

STANDARD OPERATING PROCEDURES

of the

INTERLAKE SPORTING ASSOCIATION

P.O. Box 2035 KIRKLAND, WA 98083-2035

13633 NE 97th Street, Redmond, Washington, 98033
425-822-5703 (Clubhouse Office or answering service)

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CHAPTER 1

PREAMBLE

The Interlake Sporting Association , hereinafter referred to as the Interlake Club, or, the Club, was formed in the late 1940's to provide a clubhouse and firearms use facilities for east-side sportspersons. The club property consists of 9.2 acres located in a wooded ravine **in the city of Redmond**. For many years it served as a place to meet and compete, train and practice with firearms and other sports equipment. Facilities were gradually improved and eventually public use was allowed on a fee basis.

The range currently offers facilities for rifle, pistol, shotgun, air gun and archery use and is closed to the general public with the exception of member guests and invited public during competitions and special events

Many changes have taken place since the Club was founded and with a forecast for continuing growth in the metropolitan Seattle area, we expect more changes in the future. As a result, the Club exists in an increasingly complex environment. This manual is intended to organize the operating policies of the Club and to help us meet future challenges posed by increasing growth_ and increasing local regulation.

Today, in addition to following the requirements of the Club Bylaws, the Club must:

1. Meet the requirements of **Redmond Municipal Code 5.80** requiring the licensing of all shooting ranges in Redmond, Washington.
2. To address these requirements, this manual will be structured to include a stand-alone range Safety Plan and will establish current and future operating policies to document our Compliance with **Redmond** requirements and our obligations to the State of Washington.

CHAPTER 2

CLUB ORGANIZATION

This section lists the titles and job descriptions of the various club offices, committees and Special Interest Groups (SIGs.) A list of the people filling each office (including contact information) is included in Appendix B.

Club Officers

President - Presides over the club meetings.

Vice President - Stands in for the president when the president is absent.

Secretary - Records minutes of meetings.

Corresponding Secretary - Answers club correspondence.

Sergeant at Arms - Performs delegated tasks as needed.

Board of Directors - There are 6 BOD positions. *The BOD manage scheduling of groups and events, coordinate usage of range facilities and handle the day-to-day operation of the club*

Committees

(Note that while it is tradition that committee chairs be BOD members, it is not required.)

Safety - *Club Safety Officer or officers is/ are appointed by the BOD.*

Youth Programs - controlled by a member approved by the BOD.

Hunter Education - controlled by a member approved by the BOD.

Maintenance and Construction – shared responsibility of all members.

Special Interest Groups

Pistol - NWPPA - Northwest Practical Pistol Association

Hunter Education

NRA Training

Law Enforcement - TOPS - Tactically Oriented Police Shooters

Black Powder - Interlake Mountain Men.

Rifle

Shotgun

Airgun

CHAPTER 3

SAFETY PLAN

This chapter contains a safety plan and rules for the range facility. In addition, administration policies covering disciplinary actions and insurance regulations will be included. This Safety Plan includes the following components: a description of the safety philosophy adopted by the Club, a description of the people and their responsibilities in achieving our safety goals. An Emergency Action Plan for dealing with accidents, injuries, and emergency situations.

Safety Philosophy and Membership Responsibilities

The members of the Interlake Sporting Association have developed the rules, restrictions, and guidelines in this Safety Plan for the safety and well-being of every member of the Club, the public, our neighbors, and the community-at-large. In becoming a member of the Interlake Sporting Association each and every member has the responsibility to learn, understand, and apply the provisions of this Safety Plan at all times.

Each member of the Interlake Sporting Association has the following responsibilities at all times when within the boundaries of the Club:

- Obey and promote all applicable laws and ordinances connected with the use of the Club;
- Always behave with safety, duty and honorableness foremost in mind
- Do ones best to insure the safety of every person present.
- To come to the aid of any person either needing assistance or aid for an injury.
- To handle equipment in a safe and responsible manner.
- To abide by all posted and adopted range rules.
- To speak with any person on any range demonstrating unsafe behavior and asking said person to leave Club property.
- It is the goal of the members of the Interlake Sporting Association that no person ever is injured on, near, or as a result of the use of Interlake facilities.

Safety Orientation, Range Safety Officers and Persons In Charge.

Club members and their guests have the use of the facilities 7 days a week throughout the year, from 10: 00 am until dusk, *except during scheduled events*. The Club is open to the general public on a restricted basis, allowing general public use of the facilities only at scheduled times.

