

CVOA SHOOTING RANGE

Standard Operating Procedure

CVOA Shooting Range
4068 Carrabassett Drive
Carrabassett Valley, ME 04947
carrabassettvalleyoutdoorassociation.com
207-240-4752

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Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at 4068 Carrabassett Drive Carrabassett Valley, ME 04947. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbours and surrounding properties.

General

Live fire conducted at the range is designed to provide authorised personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop. If continued violations occur, report the incident along with the violator's name, if possible, to the Range Officer on duty, or contact CVOA range officers at cvoa@gmail.com.

Definitions

Approved Firing: deliberate, controlled and aimed fire, which results in every shot hitting the impact berm or approved range fields.

Firing Line: that part of the range where shooting benches or shooting positions are designated as a Live Fire Activities area.

Live Fire Activities: an activity that involves the firing of a gun or bow. Individuals involved in a live fire activity include the shooter, Range Officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

Range Officer: an employee or designee of CVOA that is charged with monitoring and enforcing all rules outlined in the SOP as they pertain to the range use.

Range Safety Officer: an employee or designee of CVOA who has been NRA certified as a Range Safety Officer and is charged with monitoring and enforcing all rules outlined in the SOP as they pertain to the range use.

Rapid Firing: firing more than two shots in a one second period.

Uncontrolled Firing: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

Cease Fire: shooters stop shooting, firearms or bows are cleared of all ammunition and placed on the shooting bench or appropriate rack with actions open and muzzles pointed either downrange or up.

Hot Range: no Cease Fire is in effect; guns or bows may be handled and fired.

Cease Fire Range: Cease Fire is in effect. Stay away from shooting benches or firing line and **NO HANDLING OF FIREARMS OR BOWS**.

Active Range: Range Activities where an RSO or other Range Officer is overseeing Range Operations. Members are required to follow all SOP and posted rules and regulations. Any decisions made by an RSO or Range Officer are final.

Passive Range: Range Activities where **NO** RSO or other Range Officer is on the Range. Range Members are responsible for overseeing their own Range Activities, following all SOP and posted rules and regulations.

Range Use Requirements

The use of the CVOA outdoor range is covered by these Standard Operating Procedures (SOP's). These SOP's define what every person engaged in live fire activities must know prior to being permitted to use the outdoor range facility. These SOP's define what every member and public participant must know to utilise the CVOA outdoor range. These SOP's are available from CVOA online at **cvoutdoors.com**.

Restrictions

The following are strictly prohibited on CVOA property.

1. All cell phones on silent mode. To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range Officer will deny range access to anyone that is or appears to be in violation.

5. **FULLY AUTOMATIC FIREARMS ARE PROHIBITED** unless the shooter is a law enforcement officer participating in an approved activity.
6. **SLIDE-FIRE STOCKS OR ANY OTHER DEVICE THAT MIMICS AUTOMATIC FIRE IS PROHIBITED** unless used by a law enforcement officers participating in an approved activity.
7. **50 BMG CALIBER FIREARMS ARE PROHIBITED.**
8. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED** except when used by law enforcement officers participating in approved activities, or as approved by CVOA.
9. No bullet impacts off the range, into buildings, signs, storage containers, trash cans, sheds, or any other structure or range feature not a CVOA approved target or impact area.
10. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range or prescribed impact area.
11. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
12. Open carry is permitted but the firearm must be holstered, safety on, and only removed at the firing line under a Hot Range condition.
13. Shotguns are not permitted on the rifle range or pistol range.
14. Handguns are not permitted on the rifle range unless the gun is fitted with optics for hunting purposes. Handguns are allowed by law enforcement officers participating in approved activities or CVOA approved events. The rifle range is reserved for long guns only.

Allowable Firearms

1. Handguns can be used on the pistol range and do not need to be checked in with the Range Officer on duty.
2. Handguns with a caliber of 460 and larger along with AK and AR style pistols as used by law enforcement officers or with CVOA approval.
3. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
4. Muzzle loaders - all types. Those individual shooting muzzle loaders should select a shooting bench so as to not interfere with other shooters with the smoke discharge when firing.
5. Shotguns

Range Safety Officers

All RSO on duty are required to have taken the NRA Range Officer training and possess a certificate identifying them as an NRA certified RSO.

