That member who suspects or locates a fire has a duty to protect him/herself and others, as outlined above in the SLSA Fire Response Plan.

B. Member/Committee Chairman Responsibilities:

1. Follow the SLSA Fire Response Plan (R-A-C-E), as outlined above
2. Advise visitors/guests to stay in their location.
3. Should evacuation of an area become necessary, it will be the responsibility of member, committee chairman or RSO on duty in the area to account for visitors, prior to and after evacuation.
4. Once fire is contained or extinguished, report in complete detail to the Club President or a Director the details of the incident.



## Medical Emergency

I. INTRODUCTION: Each SLSA member is an integral part of the Safety Program. It is our duty to protect fellow members and visitors from accidents. The best form of protection is prevention. Safe working conditions and prior knowledge of what to do in an emergency can mean the difference between safety and serious injury, or even death. Prevention means that every member is charged with the responsibilities of:

- A. Knowing SLSA procedures for notification and activation of the Emergency Response Plan, and
- B. Keeping activity areas neat and clean, and performing activities in a safe manner.

It is the responsibility of every Event Committee Chairman, Range Safety Officer on duty and Director to implement and follow these guidelines, including follow up reporting to club officials.

II. SLSA MEDICAL EMERGENCY RESPONSE PLAN: In the event that a medical emergency should occur at SLSA, the following guidelines should be applied:

1. Take Charge of the Situation.
2. Render Aid.
3. Call for Help.
4. Direct Medical help to location.
5. Take Notes and complete follow up report.

1. Take Charge of the Situation. The Event Committee Chairman or Range Safety Officer on duty should take charge of the situation should an emergency occur. Here is an example scenario:

Command "Cease Fire, Cease Fire. Unload and stay in position."  
Move to the scene  
Evaluate the seriousness of injury.

-For a Minor Injury:

- Render aid
- Direct person to seek appropriate medical attention
- Commence firing
- Complete report for the record.

- For a Major Injury:

- Render Aid
- Task someone to call 911
- Task someone to direct the emergency vehicle to the incident location.
- Task someone to assist in recording the times and actions taken during the emergency.
- Task all witnesses to write down what they saw for the Emergency Report.
- Continue aid until Emergency Medical Support (EMS) arrives.
- Complete Incident Report for the record.

## 2. Render Aid.

- First Aid Kits are located in the Clubhouse and Rifle Range House.
- If the person in charge has any doubts as to whether an injury can be treated, call for EMS.
- California's Good Samaritan Law protects people from lawsuits if they render medical care in an emergency situation. (*California Health & Safety Code Section 1799.102*)
- It is strongly encouraged that Directors, Event Committee Chairman or Range Safety Officer's obtain American Red Cross First Aid and CPR Training.
- Aid procedures
  1. Identify self to the injured.
  2. Inform injured of training (American Red Cross Standard First Aid & CPR).
  3. Inform injured of aid offered.
  4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
  5. Refrain from giving care to a conscious injured person whom objects.
  6. Assume implied permission if the injured is unconscious or unable to respond.
  7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
  8. Move the injured only if life is endangered.
  9. Check injured for life threatening condition before providing care. Provide care only within level of training.
  10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.

## 3. Call for Help.

- Call 911 from the telephone located in the office inside the clubhouse...
- Call 911 from a cell phone
- Direct EMS to 10400 Santa Clara Road, Santa Lucia Sportsman's Shooting Range. Also give nearest cross street at El Camino Real.
- Wait for EMS to hang up first to make sure they don't need further information.

## 4. Direct EMS (Medical help) to location.

- A person should be positioned to meet the emergency vehicle to ensure no time is lost getting help to the injured.
- Direct EMS to 10400 Santa Clara Road, Santa Lucia Sportsman's Shooting Range.
- Meet EMS at Gate and direct them to incident location.