All new members are given a range safety briefing before joining the Club. Every new member must complete this briefing prior to receiving an Identification Badge, each new member who wishes to use the Club facilities by themselves must attend a training session and be certified by Interlake Range Safety Officers to become a Person In Charge.

Upon completion of the safety briefing, all members will be given laminated identification badges within one month of joining the club. The identification badge must be worn at all times when members are on club property. Anyone not wearing an identification badge and who is not the guest of a member should be challenged to identify himself or herself and asked to leave the range property if they cannot. Anyone who is shooting alone or with a guest must have and be wearing a Person In Charge badge or be under the direct supervision of a Person In Charge.

Anyone in charge of agency training who is not an Interlake member **must** be a qualified Interlake Person In Charge and be wearing a P.I.C. badge.

Upon joining the Club and upon renewing memberships, all members are given copies of the Safety Rules for the Club, and are expected to abide by them at all times. Signed and dated copies of the rules are maintained on file for each member to document their receipt and understanding of this information. In addition, range-specific safety rules are posted at all range facilities.

Range Officers

The title of Range Officer carries the benefit of training and experience when issued by a recognized training organization, such as the National Rifle Association (NRA), Washington State Law Enforcement Firearms Instructors Association (WASLEFIA) or National Range Officers Institute (NROI).

Whenever anyone is shooting on a range they must be under the direct supervision of a Person In Charge, or be a qualified Person in Charge. One exception to this rule is during special events when the designated Range Master must be a qualified **Interlake Person In Charge**.

The duties of a Range Safety Officer or Person In Charge are

1. Direct the loading, unloading, and clearing of all firearms
2. Supervise all movement down-range for replacing and/or scoring of targets.
3. Insure that all bullets fired from any firearm impact a designated berm/backstop and do not leave range property.

The task of the Person In Charge is a serious one: If the Person In Charge sees that you are becoming unsafe, you may be warned; if you are unsafe, you will be asked to leave the range. **The decision of the Person In Charge is final** and can only be overruled by the Board Of Directors.

Range Masters/Range Safety Officers/Person In Charge.

The designation "Range Master" means different things to different people. For activities at the Interlake Sporting Association facilities the title "Range Master" will have the following meanings and responsibilities;

A "Range Master" is a title that is bestowed on an individual who is in overall charge of safety and welfare at a sanctioned function such as a competitive match, a range open to the public or any Board Of Directors approved function.

- For SIG shooting events ONLY, the title Range Master is assigned to an experienced Range Officer who then becomes the Match Official responsible for all safety issues associated with the competitive event, per club and sport rules.
- For the purposes of reporting safety related incidents and concerns to the **City of Redmond** department of Licensing, per the terms of **Redmond Municipal Code**, the clubs administrative Range Master is the Club Safety Officer, or if the position is temporarily vacant, the club President, who will perform that function.

The Administrative Range Master is the Club Safety Officer - a member who has experience as a Range Safety Officer and who is appointed by the Board of Directors to carry out the requirements of the Ordinance. When present, the Club Safety Officer's authority and responsibilities will supercede those of a Range Officer. The Club Safety Officer is the highest safety official at the Club, and his/her decisions in a given situation are final. However, at a later time, the decisions of a Range Master, Range Officer or the Club Safety Officer may be appealed to the Board for review and used as grounds for making policy changes in Club procedures and rules.

Range Specific safety rules:

Lower Pistol Range

This range has been established to permit multiple-position, non-fixed courses of fire.

Setting up the range for non-fixed courses of fire is restricted to sanctioned matches. General members may not set up non-fixed courses of fire. For the fixed course of fire, the following additional range rules apply;

All targets must be placed between the two posts on the east side of the range.

Targets may not be placed uprange of the line between the two posts.

Trap Range

This single Trap Range supports one trap machine. The operational procedures are in development.

Archery Range

This range is limited to archery use only at this time.

Rifle Range

The Rifle Range is a multiple-use, multiple-position firing range.

Only Rifles, Shotguns and Rifle caliber Handguns may be fired on this range, without prior authorization of the ISA BOD.

Rifles of 50 caliber and up are restricted from using this range.

Only paper targets may be used on this range, without prior authorization of the ISA BOD.

All multiple-position, non fixed course-of-fire users must be provided with, and adhere to the special range guidelines regarding firing positions, projectile impact areas, and range safety that have been provided specifically for this range by the B.O.D.