CVOA Range is a passive range and a RSO will not always be on duty during hours of operation. As such, everyone using the CVOA Range is required to review the SOP and sign a waiver form acknowledging understanding of the rules, regulations,

and operations. A designated RSO is required for scheduled shooting events, and will be in charge of the firing line(s) and the range while on duty.

The RSO on duty is tasked with:

1. Ensuring that all CVOA members, guests, and customers adhere to the rules and SOPs in this document.
2. Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a “Cease Fire” and address the entire line at his/her discretion.
3. Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to themselves, or others, on the range.
4. Require anyone using the range be given additional training before being allowed to shoot on the range again.
5. Reporting to the CVOA Range Committee any incidents on the range to include:
 - Accidental discharges
 - Personal injuries that draw blood, requiring an incident report
 - Trespassers, including unauthorized people, pets, and wildlife which may cause a hazard
 - Any other incidents deemed reportable, requiring an incident report

Authorized Matches and Shoots

All events must be planned, scheduled and approved by the CVOA Range Event Committee to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoots/matches take precedence over any individual or personal activity.

The Event Committee is tasked with:

1. Conducting competitive shoots/matches within the planned scheduled.
2. Ensuring all necessary resources such as RSO and any other needed safety personnel are in attendance while the shoot/match is taking place.
3. Conducting the shoot/match with the primary goal of safe shooting for the participants and the prevention of projectiles leaving the range.
4. Designating an RSO and Match Director, who may or may not be the same individual.

Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

Liability Waiver and Age Restrictions

All non-member users of the CVOA Range must fill out and sign a liability waiver on each day that they use the range. Members must have a current signed liability waiver on file before using the range.

1. See the “Children on the Range” section for children under the age of 18.
2. CVOA Range rules on age and gun possession are in line with federal and state laws.
3. Individuals under the age of 18 who possess a handgun will not be allowed on the range unless accompanied by someone 18 or older.

Range Training Requirements

All potential users of the CVOA Range should complete a range orientation. The orientation may be one or any combination of an in-person briefing, formal classroom training, and review of the CVOA Range SOP. The amount of training will be determined by the CVOA Committee or RSO on duty.

NOTE: The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again.

General Range Rules

1. Everyone is required to adhere to the written Range Safety Operation Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - NO EXCEPTIONS.
3. All vehicles shall be parked in designated parking areas, unless authorized by the CVOA Range.
4. The Range is to be used as posted, or as directed by the RSO on duty.
5. CVOA Range members must sign in at the Gate prior to using the range and must have their membership card in their possession to allow the RSO or Range representative on duty to identify them as a member while on the range. Signing in at the gate prior to using the range also allows for any updates on special activities to be made known to the member.
6. Non-members must sign in at the Gatehouse, fill out guest liability waiver form, pay for their range use, and any other consumables they may need on the range. A Guest Badge should be borrowed to show any RSO or Range representative. Guest Badges are found along with the liability waivers.

