



Indoor Range

Standard Operating Procedures

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INTRODUCTION

The Tiverton Rod and Gun Club (TRGC) was founded in 1933 as a non-profit club rich in history and tradition. The club offers members access to multiple facilities including a 25yd Indoor Range.

The purpose of this document is to familiarize members with the Indoor Range. This document covers such topics as physical operations and various safety rules. Members wishing to utilize the TRGC Indoor Range must complete a range orientation before using the facility.

INDOOR RANGE CHARTER

INTRODUCTION

The Indoor Range at TRGC is designed in accordance with the general stipulations prescribed by the NRA for the promotion of safe firearms handling and instruction. A primary goal of the TRGC is to provide a safe and comfortable setting for members and guests. The General Rules/Safety Procedures provided in this document are established to ensure we meet this goal.

ADMINISTRATION

The Chairman of the Indoor Range Committee manages the general operation of the range. The Indoor Range Committee shall maintain all equipment and assets necessary to operate the range. Non-scheduled or informal use of the range is restricted to the discretion of the Indoor Range Committee Chairman and the TRGC Board of Trustees (BOT). The TRGC BOT approves the fees and scheduling associated with the use of the range. The Chairman is responsible for using a TRGC committee accounting form to report the monthly financial status of the committee and a TRGC budget request form for requesting monthly committee expenses. The Chairman is responsible for requesting budget approved funds from the BOT the month prior to any event or expense. The Chairman must turn in the

monthly gross income, monthly expense receipts, and the balance of the monthly budget requests to the club Treasurer at each regular club meeting. NOTE: Chairmen are not authorized to spend the committee's budget without prior authorization from the TRGC BOT.

SHOOTER'S RESPONSIBILITY

It is each shooter's responsibility to know the range rules, handle his/her firearm appropriately, and shoot in a safe manner. Any unsafe situations should be corrected immediately and be brought to the attention of the Indoor Range Committee. Failure to follow the range rules may result in suspension of shooting privileges.

GENERAL RULES / SAFETY PROCEDURES

Safety is of paramount importance to everyone using the range and it is the top priority of the TRGC. Any person utilizing the range must adhere to the safe storage, handling, and use of firearms and ammunition. The following rules and safety procedures will be followed by all recreational shooters and enforced by all members.

- Shooters must “swipe in” at the Indoor Range before using the facilities. Guests are required to sign in and complete a liability release form before shooting at the range.
- The range ventilation system must be turned on and the “Ready to Shoot” light green before anyone can enter the range. **NO EXCEPTIONS!**
- Members are allowed to bring one guest to the Indoor Range per visit. Please see the TRGC Guest Policy for more details.
- Members are fully responsible for the conduct and actions of their guests. Members will ensure that their guests comply with these and all other rules while on club property. Please review the TRGC Guest Policy.
- The range operating hours are 24/7 daily unless a previously approved event is being conducted.
- Any person not complying with these general rules and safety procedures or who becomes disruptive will be removed from the range and shooting privileges will be suspended until the matter is brought before the TRGC Executive Committee for adjudication.
- Eating or drinking is prohibited within the shooting area.