## 5. Take Notes and complete follow up report.

- Record dates, times and names of injured persons, any witnesses and other club officials present.
- Complete the Incident Report form and submit to the Board of Directors, as soon as possible.
- Notify Authorities if appropriate. If accident involves a gun shot injury, notify police. If the accident involves a gunshot injury and is hunting related, Fish & Game must also be notified.

**APPENDIX 1**  
**INCIDENT REPORT FORM**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

1. Describe the incident (i.e. nature of safety violation and/or extent of injury): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Provide the names or a description of the person(s) involved in the incident: \_\_\_\_\_  
\_\_\_\_\_

3. If injury occurred, state if first aid was given and describe nature of first aid: \_\_\_\_\_  
\_\_\_\_\_

4. Location of incident and conditions of area: \_\_\_\_\_  
\_\_\_\_\_

5. Describe any evidence taken (equipment, photographs, etc.): \_\_\_\_\_  
\_\_\_\_\_

6. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness (Name): \_\_\_\_\_ Statement Attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

B. Witness (Name): \_\_\_\_\_ Statement Attached : Yes \_\_\_\_\_ No \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

7. Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_

8. Incident Report completed by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **APPENDIX 2**

### **SLSA COMMITTEE STRUCTURE**

**PRESIDENT:** The President is a member of all SLSA Committees. His function is to observe the Committee operations and ensure that they perform their stated objectives. The President will require each Committee Chair and each match Director to present a report of its activities at the monthly General Meeting.

**VICE-PRESIDENT:** The Vice-President is a member of all Committees and will share with the President the duties and responsibilities to ensure that the Committees are performing their stated objectives. In performing these duties and responsibilities the Vice-President shall have the same powers as the President.

**FINANCE COMMITTEE (“FC”):** The FC shall oversee all financial matters of SLSA; including banking, accounting, budgeting, and auditing. The FC shall prepare financial statements and budgets for the review and approval of the Board. The FC shall issue opinions and recommendations as to all proposed financial expenditures. The FC shall oversee the accounting, banking and auditing of Component Sales. The Treasurer shall be the committee chair. The President and the Trap Director shall be the initial vice-chairs. Other Directors and selected SLSA members may also serve on the committee.

**PUBLIC RELATIONS COMMITTEE (“PRC”):** The PRC shall coordinate all public relations for SLSA. This will include print, radio and television announcements and advertising, and community relations. The PRC shall also prepare and circulate intra-Association media, including the newsletter, for SLSA announcements and events. The PRC shall respond to all general members and outside inquiries. The committee chair shall be elected by the Board. The Vice-President shall be the initial vice-chair. Other Directors and selected SLSA members may also serve on the committee.

**ADMINISTRATION & MEMBERSHIP COMMITTEE (“AMC”):** The AMC shall oversee all administration and membership matters for SLSA. This shall include the maintenance and preparation of corporate records and minutes, the preparation, maintenance and updating of membership lists and rolls, preparing and processing membership renewals and new membership applications, and all other matters pertaining to the administration of SLSA and its members. The AMC will present rules and guidelines for “Service Credits”. The Secretary shall be the committee chair. The committee chair shall appoint a vice-chair(s). Other Directors and selected SLSA members may also serve on the committee.

**SAFETY COMMITTEE (“SC”):** The SC shall be responsible for enforcing all Operating Procedures and rules (“SOP”) for the Rifle and Pistol Range, the Trap and Skeet Range, the Archery Range and the Upper Range (LE Range). The SC shall also establish and operate a Range Safety Officer program. The SC shall review all security camera recordings and report any serious safety violations to the Board; recommend if the reported violation requires a hearing for disciplinary action against the member(s) in violation of the Operating Procedures; and to notify, in writing, any member committing a serious safety violation of the reason for, and time and date of the hearing. The Board shall appoint the Committee Chair and approve the selection of any vice-chair. Selected SLSA members may also serve on the committee.