Chronograph instrumentation may be temporarily placed on this Range.

Firearm and caliber restrictions

Swale range – Archery only. In development for other activities.

Chrono range – Archery and other board approved events only.

Upper pistol range – Pistols and Shotguns at special board approved events, including agency training / no general membership usage.

Lower pistol range – Pistols only, of pistol caliber only – no rifles or shotguns.

Rifle range – rifles and shotguns, pistols of rifle caliber only.

CHAPTER 4

EMERGENCY ACTION PLAN

This Emergency Action Plan is designed to guide members and the general public in handling all accidents, injuries, and emergency situations that require first-aid or off-site response from fire, medical, police, or other emergency response personnel.

Recommended Emergency Procedure

- Call "Cease Fire"
- Ask if anyone has been injured, if so, ask if anyone has First Aid Training and ask them to render first aid.
- In the event of an injury requiring more than minor first aid, or any member reporting any sign or symptom of exposure to heat, stress, fatigue, or hazardous substances, immediately CALL 9 1 1.
- There is an emergency phone in the clubhouse next to the office door – break glass, lift receiver and dial 911. The address of the club is 13633 NE 97th Street, Redmond, WA. The phone number is 425-822-5703 (Clubhouse Office and answering service.)
- If you call 911, send a runner to the front gate with orders to wait there until EMS arrives then guide them to the scene of the incident.
- Allow responding emergency medical personnel to determine if transportation to the trauma center is appropriate.
- At the earliest opportunity, the site emergency coordinator shall contact the Club President or Vice President.
- Note the incident in the Club sign-in log with the date, time, description, and your name and telephone number.
- Even if the accident or injury seems to be trivial, log the incident and Call a Club Officer or Board Member. Our insurance, our political position, and our compliance with local and state laws and regulations depend upon a complete and accurate description of all incidents that occur on Club property.
- Follow-up with a Club Officer or Director, and if possible, come to the next general meeting and describe the incident and its resolution so that we may all learn what happened and how to do better next time.
- Call the Club Range Safety Officer or the Club President from the phone list posted in the Clubhouse office.

When rendering first aid, take note of the following steps:

1. Identify yourself to the injured person.
2. Inform the injured person of training (American Red Cross Standard First Aid & CPR).

3. Inform the injured person of aid offered.
4. Receive verbal permission from the injured person (if adult), or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to a conscious injured person who objects.
6. Assume implied permission if the injured person is unconscious or unable to respond.
7. Assume implied permission if the injured person is a child with a serious injury and a parent or guardian is not present.
8. Move the injured person only if life is endangered.
9. Check the injured person for any life threatening condition before providing care. Provide care only within level of training.

NOTES

The Interlake Sporting Association has a Kirkland post-office address, and is most rapidly served by the King County-Redmond fire department. Technically, the Club is located in **Redmond**, and police support is provided by the **Redmond Police** Department. It is being considered that we periodically invite local emergency service providers to tour the Club facilities to enhance our preparedness, and to familiarize these agencies with our organization. We don't want our providers to fear being hurt in coming to our aid, and we want them to be prepared to see firearms and encounter steep slopes.

Interlake Basic Information;

Address and telephone number of the Interlake Sporting Association:

13633 NE 97th Street
Redmond, WA **98033**
425-822-5703 (Clubhouse Office or answering service)

Telephone Numbers:

Police, Fire, Emergency: 9-1-1
Poison Control Center: 800-732-6985

Fire Extinguishers: Located in the Clubhouse Kitchen and Rifle Range shed.

First Aid Kits: Located in the Clubhouse Kitchen and the rifle range shed.

CHAPTER 5

RANGE OPERATIONS

Hours: Club hours are from 10:00 AM until dusk.

Facilities for Use; Range availability is at the discretion of the Club Manager (CM).

Authorized Firearms: **ONLY LEGAL FIREARMS ARE PERMITTED.**

Authorized Personnel; The following persons are allowed to use firearms on Club property:

Current members of the shooting club under the direction of a Person In Charge.

Invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s).

Personnel approved by the B.O.D. & Agency rangemasters with Interlake P.I.C. certification.

Personnel Responsibilities when open to the public;

Clubhouse Range Officer/Range Safety Officer.

Report for duty one half hour prior to the first scheduled

Ensure each range officer understands and can execute appropriate firing procedures.