- Smoking is prohibited within the Indoor Range building.
- Tracer and Armor Piercing rounds are strictly prohibited.
- All pistol calibers and .22 rifles may be used in the range.
- Shooters may not draw from a holster or draw from the hip while in the act of shooting.
- Any shooter under eighteen years of age must be supervised by an adult.
- No loaded firearms are permitted in the reception area of the range. Firearms in this area must be cased. **NO EXCEPTIONS!**
- All firearms must be cased upon entering the range. Firearms must be unpacked and packed at the firing line. Handling of uncased firearms behind the firing line is strictly prohibited.
- Shooters must wear eye and hearing protection while utilizing the range.
- Shooters must pick up all brass jackets, trash, etc.
- The collection of shell casings outside the shooting stalls is strictly prohibited while the Indoor Range is active.
- All assets of the TRGC Indoor Range (including machinery, targets, safety/educational equipment, etc) are considered property of TRGC and may not be altered or removed from the TRGC property without permission from the TRGC BOT.
- Alcohol is not permitted inside the Indoor Range.
- Only one firearm is allowed at the firing position. All other firearms must be cased.
- Shooters may not go down range until a cease fire is called and the range safety lights are ON.
- Handling of firearms and ammunition is not permitted while someone is down range.
- No rapid fire will be permitted on the range, unless part of an organized shoot. “Sustained fire” (1 round every second for a period not exceeding 10 seconds) is allowed.
- Metallic targets or any other non-standard targets shall not be used for any recreational firing unless they are part of an organized TRGC shooting event. All non-standard targets are subject to the approval of the TRGC Safety Committee and TRGC BOT.
- When not in use, all firearms shall be unloaded, actions open, and the firearm shall be pointed in a safe direction. Use of an empty chamber indicator is mandatory. Empty chamber indicators may be borrowed from the range.

- The Indoor Range Committee shall utilize the TRGC Indoor Range Hygiene Guideline as to the operation of the Indoor Range.
- Any person possessing a valid RI Concealed Carry Permit **MUST** keep their firearm concealed until they are on the range, at which time the posted range rules apply.
- The Indoor Range Committee shall be responsible for maintaining the range and filing a monthly Range Inspection Report.
- Any injury shall be documented using an Injury Report Form.
- All shooters must follow the safe gun handling practices prescribed by the NRA.

NRA FIREARM SAFETY RULES

- Keep the gun pointed in a safe direction. This is the primary rule of gun safety. A safe direction means that the gun is pointed so that even if it were to go off it would not cause injury or damage. The key to this rule is to control where the muzzle or front end of the barrel is pointed at all times. Common sense dictates the safest direction, depending on different circumstances.
- Keep your finger off the trigger until ready to shoot. When holding a gun, rest your finger on the trigger guard or along the side the gun. Until you are actually ready to fire, do not touch the trigger.
- Keep the gun unloaded until ready to use. Whenever you pick up a gun, immediately engage the safety device if possible, and, if the gun has a magazine, remove it before opening the action and looking into the chamber(s) which should be clear of ammunition. If you do not know how to open the action or inspect the chamber(s), leave the gun alone and get help from someone who does.
- Know your target and what is beyond.
- Know how to use the gun safely.
- Be sure the gun is safe to operate.
- Use only the correct ammunition for your gun.
- Wear eye and ear protection as appropriate.
- Never use alcohol or over-the-counter, prescription or other drugs before or while shooting.

- Store guns so they are not accessible to unauthorized persons.
- Be aware that certain types of guns and many shooting activities require additional safety precautions.

PHYSICAL DESCRIPTION

RECEPTION AREA

The Indoor Range reception area features an elevator, a handicap accessible restroom, a mechanical room, a firearm cleaning room, and a seating area. Uncased firearms are not permitted in the range reception area. The range entry doors must be closed at all times.

FIREARM CLEANING ROOM

The Indoor Range features a room designated for members to clean their firearms. No loaded firearms or ammunition are permitted in this area. **NO EXCEPTIONS!** Please dispose of all materials related to cleaning and be respectful of others who may utilize this area of the Indoor Range.

MECHANICAL ROOM

The Indoor Range has a mechanical room that contains the electrical system, the plumbing/heating systems, the security system, and the range ventilation controls. Only authorized personnel are allowed to access to this area.

ELEVATOR

The Indoor Range is equipped with a handicap accessible elevator. The elevator may be used by all members who have card key access to the range.

VENTILATION SYSTEM

The Indoor Range is equipped with an industry standard ventilation system. A series of green/red LED lights are located next to the range entry door and indicate whether the range is ready for usage. Care should be taken to turn the system on before entering the range and off after leaving the range.