7. Targets may be purchased at the gate sign in shack. Personal targets may be used as targets at any time, without permission of the CVOA Range, if they meet the range requirements. Plastic bottles, glass targets, tin or aluminium cans, steel, explosive targets, and any other exotic items may not be used as targets without the permission of the CVOA Range Committee, and then only in a closed range or shoot/match scenario. Each shooter on the range must clean up their bench, stand, and targets down range prior to leaving. This will be enforced by the RSO or Range Representative on duty.
8. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary or movable furniture.
9. All shooting can only be done from the firing line. The firing line can be movable as designated by the RSO or Event Manager.
10. No shooting of center fire rifles on the pistol range **except as approved** by the RSO in a closed range or special event situation.
11. Offhand, sitting, and prone shooting of center fire rifles is only allowed on the rifle range in allocated bench positions assigned by the RSO or Event Manager.
12. Targets may not be moved forward of their positions against the berm. If your rounds are not going to hit solidly in the berm, **DO NOT FIRE**.
13. Police up your brass, shell casings and spent caps when finished shooting. Targets should be removed from down range when finished shooting. Only during a Cease Fire or when safe to do so. If used targets are reusable and the shooter does not wish to keep the targets, the shooter may leave donated targets at the gate in the donation area.
14. All shooters and spectators on the firing lines and staging areas and established spectator areas must wear ear and eye protection. Safety ear and eyewear is available in the clubhouse or at the gate.
15. As part of the range safety procedures, all safety rules will be followed.
16. Live-fire times have been designated by CVOA as dawn to dusk. After dark shoots by approval of CVOA committee.
17. All firearms must be unloaded, cased, or actions open when taken to and from the firing line.
18. Inexperienced shooters are to advise the RSO if assistance is needed.
19. When a “Cease Fire” is called by an RSO, Range Officer, or anyone on the firing line, stop all shooting and wait for instructions from the RSO.
20. No firearms are to be handled or moved until the RSO gives a “Hot Range” command. All firearms in need of cleaning or **repair** during a “Cease Fire” must move to a designated repair area as identified by the RSO.
21. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fee to cover costs of replacement and/or repairs. Those individuals firing in a careless manner will be

dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO or other Range Representative.

22. Open carry is allowed provided the firearm is in a holster with the safety on.
23. RSO commands and range rules must be accepted at this range. Challenge to any rule or RSO command may be made in writing or in person to CVOA Range Board.
24. All children under 18 must be under adult supervision at all times while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
25. The minimum age to shoot on the range by one's self is 18 for rifle, shotgun and handgun.
26. The RSO on duty, Range Officer, and all users will have access to first aid supplies. RSO and Range Officers will have access to basic tools, and a cell phone for communications with emergency personnel. Members are encouraged to carry a cell phone while on the range.
27. Keep your area clean - the RSO will enforce this. Please respect the equipment and clean up your area when you are through shooting. If you move something, PUT IT BACK. If you break something, REPORT IT so it can be repaired for future use. If you make a mess - CLEAN IT UP.

Children on the Range

1. Children under the age of 18 will not be allowed on the firing range without supervision from an adult member, parent, or guardian.
2. Children under the age of 5 are not allowed near active ranges. They must be supervised in the clubhouse, a car, or the outdoor picnic area.
3. Children 12 and under must be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision. The adult in charge of watching each child will not be allowed to shoot.
4. Children will not be left unsupervised on the range or in the clubhouse at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of the children and others using the facility.
5. All Children must be fitted with eye and ears protection while visiting the range. Ear muff, ear plugs and safety eyewear are available in the clubhouse.

Range Safety

Range Commands

To indicated emergency or hazardous conditions:

“CEASE FIRE”

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench or, if told, the gun rack with chamber in view and wait for further instruction.

“MISSFIRE”

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

To prepare the range for live fire:

“MOVE FORWARD”

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. In the case of an organized pistol shoot, **DO NOT TOUCH FIREARM UNTIL INSTRUCTED TO DO SO.**

“PROTECTIVE GEAR ON”

To prepare the shooter for a safe experience. Shooter should put on eye and ear protection.

“YOU MAY PICK UP YOUR FIREARM”

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

“LOAD”

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

“IS THE LINE READY?”

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

“READY ON THE FIRING LINE”

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

“COMMENCE FIRING” or “HOT RANGE”

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

“SHOOTERS, YOU HAVE X MINUTES REMAINING”

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

“CEASE FIRE”

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and await further instructions.

“COLD RANGE”

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

Other Common Commands:

“ON THE FIRING LINE”

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

“CEASE FIRE - ACTIONS OPEN, SAFETIES ON!”

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and , if instructed, shooters leave the firing line with the actions of their firearms open.

“GO FORWARD, SCORE TARGETS AND PASTE”

Authorizes shooters to move downrange to score, change, remove or repair target faces.

“RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS”

Shooters may approach the firing line and handle their firearms since no personnel are down range.

“MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE”

Authorizes shooters to remove their gear.

“POLICE YOUR AREA”

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

“AS YOU WERE”

Disregard previous command given.

“REMOVE PROTECTIVE GEAR”

Shooters may remove protective gear.

“MOVE BACK FROM THE READY LINE”

Means to move behind the ready line and wait for further instructions from the RSO.

“YOU MAY GO CHECK YOUR TARGETS”

Shooters may move downrange to the target area.

Firearms Carry & Handling

1. Except when shooting on the range, all firearms outside a case “open carry” must always be unloaded, with the magazines/cylinders out and chamber empty. This includes transportation between parking lot, clubhouse, and range. Exceptions are made for law enforcement officers.
2. Hot Range Procedure: proceed to a shooting bench or station as directed by the RSO or assigned Range Officer. Cased firearms at the firing line should be uncased with the muzzle pointing downrange ensuring the action is open, only take magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.
3. Cease Fire Procedure: Remain behind the firing line and do not uncase, or load, any firearms until the cease fire has been completed and the range is back to a hot range status.

Cease Fire Procedure

1. When a verbal "Cease Fire" is heard, all shooting must stop immediately, unload firearm, ensuring the chamber is empty and remove ammunition or magazines.
2. Fix actions open.
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up as instructed by RSO.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
5. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass or shell casings in front of the firing line, or behind the firing line.

Firing Line Rules

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all times in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their perspective shooting lane.
4. Rifle Range: while firing off a bench or otherwise, bullets may not leave the impact area. Shooters must shoot below the red warning bar marking the uppermost target area. Also, no targets may be placed on the ground, to prevent bullets from skipping.
5. Pistol Range: while firing off a bench or otherwise, bullets may not leave the impact area. Anyone caught shooting over the berm will be escorted off the range by the RSO or other Range Officer. No targets may be placed on the ground to prevent skipping bullets over the berm.
6. During a cease fire, all firearms are to be unloaded.
7. No one is allowed forward of the firing line unless the range has been declared safe by the RSO or other Range Officer. In the event the range is being used under a passive range situation, Range Members must verbally, and with eye contact to all users, declare a cease fire and determine the range is safe before moving forward of the firing line.
8. Once on the firing line, a firearm's muzzle must be pointed downrange at all times.
9. Loaded firearms must be pointed down range with the barrel horizontal at all times.
10. Only one firearm and matching ammunition per person is allowed on the bench at one time.
11. Only shooting from the bench is allowed, unless either approved by the RSO or Range Officer. Under passive range situations, agreed to by all users present.
12. Shoot only at designated targets. Targets may not be moved. Shooters may move closer to the targets under the rules noted above.

13. If there is a misfire, be sure to keep the muzzle pointed down range (preferably on the target) for at least 30 seconds, in case it is a hang fire.
14. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hang fire is a perceptible delay in the ignition of a cartridge after the primer has even struck by the firing pin.
 - i. Keep the gun pointed downrange (safe direction).
 - ii. Wait at least 30 seconds in case it is a hang fire. With muzzleloaders, wait at least 2 minutes.
 - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
 1. Stop firing immediately.
 2. Keep the gun pointed downrange.
 3. Unload the gun. Make sure the chamber is empty.
 4. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure there bullet is not lodged in the barrel.
15. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. The CVOA Range is a smoke free, alcohol free range.
16. IN ALL CASES THE RSO'S (OR RANGE OFFICER'S) DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

NRA Hygiene Guideline Recommendations

- * Refrain from eating, drinking, smoking, applying makeup, lip balm, or sunscreen, or otherwise placing hands in the proximity to the mouth or nose while on the range or cleaning firearms without first washing hands.
- * Wash your hands and face with soap and water after leaving the range or cleaning area before eating or drinking.
- * Change and wash clothing after a shooting or gun cleaning session to minimise exposure to airborne particulate lead or solvent and cleaning product residues.

Emergencies and Incident Reporting

In the event of an emergency, please follow these procedures:

1. Cease Fire immediately.
2. If RSO is on duty, notify the RSO.
3. Follow all instructions given by the RSO.
4. Offer assistance if you are able.