Ensure the Range Officer checks in prior to going downrange.

Range flags, SOP binder, first-aid kit and other necessary equipment.

Inspect the range with the Range Officer before and after each day's shooting.

Have the Range Officer sign out an RO bucket, which should contain one radio, appropriate keys, required

Range Safety Officer Duties;

Test radio to ensure it works correctly.

Conduct range inspection with the Range officer using the appropriate checklist.

Conduct firing in accordance with this manual. Report any incidents to the **Club Safety Officer.**

Notify the Club Safety Officer when firing is finished and request a range inspection.

Turn in all gear.

ISA Members, guests, range users;

All Range users, members or not, must sign in and out of the club logbook and consider the Range Officer in charge of the public to be the senior P.I.C.

Hours of Operation and Scheduling. The CM develops a schedule based on requests received and posts it on December 1. Updated schedules will be posted each quarter.

Alcoholic Beverages and Drugs. Shooters, Members and guests may not consume alcoholic beverages or intoxicating drugs (including prescription and over-the-counter medications) before or during range use. The P.I.C. will deny range access to anyone in violation. After firing is completed and only after all firearms and ammunition have been properly secured, members and guests may

consume alcoholic beverages in the clubhouse and the adjacent picnic area. **This applies only after all shooting has been stopped for the day on all ranges.**

Medical Support. In the event of a medical emergency, call 911 and notify the P.I.C. immediately.

Range Commands. Please consult with the P.I.C., a Club officer or a director and the charts posted on each range for a list of commands appropriate for each site.

Opening the rifle range for public shooting use

A minimum of two people are required in order to open the range for public shooting- one Clubhouse Range Safety Officer and one Person In Charge per range open.

Duties of Clubhouse Safety Officer/Cashier

When people arrive, collect the range fee and check their Safety Brief Card. If they have not had a safety brief within the last year, show them the video and administer the test. Grade their test. If any question was incorrectly answered, discuss the correct answer with them and ensure that they understand this answer. Give them a Safety Brief Card.

Explain to them that they are not permitted to take loaded firearms onto or off the range. Ensure that the firearms they are taking down to the rifle/pistol range are unloaded and holstered or cased.

Duties of Rifle Range Officer

When you arrive on-site, conduct a range safety inspection.

When members of the public arrive, assign them to a range.

Assist anyone with questions.

Watch the line to ensure that users are following the range safety rules.

When it is necessary to call a line break, issue the appropriate range commands.

Before permitting anyone to go downrange during a line break, ensure (by sight and feel) that all firearms are unloaded.

Ensure that the range is clear of animals and people before commencing fire.

Rifle Range Procedures and Range Commands:

To call a cease fire, shout “ cease fire! “ All shooters must immediately stop firing.

Issue the command “Unload, Bench Your Unloaded Firearms And Stand Behind The Orange Line“. Once everyone is standing behind the safety line, the R.O. should walk down the line visually or manually checking that all firearms are unloaded, actions opened and have muzzles pointing safely downrange.

“Go Forward and Check Your Targets“-Issue this command only after all firearms are cleared and checked. Firearm users may not move forward of the orange line until the “Commence Fire“ command is given. After everyone has returned from forward of the safety line, the command “Commence Firing“ may be given.

Procedure for Range users who must drive down to the Rifle line. (Non-able-bodied persons).

Contact the Range Safety Officer or Rangemaster. The R.S.O. or R.M. appoints someone as a runner. The runner goes down to or contacts the Rifle range and tells the P.I.C. that there is a vehicle coming down the hill.

The P.I.C. calls a cease fire.

The runner returns to or contacts the clubhouse and informs the R.S.O. or R.M., unlocks the gate and directs the vehicle down the road, then secures the gate behind the vehicle.

Once the vehicle is parked safely and the gate is locked the P.I.C. may call “commence fire” at their discretion.

Procedure for a vehicle heading up the hill from the rifle line

The Rifle range P.I.C. appoints someone as a runner.

The runner goes up to the clubhouse and has the R.S.O. or duty R.M. unlock the gate. The Rifle Range P.I.C. calls a cease fire .

The vehicle moves up hill.

The Rifle Range P.I.C. may commence fire only after the runner returns from the clubhouse (and tells the Rifle Range P.I.C. that the gate is locked.)

Range Usage Fees

One person day use – (to be determined)

Rental of Upper Pistol Range, 10:00 AM - 4:00 PM - negotiated. Includes shared use of clubhouse.