RANGE LAYOUT

The range is equipped with a granulated rubber backstop which is located 25 yards from the firing line. The backstop is designed to handle pistol calibers only. All shooting must occur from the firing line unless previously authorized by the TRGC Board of Trustees. **NO EXCEPTIONS!**

SHOOTING STALLS

The range is equipped with eight shooting stalls. The stalls have an adjustable seat that may be configured to the individual shooter. Each stall also contains controls for the stall, shooting lane, and safety lights. Please remember to shut off all lights before leaving. Only 2 persons per stall are permitted. Spectators are not allowed to congregate behind the shooting stalls.

TARGET TROLLEYS

The range utilizes electric target trolleys. Each trolley contains a plastic backer which shooters can affix their targets to. Care should be taken while operating the trolleys so as not to run the carriers into the “end stops”. If a trolley becomes damaged in anyway, the shooting lane shall be temporarily closed until it may be repaired. Please contact the Indoor Range chairman should this situation arise.

TARGETS/TARGET BACKERS

Only paper targets may be used at the Indoor Range unless previous authorization has been given by the TRGC BOT. **NO EXCEPTIONS!** Targets shall be affixed to the backers at the appropriate height so as not to impact the range baffles.

RANGE EQUIPMENT

The Indoor Range contains several pieces of equipment including target trolleys, target backers, hand tools, a firearm clearing device, a Guest Log Book, an empty brass container, and other miscellaneous items. All range equipment is property of TRGC and may not be altered or removed from the range without prior permission of the TRGC BOT. TRGC shall provide training regarding the use of all range equipment during the range orientation sessions.

CARD KEY/SECURITY SYSTEM

The range is equipped with a card key access system and a video camera system. The video surveillance is used for security purposes only.

FIRING LINE / READY AREA

The Indoor Range firing line is clearly marked by a yellow stripe. No shooting may occur beyond the firing line without prior permission of the TRGC BOT. The ready area and the firing line are one in the same. All firearms must be unpacked and packed at the firing line. Handling of uncased firearms behind the firing line is strictly prohibited.

RANGE MAINTENANCE

GENERAL

The backstop should be inspected prior to shooting to make sure they are free of debris and that no “troughing” of the rubber has occurred. If “troughing” has occurred, the rubber must be raked flat before using the shooting lane. Baffle plates, sound proofing panels and the shooting stalls should be inspected prior to use.

LEAD REMOVAL

The range backstops require periodic lead removal. This process may only be performed by authorized TRGC personnel utilizing proper personal protection equipment. All lead shall be recycled and tracked in the TRGC Environmental Stewardship Plan. All lead contained on the range is property of TRGC and may not be taken or utilized by any member or guest.

EMPTY CARTRIDGE CASINGS

All empty cartridge casings that are not the property of the shooter shall be recycled and tracked in the TRGC Environmental Stewardship Plan. All casings contained on the range are property of TRGC and may not be taken or utilized by any member or guest.

EMERGENCY PROCEDURES

In the event of an emergency the following guidelines should be followed:

- Call 911 for physical emergencies. Members shall guide the proper authorities in order to assist the situation.
- TRGC Officials shall be contacted regarding the situation.
- The situation shall be properly documented using a TRGC Injury Report Form.

RANGE INSPECTION REPORT

Inspected by _____ Date _____

Yes No

Controlled Access/Doors Closed	_____	_____
Backstop Area Inspected	_____	_____
Baffle Plates Inspected	_____	_____
Target Backers in Working Order	_____	_____
Target Trolley System in Working Order	_____	_____
Shooting Stalls Inspected	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Trash Receptacles Emptied	_____	_____
Empty Brass Container Present	_____	_____
Range Maintenance Tools Stored/Accessible	_____	_____
Range Guest Book Stored/Accessible	_____	_____
Range Supplies Stored/Accessible	_____	_____

Comments: _____

INJURY REPORT FORM

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

_____ Phone #: _____

1. Describe nature and extent of injury: _____

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

4. First aid was provided by (include names and phone numbers): _____

5. Disposition (specify name of hospital and time of transport): _____

6. Notification of next of kin (specify time, person contacted and method): _____

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable): _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

10. Witness (Name): _____ Phone #: _____

Statement: _____