5. If no RSO or other Range Officer is present, take charge of the situation. Determine the situation is first safe for you to render aid. If not, make the scene safe, then assess the seriousness of the injury.
6. If needed, direct others to call 911 while aid is rendered. If alone and emergency services are required, call 911 first before rendering aid.
7. Render Aid. First Aid kits are located at the Rifle Range, Five Stand Range, and Club House.
8. If emergency services have been called, send someone to stand by the gate to direct emergency personnel as needed.
9. There is currently NO Automatic Defibrillator device at the range.
10. Take notes as soon as practical. Interview witnesses and get written statements.

Safety Incident report sheets are located with the First Aid Kits.

First Aid Procedures

All personnel rendering first aid should be aware of there precautions surrounding blood borne pathogens in the event of an accident. The following guidelines should be noted if someone is injured and you come in contact with biohazards materials including but not limited to: blood, body secretions, body tissue, and any cloth or cleaning and dressing material which has come in contact with blood, tissue, or body secretions. Universal precautions should be used; all blood, tissue, and body fluids must be treated as potentially infectious.

Government guidelines can be found at OSHA.gov, search for OSHA Occupational Exposure to Blood borne Pathogens for more detailed information.

Personal Protective Equipment

The following equipment is recommended for use when coming into contact with potentially biohazardous material and can be found in the First Aid Kits:

- * Gloves
- * Eye protection
- * Resuscitation mouthpieces or plastic mouth shields for CPR

Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

Only those personnel trained should be in charge of the cleanup procedure. CVOA Range has designated Service Master for this purpose. No persons without training and Hepatitis C inoculation should attempt to clean biohazardous material.

Facility Operating Procedures

Range Opening Procedure During Active Range Operations

Designated RSO or Range Officer will:

1. Unlock and open the front gate.
2. Unlock bathroom and turn on hot water and heat if needed.
3. Unlock clubhouse and turn on heater is needed.
4. Place “Open” flag on roadside sign.
5. Set up Shooting Range venue to be used during the active shoot, including as needed:
 - * Open Trap or Five Stand Building
 - * Load clays into Trap Machines - Clays are stored in Five Stand Bldg
 - * Turn on Trap Machines
 - * Set up Voice Activation System
 - * Set up Target Throw System and corresponding shooter menu
 - * Set up Targets
 - * Set up Game Registration/Scoring Sheet from Clubhouse
 - * Prior arrangements must be made to obtain the Cash Box

Range Opening Procedure During Passive Range Operations

All Range Members have access to the range from sunrise to sunset. If the Range Gate is locked when you arrive, please follow these guidelines:

1. Unlock and open front gate.
2. Sign in at Gatehouse before proceeding to the range.
3. Sign in and pay for any accompanying guests at the Gatehouse. The Gatehouse has day badges for guest use.
4. Purchase for setup any needed targets at the Gatehouse.
5. Bathroom may be accessed using your gate code, but it is not necessary to open it unless needed.
6. If you have been certified to use the Trap or Five Stand equipment, follow the Shooting Range venue setup as noted above.

Range Operating Procedure

1. Range Inspection:
 - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. Keep the area clean.
 - b. Correct any problems before opening the range.
 - c. If a problem is found that can't be corrected immediately, you will have to determine if the range can be run safely with the existing problem.
2. Supplies:

- a. Ensure extra safety glasses and hearing protection available for use.
- b. Check clay supplies.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. Each shooter using the range should:
 - a. Be a current Range Member
 - b. Be a guest of a Range Member, and having signed waiver and paid day fee.
 - c. Be a public visitor, and having signed waiver and paid day fee.
 - d. Sign up for rounds such as Trap, Five Stand, or other games.
 - e. Pay for Trap, Five Stand, or other game rounds before shooting.
 - f. When shooter(s) have completed their shooting session, they should return borrowed items, police brass and shell casing, clean bench area, and return guest pass(es) as applicable.
5. In the event of an incident:
 - a. **Any Minor Injury** - such as slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or bystander, should be reported to an RSO or Range Officer. If no Officer is member at the range, such as during a Passive Range scenario, Range must fill out an Incident Report.
 - b. **Any Catastrophic or Serious/Fatal Injury** - RSO, Range Officer or any shooter/bystander on the range will call a CEASE FIRE. RSO or Range Office will take charge of the incident. During a Passive Range situation, one person should take control. Direct others to call 911, manage the care of the injured party, and direct others to wait for emergency personnel at the gate. Range closure may be necessary while first responders are on the property.
 - c. **Any Accidental Discharge** - RSO, Range Officer, or any shooter/ bystander will fill out an incident report and have shooter and witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter can remain on the range or if their shooting session is concluded.

Making the Line Hot

1. After all shooters are back from putting out targets or changing targets, and are back behind the benches and firing line, double check to insure that no one is down range.
2. After confirming that the range is clear and safe to shoot, announce, "Put on eye and ear protection."
3. After confirming that everyone on the range has put on their ear and eye protection, announce for pistol and rifle ranges, "The line is hot. You may commence firing when ready." For Trap and Five Stand shoots, announce, "The line is hot. Call for target when ready."

4. During an Active Range shoot, and RSO or designated Range Officer must be monitoring the firing line. If the RSO or Range Officer is alone, the line must be shut down until he is free to continue his duty.

Making the Line Safe

1. When a shooting round is ended, or when targets or machines need mid round attention, announce, "We are making the line safe. Cease Fire. Unload all firearms, put safeties on and open your firearm's action. Step back from the firing line."
2. Go down the firing line and inspect all firearms to confirm:
 - a. All firearms are unloaded with detachable magazines removed.
 - b. Actions are open with chambers empty and visible, safeties on.
 - c. Everyone is standing back behind the firing line.
 - d. No one is touching a firearm.
3. Once you are satisfied that it is safe to go downrange, announce, "The line is safe. You may now go down range."

Range Closing Procedure during Active Range Operations

1. Make there line safe for the last time. Verify firearms are empty and cleared prior to direction everyone to case or put away their firearms before declaring the line safe and allowing shooters downrange.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment in their storage location.
4. Pick up all trash and dispose of properly.
5. After shooters have left the range, turn off all lights and electrical equipment.
6. Lock Club House, Bathrooms, Five Stand Building, and any Storage Building.
7. Remove Flag from the front of the Range.
8. Check that everyone has left the range.
9. Close and lock gate.

Range Closing Procedure during Passive Range Operations

1. Make sure the line is safe and firearms are empty and cleared prior to going down range for the last time.
2. Pick up all trash, brass, and shell casings, and dispose of properly. There is a trash bin near the front gate and smaller trash cans at each range.
3. If you are the last shooter at the range, **close and lock the bathroom, and the front gate**. If there are other shooters on the range, notify them you are leaving, and that the gate and (if applicable) the bathroom will be left open, and it will be **their** responsibility to close up when they leave.

Safety Incident Report

Documented by: _____ Date: _____

Name of person(s) involved: _____

Indicate type of incident: ___ Accidental Discharge ___ Personal Injury
 ___ Near Miss ___ Property Damage ___ Other

Put a check under the appropriate response	YES	NO
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Was the person(s) involved a member of CVOA Range?	_____	_____
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Was the accident the result of firearm/equipment malfunction	_____	_____
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Did the accident seem to be there result of improper use, disregard for, or lack of firearm and safety education and training?	_____	_____
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Was First Aid administered?	_____	_____
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Was 911 or other emergency personnel called to the scene?	_____	_____
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Was CPR required?	_____	_____
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Do Biohazardous materials or bodily fluids need to be cleaned?	_____	_____
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Does First Aid Kit need to be refilled?	_____	_____
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All "NO" answers of "Other" type of incident must be commented on in the space below. Provide as much detail as possible. All incidents must be reported to the Range for investigation.

COMMENTS: _____

(Add additional blank pages if necessary)

Eye Witness Form

What did you see?

What did you hear?

What did you do?

Signed

Date

