**Standard Operating Procedures for BCOAC Firearms Range**

 **Firearm Range Rules**

**This SOP is subject to revision with changes to local, state and federal firearm regulations.**

**Each customer is to comply with the following four safety rules at all times.**

1. Treat every firearm as if it is loaded.

2. Never point a firearm at anything you are not intending to shoot at.

3. Keep your finger straight, off the trigger and away from the trigger guard until you are ready to fire.

4. Know your target, what’s in line with your target and what’s beyond your target.

**The following are BCOAC range-specific rules that all customers are required to follow.**

1. It is the responsibility of the customer bringing firearm(s) into the BCOAC and onto the range that the firearm(s) meet either of the following two conditions, cased, or carried concealed.

2. Firearms are to be uncased only at the firing line bench, or properly secured if concealed.

3. When a firearm is placed on the range bench it must be pointed down range with the action left open.

4. Shoot down range ONLY at the backstop. All projectiles (bullets) must impact the range backstop. Keep the muzzle pointed down range while chambering a round. Firearm muzzles must be pointed down range at all times.

5. All shooting must be done from behind the lane bench.

6. While a customer is engaged in shooting on a lane, no one else is permitted to be directly at their side. This does not prevent the sharing of a lane by one or more individuals.

7. No one under 18 years old is permitted to shoot at the BCOAC firearm range without being accompanied by a parent or guardian.

8. While on the range, eye and ear protection are required. Ear plugs used along with ear muffs are recommended. Ear muffs, ear plugs and safety glasses are available at the range.

9. If a customer at the line needs to temporarily leave the range and elects to leave their equipment at the line, the unattended firearm(s) must be pointed down range action(s) open with Empty Chamber Indicator(s) (ECI(s)) in place and have the magazines removed.

10. When anyone is down range keep all actions open, magazines out, empty chamber indicators in place and stand back from the firing line.

11. A customer may only fire at his/her lane’s target. Cross -lane firing is prohibited.

12. During public hours the customer is not permitted to fire at their target while the target is in motion.

13. Obey any directives given by a RSO or CRSO.

14. Drawing from a holster is not permitted during public range hours.

15. Report any infraction of these range rules to an on-duty RSO or CRSO.

16. Do not leave litter. Clean up your firing point and remove targets before leaving.

17. Range customers may bring their own targets, or purchase them at the range.

18. Due to the possibility of lead contamination and the presence of high noise levels on the range, it is recommended that pregnant women or women planning to become pregnant not use the range.

19. Due to the possibility of lead contamination, no food, drink, or tobacco products are allowed within the shooting range.

20. Alcoholic beverages and drugs in any form are prohibited. Anyone suspected of having consumed alcoholic beverages or drugs will be refused admittance.

21. Repetitive infractions of range rules range rules may result in revocation of a customer’s membership or day pass privileges.

**Range Operations Guide**

1. General:The BCOAC firearms range is designed to provide customers an opportunity to become competent with firearms.
2. Facilities for Use: Range availability is at the discretion of the BCOAC Advisory Board. Live fire shooting is limited to the following: Pistols, center fire rifles, shotguns of any gauge (slugs only, no buck or bird shot) rim fire rifles, pellet and BB guns.
3. All customers must comply with the following range rules and safety requirements:
4. Use the range only after completing Release and Waiver forms. These forms will be kept on file.
5. Respond to a “cease fire” command by inserting an Empty Chamber Indicator and placing the firearm on the shooting bench with the muzzle pointed down range. Wait for instructions from the RSO.
6. Anyone may call “cease fire” if an unsafe condition is observed.
7. Subject to the following conditions customers may retrieve their own brass. They may collect all brass that falls behind the shooting line. Brass that falls forward of the shooting line on the concrete surface may be retrieved using the snow rake. While employing the rake, no part of the customer’s body may extend beyond the shooting line.

4. **Authorized & prohibited firearms and ammunition. I.** The use of suppressors and short barreled rifles is authorized.

 II. The use of full auto and bump-stocks are prohibited.

 III. No tracer, incendiary, explosive, or other destructive ammunition is allowed.

 IV. The use of black powder, or black powder substitutes is prohibited.

 V. Cartridges or shells containing multiple projectiles are prohibited.

5. **Off-hours use of the range by Range Safety Officers.**

 **I.** Class A range safety officers, that are BCOAC members, may use the range when it’s not open to the public, during the hours of 5 am to 11 pm.

 **II.** Guests may accompany the Class A RSO. They must have prior approval and a waiver on file.

 III. All range rules must be followed by the RSO and their guest(s).

6**. Personnel Responsibilities.**

 **I. BCOAC Executive Director:**

a. Ensure scheduled events are posted to the website and bulletin board within 72 hours of event confirmation. Events include matches, recreational fire, range closures and any special instructions. Communicate RSO requirements for the activities.

 b. Maintain files of NRA certified RSOs and their current NRA certifications

 c. Maintain a current file of class A RSOs.

 d. Schedule CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

 e. Maintain the range facility.

 f. Maintain a RSO kit containing: injury Report forms, Emergency Report Forms, safety briefing narratives and other special instructions

 **II. Pistol Range Committee**

a. Approve Class A RSOs

 b. Develop and maintain the BCOAC firearm Standard Operating Procedures (SOP) documents.

 c. Schedule and conduct range safety briefings as necessary.

 **III. Brookings County BCOAC Advisory Board (BCOAC AB)**

 a. Disciplinary actions for all customers for the live fire range will be reviewed and appropriate action taken.

 **IV. Range Safety Officers (RSO)**

a. Check in at the front desk prior to entering the range.

 b. Know the location of the BCOAC keys, first-aid kit and phones.

 c. Perform a readiness check of the range prior to opening the range.

 d. When the range is open for public use, ensure at least one RSO is on duty at all times.

 e. Inspect the range when live-fire is finished.

 **V. Achieving Range Safety Officer RSO status**

 a. RSO status is achieved by successfully completing the NRA RSO course taught by a NRA certified instructor and completing a minimum of two shifts (four hours) with an experienced RSO.

b. Information on the dates and times for these classes can be obtained by contacting the executive director.

c. In order to maintain RSO status the NRA certification must be kept current and a signed copy of the current certificate is kept on file.

 d. Qualifying a new resident RSO that has previously passed the NRA RSO course for a different range: The individual must review the BCOAC’s Policies and Procedure Manual. In addition, he/she must comply with item c. above and serve on the range with an experienced RSO for four hours.

 **VI. Qualifying and Maintaining Class A Status**

a. An individual that is RSO qualified on the BCOAC range will qualify as a Class A range officer by completing thirty (30) hours of range supervision within a consecutive three month period of time. At the discretion of the PRC (a majority vote) the time period to achieve the thirty hours may be extended.

 b. Maintaining Class A status: Class A status requires a RSO to average a minimum of six hours of volunteer range supervision per month during the time they are considered a Class A range officer.

 c. Class A status will be evaluated at the end of each calendar year. Failure to meet the minimum standards may result in the RSO being removed from Class A status.

 d. Granting or removing Class A status requires a majority vote of the PRC.

 **VII. Hours of Operation and Scheduling**

a. As determined by the BCOAC Advisory Board.

 **VIII. Medical Support**

a. In the event of a medical emergency use the emergency 911 call box. All calls to 911 or any other Emergency Service from the range require immediate notification to the Executive Director. Refer to the Emergency Procedure Report form in Appendix 3.

7. **Definitions**: For the purpose of this SOP and BCOAC Range Activities, the following terms are defined.

 **I.** Accident:An undesirable, unexpected, unintentional happening or event without a deliberate cause resulting in harm, injury, damage or loss.

 **II.** Incident: a distinct or definite occurrence event or accident resulting in harm, injury, damage, loss or a grave / extreme safety concern.

 **III.** Safety Violation: An event on the range considered unsafe such as, but not limited to: bullets not being contained in the range, or into an impact area, handling forearms while people are down range, not keeping the firearm pointed down range.

 **IV.** Injury: A physical damage or hurt.

 **V.**  Emergency Services: Including, but not limited to, Police (local, state or county) any fire Department, any Search / Rescue Squad, any ambulance squad or service.

 8**. Reporting Safety Incidents:**

 **I.** Anyone can report a safety incident using the Appendix 5 form.

9. **BCOAC Firearm Rental Policy:**

 **I**.Only ammunition purchased from the BCOAC will be allowed for use in rental firearms.

 **II**. Firearms can only be rented by persons 18 years of age or older.

 **III**. A waiver form is required when renting BCOAC firearms.

 **IV.** When bringing a firearm on and off the range, the firearm is to be unloaded with an Empty Chamber Indicator inserted in the chamber.

 **V.**  The customer cannot use ammunition brought in even if it was previously purchased at the BCOAC.

 **VI.** The renter is responsible for any damages caused by negligence and agrees to pay for all necessary repairs to the firearm.

The Appendices:

 Appendix 1, Opening/Closing the range

 Appendix 2, Emergency Communications

 Appendix 3, Emergency Report Sheet

 Appendix 4, Injury Report form

 Appendix 5, Safety violation / Incident Report Form

 Appendix 6, Range Cleaning Procedure

 Appendix 7, BCOAC Quick Start Guide