**IMPROVEMENT & MAINTENANCE COMMITTEE (“IMC”):** The IMC shall oversee the maintenance and improvements for all SLSA facilities and ranges. The IMC shall prepare, in writing, a proposal for needed improvements and maintenance of the facilities and ranges for each calendar year; together with an itemized cost estimate and time for completion for each maintenance and improvement item. The IMC shall take all necessary steps to see the projects to completion within the approved budget. The Executive Director shall be the committee chair. The Rifle & Pistol Director and the Skeet Director shall be the initial vice-chairs. Other Directors and selected SLSA members may also serve on the committee.

**SHOOTING SPORTS & EVENT COMMITTEE (“SEC”):** : The SEC shall oversee all events and matches held by SLSA. The SEC shall manage the match directors for all regularly scheduled matches; including Black Powder, Varmint Rifle, Junior Rifle, Trap & Skeet, Archery, Junior Shotgun, Money Shoot, and High Power Rifle. Each Director, Officer, Match Director, and sponsor of each and every special event and shoot is a member of the committee. Selected SLSA members may also serve on the committee. The Board, acting in its official capacity, is the Committee Chair. Unless otherwise directed by the Board, the person or persons sponsoring an event or a shoot are responsible for all aspects of the event or shoot; including its organization, staffing, management, operation and restoration of the Association’s premises.

**APPENDIX 3**

**SLSA COMMITTEE & MATCH APPLICATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I submit my application for membership in the following Committee(s) or Group(s):**

**(Check the Committee(s) or Group(s), you would like serve. A description of each Committee or Group may be found on the SLSA website. If you select more than one, please indicate your preference by sequentially numbering your selections. )**

**Finance Committee \_\_\_\_\_ Public Relations Committee \_\_\_\_\_ Safety Committee \_\_\_\_\_**

**Administration & Membership Committee \_\_\_\_\_ Maintenance Committee \_\_\_\_\_**

**Shooting Sports & Event Committee \_\_\_\_\_ Black Powder Match Group \_\_\_\_\_**

**Varmint Match Group \_\_\_\_\_ Junior Rifle Group \_\_\_\_\_ Trap & Skeet Group \_\_\_\_\_**

**Tactical Pistol Match Group \_\_\_\_\_ Archery Match Group \_\_\_\_\_**

**Component Room Group \_\_\_\_\_ Junior Shotgun Group \_\_\_\_\_**

**High Power Rifle Match Group \_\_\_\_\_**

**Background & Experience (Provide a brief description of your background and experience):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

## APPENDIX 4 Outdoor Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Number Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
	_____	_____
	_____	_____
	_____	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX 5

### Shotgun Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Firing Stations Marked /Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
	_____	_____
	_____	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX 6

### Range Safety Briefing

**Follow** this outline when conducting range safety briefings. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from signs. Ask questions to reinforce understanding. If firearms are used during the briefing, *the RSO must follow the NRA gun safety rules.*

#### 1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total numbers of rounds and time available.

##### Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest and hat.

#### 2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
  - Spectator area--Located behind the ready line where visitors and range users may wait and observe activities.
  - Ready area--Located behind the firing line where shooters may store and prepare their equipment.
  - Firing point--Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
  - Backstop--Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
  - Cleaning area--Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area.
- **Demonstrate** the proper use of special equipment and **explain** any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

#### 3. RANGE SAFETY RULES

##### ❖ NRA Gun Safety Rules

##### Three Fundamental NRA Rules for Safe Gun Handling

**Ask:** What is the first rule of safe gun handling?

- *Always* keep the gun pointed in a safe direction.

**Ask:** What does a "safe direction" mean?

- The gun is pointed so that even if it were to go off, it would not cause injury.

**Ask:** What is the second rule of safe gun handling?

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

**Ask:** Unless shooting, where should the shooter's finger(s) rest?

- The finger(s) should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.

