

Indoor Range Standard Operating Procedures

Westford Sportsmen's Club, Inc.

The purpose of these SOP's is to ensure the safety of our members and guests, as well as the physical integrity of our Indoor Range. Failure to follow these SOP's or the negligent destruction of WSC property will result in disciplinary measures as determined by the Executive Committee, including suspension or expulsion from the WSC.

A. General Firearm Safety SOP's

1. **ALWAYS keep the firearm pointed in a safe direction.** A safe direction is any direction that would not cause an injury to a person (including you) or damage to property in the event of an accidental or negligent discharge. Always consider a gun as being **LOADED**.
2. **ALWAYS keep your finger off the trigger and along side the gun frame until you are ready to shoot.**
3. **ALWAYS keep the firearm unloaded and cased or holstered until ready to shoot.** This means firearms may only be loaded or unloaded at the Indoor Range firing station. Firearms may only leave the firing station unloaded and cased or holstered.
4. **Alcohol is not allowed on any Range before or during shooting.** Any person exhibiting signs of impairment (of any kind) is prohibited from using any of the WSC ranges.

B. Indoor Range SOP's

1. Shooting in the Indoor Range is **not allowed** whenever there is a scheduled activity in the clubhouse upstairs. Please refer to the club's newsletter or website for dates and times when the range will be closed.
 - a. If the Indoor Range is active, **NO ONE** is allowed on the second floor.
2. Access authorization is required to shoot in the Indoor Range. The Indoor Range Access Request form is available at the WSC website.
http://westfordsportsmensclub.org/wordpress/wp-content/uploads/forms-docs/IR_Access_Request_Form.pdf Completed forms, can be submitted to the Indoor Range Chairman conducting the GSSR briefing.
 - a. Prior to being granted access to use the Indoor Range, the member must pass a Gun Skills Safety Review (GSSR) and demonstrate shooting proficiency.
<http://westfordsportsmensclub.org/wordpress/wp-content/uploads/forms-docs/WSC-Gun-Skills-Safety-Review.pdf>
3. Each member is **required** to sign the **Log Book** prior to entering the Indoor Range for any reason. The member shall legibly print their name, ammo being used, and start time in the log before entering the range. Any **Guest** of the member must also put their first and last name in the Log Book and indicate that they are a guest. When the member has completed shooting and is ready to leave, he/she must enter the time they left the range next to their name in the Log Book.
 - a. **Members are responsible for their guests** while on the Indoor Range.
 - b. **Please Note:** The Indoor Range is **NOT** the place to train new shooters.
4. Each Member must **swipe** their **proximity card/fob** prior to entering the range. **No member** shall "piggyback" off the entry access of others that have entered or are already in the range.
5. The range door must remain closed at all times. Please insure the door is properly closed after you enter or leave the Indoor Range. Turn off all downstairs lights before leaving and be sure exterior club door closes completely and locks.

6. There are two (2) ways to safely bring a gun onto the Indoor Range. They are:
 - a. Unloaded and cased – at shooting station: uncase gun and open action.
 - b. Holstered and loaded or unloaded – if brought in holstered, the gun must only be unholstered at the shooting station, remove magazine, open action. If chamber is loaded, clear any live ammo.
7. All firearms must be handled at the shooting station inside the range or at the designated “**Safe Table**” located in the outer room.
 - a. Guns may be handled, cleaned, disassembled at the Safe Table.
 - b. **NO** ammunition (in any form) can be at the **Safe Table**. No loaded magazines, boxed ammo, or loose ammo in pockets, range bag, etc.
 - c. Guns must be handled facing the wall away from the common area of the room.
8. **At no time** is a gun in-hand to be taken away from the shooting station (behind “Black Line” on floor) for any reason except when cased or holstered to leave the range or be taken to the “Safe” Table.
 - a. Guns that are not “in-hand” must be left on the shooting station table unloaded with the action open and magazine out (or cylinder open and empty for revolvers). **NEVER** leave a loaded gun unattended.
 - b. Whether in-hand or resting on the shooting table, all gun muzzles must be pointed downrange, parallel to the floor and walls of the Indoor Range.
 - c. **Guns must not be moved from lane to lane**. To shoot another gun, the shooter must switch shooting lanes instead of moving the gun.
9. The air exhaust system and backstop lights must be on when using the Indoor Range. The switches to operate the exhaust system and range lights are located on the right wall in station 4 as you enter the range.
10. **Ammunition** for use in the Indoor Range is **RESTRICTED** to those calibers approved by the E-Board. Please refer to the **Approved Caliber** list posted at each shooting station in the Indoor Range or on the WSC website: http://westfordsportsmensclub.org/wordpress/wp-content/uploads/forms-docs/Ammo_Rules-Indoor_Range.pdf. The use of Magnum Loads, Hot Reloads, Armor piercing bullets or Rifle Calibers (*other than .22 caliber rim fire*) are strictly prohibited. **Lead and Jacketed bullets are allowed** for the ammunition on the approved list. “Self-defense” or “Hollow Point” bullets are not allowed.
 - a. The only rifle allowed for use on the range is .22 caliber rimfire. Pistol caliber carbines (PCC’s) are not allowed to be used on the Indoor Range
 - b. Air rifles and BB guns are **NOT** allowed to be used on the Indoor Range due to the real danger of bounce-back off the rubber ballistic curtains.
11. **Only Paper targets are allowed** in the Indoor Range. The largest sized paper target allowed for normal shooting on the Indoor Range is 14 by 14 inches.
12. **All targets** must be placed in the retaining clip of the target pulley system and cranked until it reaches the backstop at the end of the range. A shooter must **NEVER** place a target closer than at the backstop (e.g.: cranked half way down the range) or place a target on a free standing object/stand on the range.
13. **All shooting must be conducted only at the shooting station** Shooting in front of the shooting stations is not allowed.
14. **A maximum of 4 shooters** are allowed on the Indoor Range at one time (one for each shooting station). Each shooter may have 1 person to assist them with the use of the pistol.

Please Note: The Indoor Range is **NOT** the place to train new shooters.

Other members wishing to shoot must wait in the area located outside the Indoor Range until a shooting station becomes available.
15. **Absolutely no one is allowed downrange** without the range being declared “Cold”. (see Range Commands).

C. Range Commands

1. **Hot Range:** Shooting is allowed. **Remember** that prior to declaring that the range is **HOT**, "**Eyes and Ears**" must be announced to all persons present in the Indoor Range before shooting. **NOTE:** If the range lights are on, the range is considered **HOT**. **Knock** prior to entering!
2. **Cold Range:** This is a **request** for all shooting to be stopped. Once it is mutually agreed that the range is "**COLD**", shooters shall put their firearms down, unloaded with the actions open and step back from the shooting station and say "**Clear.**" **DO NOT HANDLE a firearm for ANY REASON while any person is down range.**

The **blue Cold Range light** is then lighted until all shooters have finished their downrange tasks, and have returned to the firing line. The range may then be declared "**HOT**" after the blue Cold Range light is shut off.

3. **Cease Fire:** This denotes an immediate dangerous situation. Anyone seeing an unsafe situation on the range must yell "**Cease Fire.**" Anyone hearing the words "**Cease Fire**" must immediately stop shooting, take their finger off their trigger, and await further instructions. Once the problem is under control, the range may return to normal operation. The "**Cease Fire**" command is for serious situations. It is not to be taken lightly.

D. ADMINISTRATIVE SOP's

1. WSC Members are allowed two guests at a time. Guests may visit the range areas twice, after which they must apply to join the WSC. Immediate family members are not restricted in the number of visits. All members are responsible for their guests (minor and adult) on the Indoor Range. Any minor under 15 years of age or a minor under 18 years of age who does not possess an FID card **MUST** be under the direct supervision of the member at all times while using the Indoor Range. "Direct supervision" means that the member is not shooting while the minor guest is shooting.
2. Clean up all spent shell casings and trash after completing your shooting. **Brass Only** should be placed in the "Brass Buckets" located in the range. All other casings (e.g.: aluminum), used targets and other trash shall be placed in the trash bucket located outside the range.
3. **DO NOT** leave any live rounds on the floor of the range. Place all malfunctioning ammo in the oil filled "Squib Jugs" located at the range.
4. The last person leaving the range must turn off the exhaust fan and all range lights. Please insure that the range door is securely locked and sign out in the log book. Turn off all downstairs lights before leaving and be sure exterior club door closes completely and locks.
5. These range rules may be modified as needed, for scheduled club events such as training classes and competitions, which are under the direction of an NRA Range Safety Officer or Certified Instructor
6. Report any problems to Indoor Range Chairman or Chief Range Officer.
 - a. An Incident Report must be completed for any issues regarding the Indoor Range. Contact the Indoor Range Chairman or Chief Range Officer for any situation requiring immediate attention. <http://westfordsportsmensclub.org/wordpress/wp-content/uploads/forms-docs/Incident-Report.pdf>
 - b. Contact information is located outside the Indoor Range and on the WSC web site.

NOTE: The Indoor Range is monitored by an electronic lock and a video surveillance system. Access to the Indoor Range by members who do not sign the Log Book will be disabled. To be reinstated, the member will need to contact the Indoor Range Chairman.

Every shooter using the Indoor Range has the responsibility to understand and adhere to all Indoor Range SOP's. Your safety and that of all who are shooting around you depends on your awareness and vigilance.