Rental of Archery Range, 10:00 AM - 4:00 PM – negotiated.

Rental of Rifle Range, 10:00 AM - 4:00 PM - negotiated. Includes shared use of clubhouse.

Rental of Lower Pistol Range, 10:00 AM - 4:00 PM - negotiated. Includes shared use of clubhouse.

Special Interest Groups usage of ranges - When SIGs of Interlake are hosting events which are open to the public, Interlake will receive a fee (to be established) from any user who is not a member of Interlake.

CHAPTER 6

RSO TRAINING REQUIREMENTS AND REPORTS

Range Safety Officers - Range masters – Persons In Charge for Interlake Sporting Association.

Range Safety Officers will be certified by the N.R.A. or W.A.S.L.E.F.I.A.

Rangemasters will be appointed by the Board of Directors and will be qualified as Persons In Charge.

Persons In Charge will attend training produced by Interlake Range Safety Officers.

APPENDICES

Appendix A: Club Bylaws

Appendix B: Club Officers - Contact Information

Appendix C: Range Safety Rules For All Ranges

Appendix D: Outdoor Range Inspection Checklist

Appendix E: Shotgun Range Inspection Checklist (closed for evaluation)

Appendix F: Range Safety Briefing

Appendix G: Emergency Report Form

Appendix H: Injury Report Form

Appendix I: Hold Harmless Agreement

APPENDIX A
CLUB BYLAWS

Please refer to the separate BYLAWS document.

APPENDIX B

CLUB CONTACTS

Please refer to the current list of ISA officers and SIG contacts, as published in the ISA Clubhouse.

APPENDIX C

RANGE SAFETY RULES FOR ALL RANGES

The following 4 pages in this section must be read, understood, and compliance affirmed by signing by all I.S.A. members and other appropriate users.

INTERLAKE SPORTING ASSOCIATION GENERAL SAFETY RULES

1. Firearm handling safety rules are distributed to all members. Strictly adhere to all safety rules. Only YOU can assure the safe use of these facilities.
2. NO alcohol may be consumed on club property. Anyone who is impaired by any drug is prohibited from using club facilities.
3. Identification badges are **REQUIRED** to be worn by all members who are shooting. Anyone who is shooting but not wearing an Interlake or law enforcement badge should be considered trespassing. Ask them to leave. If they do not, call the Police.
4. Guests must be accompanied by a member at all times. Guest conduct is the responsibility of the sponsoring member and members **MUST** follow the rules for guest privileges. Children must be closely supervised at all times.
5. Range flags and/or range safety devices shall be used by anyone who is shooting.
6. Targets are limited to paper or cardboard until further notice. Targets must be placed within 6 feet of and in front of the berm/backstop so that rounds safely impact and remain in the backstop. **DO NOT** put targets on the wood posts that carry the target holding line.
7. Shooting at any living creature is strictly prohibited.
8. Designated earth impact berms are the only acceptable impact areas for all rifle and pistol ranges without special permission of the board of directors.
9. Firing line breaks to set and score targets are to be established by agreement of the shooters present and supervised by the R.S.O./P.I.C. present.
10. Clean up all range areas when you are finished shooting. One of the two green garbage cans that are outside our north fence belongs to our club.
11. Specific rules apply to the use of all ranges at this facility. Obey all posted range rules at all times.
12. If you have any questions or doubts, ask a club officer or board member **BEFORE** you act.
13. Eye and ear protection **MUST** be worn at all times by everyone, during any shooting activity.
14. These Rules maybe revised periodically. The latest version of the rules will supercede prior versions.

I have read, fully understand, and agree to abide by all of the range safety rules.

EXPLANATION: A **PERSON IN CHARGE** is an individual who has completed a training session produced by a qualified **RANGE SAFETY OFFICER** certified by the Washington State Criminal Justice Training Commission or the National Rifle Association and certified by the Interlake Sporting Association.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____

General Range Rules

Always keep the firearm pointed directly at the backstop

Always keep your finger off the trigger until your sights are on the target

Targets must be placed to insure that bullets impact the middle of the backstop

Paper or Cardboard targets only. No steel targets or target frames

All targets must be placed within six (6) feet of the backstop

No gun handling except in the safety areas and on the firing line

During cease-fires, guns must be either

> cased, or

> "cold" and holstered, or

> benched, with the actions open.

Do not handle firearms during cease-fires.