**Ask:** What is the third rule of safe gun handling?

- *Always* keep the gun unloaded until ready to use.

**(Emphasize** that safeties can fail. Safe gun handling rules should be followed all the time!)



## Rules for Safe Use

- ◆ Know your target and what is beyond.
  - Ask:** What is meant by “know your target and what is beyond?”
    - The shooter must be sure that projectiles will safely impact into the backstop.
- ◆ Be sure the gun is safe to operate.
- ◆ Know how to use the gun safely.
  - Ask:** What is meant by “know how to use the gun safely?”
    - Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.
- ◆ Use only the correct ammunition for your gun.
  - Ask:** What is meant by “use only the correct ammunition?”
    - Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.
- ◆ Wear eye and ear protection as appropriate.
  - Ask:** Why should range users wear both eye and ear protection?
    - Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
    - All users of gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
- ◆ Never use alcohol or drugs before or while shooting.
  - Ask:** What type of substance is implied by “never use alcohol or drugs...?”
    - Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
    - Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

## ❖ General Range Safety Rules

**Ask** range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Know and obey all range commands.
- ◆ Know where others are at all times.
- ◆ Shoot only at authorized targets.
- ◆ Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- ◆ Stop shooting immediately upon the command of “**Cease Firing.**”
  - Ask:** Why is it important to shoot only at authorized targets?
    - Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
  - Ask:** What actions should shooters perform during a cease fire?
    - Stop shooting immediately.
    - Await further instructions from the RSO.
- ◆ Stoppages
  - Explain that there are three common ammunition stoppages.
  - A **misfire** is when a cartridge does not fire after the primer has been struck by the firing pin.
  - A **hangfire** is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

- The normal procedure for handling misfires or hangfires is to:

- Keep the gun pointed down range (safe direction).
- Wait at least 30 seconds in case it is a hangfire. With a blackpower firearm, wait at least two minutes.
- A **squib load** is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise. The normal procedure for handling squib loads is:
  - Keep the gun pointed down range (safe direction).
  - Unload the gun--make sure the chamber is empty.
  - Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

#### ❖ **NRA Hygiene Guidelines**

**Explain** that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

**Emphasize** that everybody exposed at the range or cleaning area--even if he did not participate in the shooting session--should follow these guidelines. **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.

- Refrain from eating, drinking, and smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

•

#### ❖ **Site-Specific Range Rules**

**Ask** range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Armor-piercing, tracer's ammunition is not allowed.
- ◆ Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- ◆ Leave dropped ammunition on the floor or ground until the stage of fire is completed and firearms are benched or grounded.
- ◆ Notify the RSO when there is a firearm stoppage malfunction.
- ◆ Dry firing is only permitted at the firing line and only when authorized.
- ◆ All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- ◆ When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- ◆ Ammunition is not permitted in the cleaning area.

**Ask:** Why are shooters required to leave dropped ammunition on the floor until firing is completed and firearms are benched or grounded?

- This policy prevents shooters from unintentionally pointing the firearm at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

**Ask:** Why are shooters required to notify the RSO of firearm stoppage or malfunctions?

- Notification is critical for safety at the end of the course of fire.

#### ❖ **Administrative Range Rules**

Example: Did everyone park his vehicle in the shooters' parking area?

### **4. FIRING LINE COMMANDS**

**State and explain** standard range commands that will be used for specific shooting event(s), e.g., formal competition rules are specified in NRA Rule Books.

- ◆ "As you were" means to disregard the command just given.
- ◆ "Carry on" means to proceed with what was being done before an interruption.
- ◆ "Relay No. \_\_, Match No. \_\_\_ (or naming the match), on the firing line" means shooters are to move to

their firing points.

