

STANDARD OPERATING PROCEDURES

(SOP)

Indoor Range

Sheridan County Sportsmen's Association
89 Keystone Road
P.O. Box 155
Sheridan, Wyoming 82801

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(Revised February 2023)

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SHERIDAN COUNTY SPORTSMEN'S ASSOCIATION
89 KEYSTONE ROAD
P.O. BOX 155
Sheridan, Wyoming 82801

CHAPTER 1

PREAMBLE

The Sheridan County Sportsmen's Association (SCSA) Executive Committee adopted these Standard Operating Procedures for the Indoor Range.

Purpose: To provide a safe, clean, and enjoyable shooting facility for the shooting public of Sheridan County.

Authority: As directed by the Executive Committee, the authority to operate the Indoor Range shall be vested in the designated SCSA Range Safety Officer of the day. He/She shall have total control of the Indoor Range during operating hours.

CHAPTER 2

SCSA By Laws

(Posted in clubhouse)

CHAPTER 3 ORGANIZATIONAL CHART

SCSA OFFICERS
 President – Jerry Reed
 Vice-President – Bruce Edwards
 Treasurer – Charlotte Hamilton
 Secretary – Mike Kuzara

DIRECTORS
 Trap – Tracy Landeis
 Skeet – Brian Dillard
 Smallbore – Kelly Burton
 Pistol – Bob Hamilton
 Silhouette – Bruce Stevens
 Black Powder – Ed Kern
 Junior Club – Jeff Hinton
 Rifle – Russell Hamilton
 Archery – Eric Bretthauer
 Long Range Rifle – Larry Littrell
 Women’s Activities – Kathy Lundberg

CLUB OPERATIONS VOLUNTEERS
 Caretaker – Bruce & Van Stevens
 Newsletter Editor – T. Sowers, Kim Venton
 Webpage – Tom Nutter

CLUB INSTRUCTORS
Training Counselor - Dave Searle
 Instructors
 Bob Hamilton
 Dave Searle
 Dan Kucera
 Russ Hamilton
 Tom Nutter
 Kathy Lundberg
 Sheila Georgen
 Chris Georgen
 Paulette Kucera
 Jerry Reed
 Aaron Wichman
 Tracy Landis
 Sherri Johnson
 Paul Caldera
 Carol Zarrella

RANGE SAFETY VOLUNTEERS
Chief Range Officers - Dave Searle, Russ Hamilton
 SCSA Indoor Range - Range Safety Officers

Kelly Burton J J Dunlap Robert Hamilton Russ Hamilton Bill Heitler Jeff Hinton Charlie Huggins Craig Johnson Sherri Johnson Dan Kucera Paulette Kucera Mike Kuzara John Lundberg Kathy Lundberg	Jerry Reed George Rogers Dave Searle Bruce Stevens Van Stevens Phil Summers Tom Nutter Chris Georgen Eric Bretthauer Tom Kekich Kim Venton Mark Burtis
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CLUB VOLUNTEERS
 Club Members

CHAPTER 5

RANGE OPERATIONS

INDOOR RANGE OPERATIONS GUIDE

1. General
2. Facilities for Use
3. Range Limitations and Safety Requirements
4. Authorized & Prohibited Firearms
5. Authorized Personnel
6. Personnel Responsibilities
7. Hours of Operations and Schedule
8. Alcohol /Drugs
9. Medical Support: Emergency Action Plans
10. Hold Harmless Agreement Form
11. Authorized Commercial Use

INDOOR RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the SCSA Indoor Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
2. **Facility for Use.** Range availability is at the discretion of the SCSA Executive Committee. Live-fire shooting in the Indoor Range is normally limited to the following equipment:
 - a. Indoor Range–BB guns, air rifles, air pistols, .22 short, long, or long rifle rimfire caliber rifles and handguns. and archery. Most conventional handgun cartridges are allowed as long as muzzle velocity does not exceed 1650 fps. Tracer, armor-piercing ammunition, bottle-neck cartridges are not allowed. At the sole discretion of the presiding RSO, reduced gallery loads utilizing lead bullets may be authorized in rifles or handguns, but no loads will be allowed to exceed 1650 fps muzzle velocity.

Authorization must be given by the RSO for each usage occurrence. Any occurrence of bullet splash back is grounds for disallowing use of any particular load. Reference Appendix F for ballistic information.
 - b. Check to see if all range lights are in working order.
 - c. Check working order of range exhaust fan. Make sure the switches for the fan and pump in the switch box over the service entrance door are in the off position. Wait 30 seconds, then turn on the fan switch only by the service door.
 - d. Check overhead radiant heaters. With the range exhaust fan running, turn up the thermostat for the heaters located on the north wall of the Indoor Range at the firing line. (NOTE: The range exhaust fan must be running before the heaters will work).
 - e. Check for loose brass on the floor and clean as necessary. Shooters are required to clean up the range.
 - f. Set temperature at 65 degrees on the unit heater in the southeast corner.
 - g. Unlock the RSO target locker in the hall between the Clubhouse and the Indoor Range. (The locker contains applications, membership cards, and gate keys in the event someone wants to join the SCSA.
 - h. Make sure all shooters sign in on the day log-in sheet and they pay the daily range fees posted on the RSO locker, and any associated target fees. Place fees collected in the lock box near indoor range telephone. Fill out form detailing fee descriptions along with money deposit.
 - I. Observe all shooters on the line and ensure safe gun handling procedures are being followed at all times. Pay attention to the firing line and don't get distracted in side conversations.
 - j. When shutting down the Indoor Range be sure all guns are removed from the range in a safe condition.
 - k. Have shooters sweep the floor and remove all brass.
 - l. Empty range garbage cans into the dumpsters behind the Indoor Range.
 - m. Turn range heaters down to 55 degrees.
 - n. Turn off range exhaust fan using the fan switch near the service door.

- o. Turn off all lights.
- q. Close door between the Indoor Range and the Clubhouse.
- r. **Be certain all building doors are locked.**

3. Range Limitations and Safety Requirements. Live-fire shooters will:

- a. Have an SCSA RSO present.
- b. Fire only authorized firearms and ammunition.
- c. Fire at authorized targets only. Paper or cardboard targets are the only authorized targets on the Indoor Range.
- d. Ensure all projectiles impact within the established range safety limits.
- e. Call **“Stop”** and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
- f. Call **“Stop”** if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
- g. Use appropriate ear protection.
- h. Wear appropriate eye protection.
- i. Notify the RSO or CRSO of any safety infractions.
- j. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- k. No consumption of food or drinks in indoor range when there is a shooting activity.

4. Authorized & Prohibited Firearms. Fully automatic firearms are prohibited. Firearms authorized in the Indoor Range include BB guns, air rifles, air pistols, .22 short, long, or long rifle rimfire caliber rifles and handguns, and archery. Most conventional handgun cartridges are allowed as long as muzzle velocity does not exceed 1650 fps. Tracer, armor-piercing ammunition, bottle-neck cartridges are not allowed. At the sole discretion of the presiding RSO, reduced gallery loads utilizing lead bullets may be authorized in rifles or handguns, but no loads will be allowed to exceed 1650 fps muzzle velocity.

Authorization must be given by the RSO for each usage occurrence. Any occurrence of bullet splash back is grounds for disallowing use of any particular load. Reference Appendix F for ballistic information.

5. Authorized Personnel. With the presence of an SCSA RSO, the following persons are allowed to fire upon paying the required range use fee:

- a. Current members of the SCSA.
- b. Invited guests of the above (only as allowed in the SCSA By-Laws), provided the authorized person is present and assumes full responsibility for the conduct of his/her guest.
- c. Personnel approved by the club officers, CRSO, or RSO on a case-by-case basis. The Indoor Range is open to the general public during shooting events, however the RSO has the authority to disallow or remove persons who do not exhibit safe gun handling practices or otherwise do not follow the SCSA Indoor Range Rules.

6. Personnel Responsibilities.

a. SCSA Executive Committee

- (1.) Maintain the range facility.
- (2.) Ensure the club President receives written range schedules for all uses of the Indoor Range. Schedules should include matches, recreational fire, and any special

instructions.

- (3.) Conduct SCSA CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.
- (4.) Approve all commercial use of Indoor Range.

b. SCSA Chief Range Safety Officers

- (1.) Ensure each RSO understands and can execute live-fire procedures. (Live-fire must be conducted in accordance with this chapter.)
- (2.) Keep RSO list current and up-to-date.
- (3.) Have the RSO sign out appropriate keys, required range flags, SOP binder, and first-aid kit.
- (4.) Conduct the NRA Range Safety Officer Training Program to club members.

c. SCSA Range Safety Officers

The club president must first approve anyone desiring to become an SCSA RSO. This is accomplished by attending an RSO class given by the CRSO.

- (1.) RSO will conduct a range inspection using the Indoor Range Checklist found in this SOP.
- (2.) Check that all shooters have current club cards.
- (3.) Conduct range safety briefing using Appendix (B).
- (4.) Conduct live fire in accordance with section 6 (d) of this chapter. Failure of shooters to abide by the procedures listed in section 6 (d) will result in immediate eviction from the range and possible suspension of future shooting privileges.
- (6.) Report all incidents to the SCSA President.
- (5.) Turn in all gear.

d. SCSA Members

- (1.) All shooters must check in with the designated RSO on the scheduled range.
- (2.) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- (3.) All shooters are responsible for their guns and ammunition while on the complex.
- (4.) Firearms that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, and muzzles pointing downrange.)
- (5.) Only load firearms on the firing line after the RSO has given the command to load.
- (6.) Do not point firearms at anything other than authorized targets.
- (7.) Fire at your own target only.
- (8.) Give the command **“Stop”** if an unsafe condition exists.
- (9.) Follow all instructions from the RSO.
- (10.) Assist in policing the area of brass and any other debris.
- (11.) No pets are allowed in the Indoor range.

7. Hours of Operation and Scheduling.

Comply with the SCSA club schedule posted on the bulletin board calendar behind the office counter. Contact the SCSA President to schedule all events of the Indoor Range.

8. Alcoholic Beverages and Drugs.

Shooters may not consume alcoholic beverages or any substance that may impair normal mental or physical bodily functions (including prescription and over-the-counter medications) before or during live firing. The CRSO or RSO will deny range access to anyone in violation.

9. Medical Support. In the event of a medical emergency, call 911 and notify the SCSA President immediately.

10. Hold Harmless Agreement Form. Included on Indoor Range Sign In Sheet.

11. Authorized Commercial Use. With SCSA Executive Committee approval, the Indoor Range may be scheduled and used for commercial (for profit) training purposes. All SCSA Indoor Range SOP's must be adhered to during any such usage. The authorized sponsor of any commercial event must present to the SCSA Executive Committee during a regularly scheduled monthly Executive Committee meeting, full details of all requested events, and receive written authorization (Appendix E) to hold any event prior to proceeding. The following additional provisions apply to any commercial use:

- (a) Appropriate certificate of insurance must be supplied by the authorized sponsor of event(s) to SCSA Executive Committee.
- (b) All training course content is subject to review and must be approved by SCSA Executive Committee
- (c) SCSA retains the right to have an SCSA representative observe any approved scheduled event.
- (d) All events must be scheduled and approved by SCSA Executive Committee, particularly multiple events over a long-time span. (longer than a quarter, or three-month period).
- (e) Appropriate compensation for any SCSA facility use must be approved by the SCSA Executive Committee. Payment for SCSA facility use is due promptly after completion of the event. If any approved scheduled event is cancelled, appropriate cancellation fees may be assessed. Cancellation of any approved scheduled event must be made prior at least two weeks in advance of the event or cancellation fees will apply.
- (f) Written approval of all scheduled events covering the specific details will be provided by the SCSA Executive Committee to the event sponsor. Reference Appendix E form.

12. Northern Wyoming Community College District Use. The Northern Wyoming Community College District (NWCCD) may use the SCSA Indoor Range for instruction of classes in accordance with:

- (a) SCSA Pistol Director authorization.
- (b) An active SCSA Executive Committee approved Memorandum of Understanding (MOU) between SCSA and NWCCD.

NWCCD must abide by all requirements of this SOP while using the SCSA Indoor Range excepting that they may use range commands and perform training exercises as defined within the Document “NWCCD Range Commands and Hot Range Courses of Fire – September 2022” except those which would require a shooter to:

- (a) Draw and fire a loaded firearm from a holster.
- (b) Shoot from a position other than the Indoor Range 50-foot firing line.

The Document will be kept on file with the SCSA CRSO and within the SCSA Indoor Range.

SHERIDAN COUNTY SPORTSMEN'S ASSOCIATION
INDOOR RANGE RULES AND REGULATIONS

1. The indoor range will not be used for shooting unless a SCSA RSO is present and in charge of all range activities.
2. All shooters or persons in the range shall, at all times, abide by the commands given by the Range Officer.
3. No one shall proceed beyond the firing line unless authorized to do so by the Range Officer.
4. Anyone who acts in an unsafe or reckless manner will be asked to leave the range immediately.
5. Anyone who observes an unsafe condition shall immediately bring it to the attention of the Range Officer.
6. Firearms exceeding a muzzle velocity of 1650 fps will not be allowed. Any loads causing visual damage to the backstop or demonstrating splash back are prohibited. The Range Officer has total discretion on allowing what firearms and ammunition may be used.
7. The Range Officer shall, on occasion, ask participants for the ballistic data for the loads being used.
8. Actions shall be open before entering the range and at all times except when firing.
9. Muzzles shall be pointed downrange at all times. When carrying a firearm, the muzzles shall be pointed upward.
10. All persons in the range shall wear ear and eye protection.
11. No food or beverage consumption is allowed within the indoor range when it is in use.
12. No alcoholic beverages or substances which may impair normal mental or physical bodily functions will be allowed in the range or consumed by shooters prior to or during shooting events.
13. Junior shooters (less than 19 years old) shall be accompanied by a parent and/or an adult supervisor.
14. Anyone who discharges a round into the range walls or ceiling shall pay a \$50.00 fine to SCSA for damage repairs. After the first violation, removal from the club will be considered by the Executive Committee.
15. All range activities shall be coordinated with the SCSA Executive Committee. Approved events will be posted on the calendar.
16. Organizations outside of the SCSA who request the use of the indoor range for shooting events shall follow the established procedures as outlined in the Indoor Range Standard Operating Procedures including:
 - a. Shall present a description of the event to the SCSA Executive Committee for approval.
 - b. Will obtain approval of the schedule by the SCSA Executive Committee.
 - c. Arrange for a certified SCSA Range Officer to be in charge of the range during the event.
 - d. Shall follow all SCSA Rules and Regulations.
 - e. Shall pay a fee in the amount of \$75.00 per day (or as agreed to per the Indoor Range SOP's) to cover SCSA indoor range costs.
17. Indoor Shooting Range Use Fees:
 - a. SCSA Member \$ 5.00 per day.
 - b. Non-Member \$20.00 per day.
18. Everyone using the Indoor Range shall be responsible for clean up each time the range is used.
19. All shooters shall sign in on the Sign In Sheet which includes a waiver which holds the SCSA and its Directors and Sheridan Board of County Commissioners harmless for any accident which may occur as a result of the shooter's activities.

APPENDIXES

APPENDIX A:

Indoor Range Inspection Checklist

Inspected by _____ Date _____

Door Between Club and Range Closed	_____	_____
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	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
Ventilation System Working	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
Range Rules Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Available	_____	_____
Wash Area Identified	_____	_____
Lights on/off, working	_____	_____

Comments: _____

SCSA Indoor Range Operation List

- **Keys (front door, expanding gate, target locker)**
- **Bathroom Check (supplies)**
- **Heat Controls (kitchen/lobby, range, radiant)**
- **Air Fans (down range, firing line)**
- **Lights (firing line, mid-line, side, target zone)**
- **Target Holders (target wires, clothes pins, height adjustment)**
- **Target Hanging (eye level to shooting position)**
- **Don't Shoot Ahead of Firing Line (hang targets closer)**
- **Accommodate Shooters (handicap, position shooters)**
- **When Line is Full (rotate at time intervals)**
- **Red Range Light (shooting times, range commands)**
- **New Shooter Orientation (rules on door)**
- **Handling Money (range and target fees, memberships)**
- **Target Locker (targets, rental keys, SOPs)**
- **Sweep Up**
- **Vacuum System**
- **Reset all Thermostats**
- **Lock Up (gate, target locker, front, lights)**

APPENDIX B:

Range Safety Briefing

!!!UNDER CONSTRUCTION!!!

APPENDIX C:

Emergency Report Sheet

Effective Date: _____

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				
Cellular Phone				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

X Call a Stop if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.

X (Insert name and position) will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.

X (Insert name and position) will notify EMS at (insert contact number/frequency) from the nearest telephone/radio located at _____ and provide the following information:

1. Specific Location or Address of Incident with Directions.

Location: _____

Address: _____

Directions: _____

2. Telephone number that you are calling from: _____

3. Your name: _____

4. What happened and possible hazards for rescuers: _____

5. Number of people injured or ill: _____

6. Condition of injured or ill: _____

7. First aid provided: _____

X Wait for EMS to hang up first. Return to the injured and continue to care until EMS arrives.

X (Insert name and position) is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:

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 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 serious injury and a parent/guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening condition before providing care. Provide 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.

X (Insert name and position) will retrieve the first-aid kit located at _____ and assist ARC personnel as needed.

X If the accident involves chemical burns, an eye flush station is located as _____.

X If the accident involves a gun shot injury, (insert name and position) will notify police and preserve the scene as it appeared at the time of the incident.

X(Insert name and position) will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

X (Insert name and position) will supervise and ensure fulfillment of emergency procedures by:

1. Getting names of witnesses and taking statements.
2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes), and next of kin information for the injured.
3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
4. Completing injury report form.
5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
6. Notifying insurance company (personnel and/or organization as appropriate).
7. Evaluating emergency plan for possible revisions.
8. Filing copies of the injury form with records as appropriate.
9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

HELICOPTER MEDICAL EVACUATION (MEDEVAC)

A suitable MEDEVAC site is available at (location and coordinate). Orange flags, smoke signals, and strobe lights are available for marking the landing site, and are stored at _____. (Insert name and position) will mark the landing site and guide the MEDEVAC approach and landing. If smoke is displayed, initiate smoke downwind of the landing zone.

RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range, dated _____ is on file with EMS, police, and the fire department. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

APPENDIX D:

Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day): _____ Evening: _____

1. Describe nature and extent of injury (specify parts of body): _____

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, telephone numbers, time of transport, etc.):

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 Statements: Interview witnesses separately. Use attachments if needed.
A. Witness (Name): _____ Statement Attached Yes _____ No _____

Address _____

Phone Number (Day) _____ (Evening) _____

B. Witness (Name): _____ Statement Attached Yes _____ No _____

Address _____

Phone Number (Day) _____ (Evening) _____

11. Notes and Comments: _____

12. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up: _____

Name: _____ Title: _____

Date: _____ Signature: _____

APPENDIX E

SCSA COMMERCIAL OR SPECIAL EVENT FORM

Event Sponsor Group Name: _____

Authorized Event Sponsor: _____

Event Date(s): _____

Event Description: _____

Certificate of Insurance:

Fee Schedule: _____

Regular Event Fee Schedule:

Cancellation Fee Schedule:

Due date of Fee Payment:

Event Authorization Expiration: _____

As authorized event sponsor, I agree to abide by all SCSA SOP's covering this event.

(Signature)

(Group Name)

(SCSA President)

(SCSA Secretary)

APPENDIX F:

Incident Report Not Involving Injury

Reported by (Name): _____

Telephone Number _____

Date of incident: _____ **Time of Incident:** _____

Describe nature and extent of incident: _____

Describe estimated amount of damages:

Describe estimated amount of damage:

Names of responsible party(s), addresses, telephone contact numbers: _____

Witnesses: _____

Disposition and follow up:

This incident report is to be completed and filed with the SCSA Executive Committee members: President, Secretary, and the Chief Range Safety Officers.

Post this form (or copy) on cork bulletin board in SCSA clubhouse by registration counter.