Eye and ear protection is required for everyone on a range, whenever the range is "hot". Fire from a designated firing position to its corresponding target position only. No ammunition handling in the safety areas (except the armored shed at the entry gate, which, if you are carrying concealed, is specifically for the purpose of unloading as soon as you enter the club grounds, and reloading just before you leave).

- Minimum of 1 range officer per 4 shooters on the firing line. Individual shooters, shooting by themselves, are their own range officer. Two or more shooters must agree as to who will be acting as the range officer.
- Members must wear their badges whenever they are on club property. If someone is on the property without a badge, assume that they are trespassing, and ask them to leave.

When you enter the property, lock the gate behind you and spin the combination on the lock.

Guests of Members must be supervised at all times by the Member.

Everyone who is shooting MUST sign the log book (legibly!) with the following information before they begin shooting;

> which range they will be shooting on

> the date and time they entered the range

> the caliber(s) of firearms that they will be shooting When you finish shooting on that range, each shooter MUST sign out with:

> the time that they left the range.

THIS IS VITALLY IMPORTANT! Each member and each guest must sign in, individually. Each caliber that you will be shooting must be noted. When you leave you MUST sign out with time you finished shooting on that range. If you wish to move to a different range, you must sign out on the old range and sign in again on the new range. Anyone who is shooting and not signed in will be considered trespassing, whether they are a member or not, and will be treated accordingly. Everyone on any range, shooters and spectators alike, is hereby designated a full-time Assistant Range Safety Officer. If you see any kind of unsafe condition, violation, or even bending of the Range Rules, bring it to the offender's attention immediately. If they refuse to correct their behavior, consider them to be a trespasser, and ask them to leave the range.

Member's Signature, Page I (each page must be signed)

Upper Pistol Range

Conventional pistol calibers only

A minimum of 1 range officer per 4 shooters on the firing line

Shooting is limited to:

- > Law enforcement training, supervised by the respective agencies
- > IPSC Matches
- > Black Powder matches
- > NO general membership shooting (there are no more "upper range privileges")

Lower Pistol Range

Conventional pistol calibers only

A minimum of 1 range officer per 4 shooters on the firing line

Shooting is limited to:

- > Law enforcement training, supervised by the respective agencies
- > IPSC Matches
- > Interlake General Membership and their guests

Rifle Range

Firearms to be shot are limited to:

- > Rifles
- > Shotguns
- > Handguns shooting rifle caliber cartridges

A minimum of 1 range officer per 4 shooters on the firing line

Shooting is limited to:

- > Law enforcement training, supervised by the respective agencies
- > IPSC Matches
- > Black Powder matches
- > Seattle University Shooting Club, with appropriate supervision
- > NRA Youth Shooting, with appropriate supervision
- > Interlake General Membership and their guests

Each firing point has a specific berm (or berms) that may be shot from that point. Do not cross-fire!

Signs at each firing point denote the allowable shooting distances (25 yds, 100 yds, and 200 yds)

Shooting from the enclosed structure only, except for special Board Approved events.

Use the range light and siren when going downrange, even if you are the only shooter there.

Walk the entire length of the range before beginning shooting, to insure that the range is properly cleared and safe.

Set up targets so that shots impact the middle of the berm. Do not allow rounds to "skip" off the range floor or the top or edge of the berms.

Check for, and remove, rocks in the area immediately behind your targets.

Member's Signature, Page 2 (each page must be signed)

"Swale" and Upper Archery (the old "Chrono Bay") Ranges

These 2 ranges are restricted to Archery and other non-firearm use only at this time. Additional uses are in development. Chronographing will be done on the Lower Pistol and Rifle ranges only.

I have read, understand, and agree to abide by the above rules.

Printed Name

Signed

Date

APPENDIX D

OUTDOOR RANGE INSPECTION CHECKLIST

Inspected by _____

Date _____

Yes _____ No or N/A _____

- Controlled Access/Fencing/Gates Closed _____
- Flags or Signs Displayed _____
- Left and Right Range Limits Displayed _____
- Backstop/Impact Area Inspected _____
- Number Boards Painted and Visible _____
- Target Frames/Mounts in Good Repair _____
- Firing Line Marked _____
- Firing Points Numbered/Clean _____
- Benches/Tables Inspected _____
- Sandbags/Rests on Hand _____
- Ready Line/Area Marked _____
- Spectator Area Designated _____
- Scoring Area Established _____
- Supplies Available _____
- RSO Control Area Centralized _____
- Emergency Communications Working _____
- First-Aid Kit Filled/Accessible _____
- PA System/Bullhorn/Siren Working _____
- Range Rules Posted _____
- Bulletin Board Hung _____
- Firearm Racks Available _____
- Empty Trash Receptacles Available _____
- Brass/Dud Buckets Labeled _____
- Wash Area Identified _____
- Lockable Storage _____