- ◆ “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry fire at the targets.
- ◆ “The preparation period has ended” means shooters must stop preparation activities.
- ◆ “Load” means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- ◆ “Is the line ready?” allows a shooter with problems to raise an arm and call “Not ready on target...”
- ◆ “The line is ready” means all shooters are ready to begin.
- ◆ “Ready on the right!”; “Ready on the left!”; “Ready on the firing line!” is the sequence of commands that gives shooters their last chance to signal “Not ready.” “Ready on the firing line!” means that targets will be exposed in three to five seconds.
- ◆ “Commence firing!” signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- ◆ “Misfire” is called by a muzzleloading shooter to inform the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (a delay in the ignition of the cartridge), keep the firearm pointed downrange and wait at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.
- ◆ “Cease firing!” notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- ◆ “Is the line clear on the right?” ; “Is the line clear on the left?” means line officers or the RSO check that all firearms are unloaded with actions open and chambers empty.
- ◆ “Go forward, score targets, and paste” (or “Change”) authorizes shooters to go forward of the firing line to change targets.
- ◆ “Range is clear, you may handle your guns” means shooters may approach the firing line and handle their firearms since no personnel are downrange.
- ◆ “Move out of position and remove your equipment from the firing line” authorizes shooters to remove their gear.
- ◆ “Police your firing point” means shooters are to pick up fired cartridge cases and clean their firing points.
  - Ask:** What two range commands may be issued by shooters?
    - “Cease firing” and “Misfire.”
  - Ask:** What does “misfire” mean?
    - That the muzzleloading firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.
  - Ask:** What actions are taken during a misfire?
    - Due to the possibility of a hangfire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.
  - Ask:** Where and when may shooters dry fire?
    - Only at their firing points and only when authorized to do so.

## 5. EMERGENCY PROCEDURES

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
- Render aid. First-aid kit should be centrally located.
- Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
- Direct help to location.
- Take notes. Emergency report sheet should be located in range SOPs binder (See Appendix 5.)

**APPENDIX 7**  
**RELEASE OF LIABILITY FORM**

**READ THIS FORM CAREFULLY- IT AFFECTS YOUR LEGAL RIGHTS**

**I HEREBY ACKNOWLEDGE AND AGREE** that (a) the use of firearms, including rifles, shotguns and handguns, for sporting purposes has inherent risks and dangers that may cause physical injury and/or loss of life; (b) the SANTA LUCIA SPORTSMAN’S ASSOCIATION (hereinafter “SLSA”) located at 10400 Santa Clara Road, Atascadero, California 93423 owns and operates a gun and shooting range to promote shooting events, firearm training and the recreational use of firearms; and (c) I want to participate in activities and events at the gun and shooting range owned and operated by SLSA.

In consideration for being allowed to use the gun and shooting range, participate in the use and handling of firearms, and to enter upon the premise owned and operated by SLSA, I hereby release from liability and waive my right to sue SLSA, its officers, directors, employees, volunteers, members and agents **from any and all claims, including the negligence of SLSA, resulting in any physical injury, illness (including death) or economic loss** that I may suffer because of my participation in or my presence at any event or activity held at the gun and shooting range.

I am voluntarily participating in the activities and events on the gun and shooting range owned and operated by SLSA. I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in or being present at these activities and events. These injuries or outcomes may arise from **my own or other’s actions**, inactions, negligence, or from the condition of the activities location or the facilities. Nevertheless, I assume all related risks, whether known or unknown by me, of my participation in or being present at these events and activities.

I agree to hold SLSA harmless from any and all claims, loss or damage, including costs and attorneys’ fees, suffered or incurred by any other person or entity and/or their property caused by my actions or inactions while on the premises or participating in the activities and events at the gun and shooting range.

I am eighteen (18) years or older. I have read this document, and am signing it freely. I understand the legal consequences of signing this document, including (a) releasing SLSA from all liability, (b) waiver of my right to sue SLSA for any injuries or damages suffered, and (c) the assumption of all risks of participating in the events and activities held at the gun and shooting range.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature Host Member:** \_\_\_\_\_

Member/Guest Release (July, 2015)