Comments:

APPENDIX E

TRAP RANGE INSPECTION CHECKLIST

Inspected by _____ Date _____

Yes _____ No _____

Controlled Access/Fencing/Gates Closed _____

Flags or Signs Displayed _____

Left and Right Range Limits Displayed _____

Backstop/Impact Area Inspected _____

Machine Filled/Inspected _____

Cable Connected/Inspected _____

Firing Stations Marked /Clean _____

Ready Line/Area Marked _____

Spectator Area Designated _____

Scoring Area Established _____

Supplies Available _____

RSO Control Area Centralized _____

Emergency Communications Working _____

First-Aid Kit Filled/Accessible _____

PA System/Bullhorn Working _____

Range Rules Posted _____

Bulletin Board Hung _____

Firearm Racks Available _____

Empty Trash Receptacles Available _____

Hull/Dud Buckets Labeled _____

Wash Area Identified _____

Lockable Storage _____

Comments: _____

APPENDIX F

RANGE SAFETY BRIEFING

To conduct a range safety briefing, play the Interlake Range Safety Briefing videotape and hand out copies of the range rules. Explain any rules not understood. Each range user must sign a current copy of the range rules and turn it in to be kept on file.

APPENDIX G

EMERGENCY REPORT FORM

Name: _____ Date of emergency: _____

Address: _____ Time of emergency: _____

Telephone Number (Day): _____ (Evening): _____

1. Describe nature of the emergency:

2. Describe how the emergency occurred:

3. Describe actions taken after the event and who has been notified:

4. List all witnesses or participants:

5. In the interests of improving our procedures and practices, we would like to learn from this event. Please help us all by suggesting any specific actions we could take to prevent future problems. Please also contact any of our Club officers and report this event as soon as possible.

APPENDIX H

INJURY REPORT FORM – 2 Pages

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day): _____ (Evening): _____

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

5. Describe how the injury occurred:

6. Describe first aid given:

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

8. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

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

10. 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 I

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS AND ASSUMPTION OF THE RISK AGREEMENT – Page 1 of 2 Pages

WHEREAS, in consideration of being permitted to attend a course for instruction in firearms, for the instruction in firearms, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend _____ (herein after referred to as "**Instructor**"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence at and/or participation in the course of instruction; the discharge of firearms by Undersigned; Undersigned's presence on or use of the range, buildings, land and premises ("Premises"); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned's presence on or use of said Premises; Undersigned's property (whether or not entrusted to Instructor); and, the discharge of firearms. Instructor shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in firearms and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Instructor shall not constitute any waiver of Instructor's right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

Signature:

Date:

**RELEASE, WAIVER, INDEMNIFICATION, HOLD
HARMLESS, AND ASSUMPTION OF THE RISK
AGREEMENT – Page 2 of 2 Pages**

Please note that the legal issues that may be raised in an attempt to enforce such an agreement, involve the interpretation of contract and tort law; both of which are governed by state (not federal) law. Tort and contract law varies from state to state and this form agreement may be enforceable in some jurisdictions and not in others. You will have to tailor this agreement to comport with the law of the state in which you intend to use it. You are strongly urged to obtain the advice of an attorney licensed to practice law in your state to advise you of the specific applicable state statutory and common law as they relate to tort and contract law, and in particular how to ensure the enforceability of release and waiver and hold harmless and indemnification agreements in your jurisdiction.

The form agreement herein was not drafted by an attorney licensed to practice law in your state. Neither was this form agreement drafted to comport with and to withstand the scrutiny of the particular laws in your state. This agreement is therefore not to be considered as a restatement of law, nor is it to be relied upon to protect you. You must have an attorney, who is licensed to practice law in your state, review said form, if you intend to make any use of it.

Please note that this form agreement is intended to be executed by adult individuals; not minors. This form agreement, even if otherwise effective, will not be effective if executed by or on behalf of a minor.

Signature:

Printed Name:

UNDERSIGNED:

Date: