

M.L.C.A. Open Pistol



Range Officer & Trainee Range Officer S.O.P. Guidelines

Approved by MLCA BOD March 13, 2013

RO Name: _____

Club #: _____

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The purpose of this document is to enumerate the skills, knowledge and attitudes essential to supervise safe range activities and operations, for the enjoyment of our fellow club members and their guests.

***** Zero Tolerance On Alcohol *****

Range Operation:

- There will always be an Open Pistol RO supervising the Firing Line. As a general rule, two RO's are scheduled for each session of Open Pistol.
- All firearms entering the range will be cased and unloaded.
- All firearms will be uncased at the firing line under the supervision of the RO. Firearms will not be uncased in the ready or spectator area.
- All firearms will be pointed downrange at all times **and no skying firearms.**
- Eye and ear protection is mandatory for everyone.
- All shooters will register in the Range Log book and pay the range fee.
- All shooters (members and their guest) will obey the Range commands issued by the RO. Anyone in violation is subject to expulsion from the pistol range. If commanded by the RO to leave the facility, the shooter must leave the range immediately or be subject to disciplinary action by the Board of Directors. Members are responsible for their actions and their guest.
- No automatic firearms will be used in the range.
- Incendiary, explosive or armor piecing ammo may NOT be used.
- Only RO's are allowed access to the Open Pistol cabinets.

Range Operation: - Continued 2-

- Multiple loading and firing of firearms is allowed.
- All firing will be from One firing line. In Open Pistol the shooting counter is used in most cases. The counter will be used at a distance of 25 feet and 50 feet. Because of the number of snub nose and really short barrels, the counter will be used at the shorter distance first and then moved back.
- Only Straight Wall (Handgun) Cartridge Rifles are allowed.
- Except for .357 Sig, no bottleneck cartridges are allowed.
- Smoking is not allowed in the pistol range.
- Alcoholic beverages are not allowed. If you smell alcohol on someone, do not allow them to shoot and tell them to leave the range.
- Black powder firearms are not allowed during or after the usage of cartridge firearms.
- All floor sweepings will be put into the trash cans - DO NOT put it into the backstop
- Shooter can pick up their own brass. Brass left at the Range will be processed and put into the Brass buckets.

Range Operation: - Continued 3-

- Drawing a firearm from a holster is NOT allowed.
- After the Cease Fire command is given, the RO will inspect each firearm to ensure that they are unloaded, action open and barrel pointed downrange **and magazines are removed from firearms**. Only the RO is allowed to be forward of the RED line near the firearms.
- No one is to go forward of the firing line until the RO allows them to do so.
- Try to keep the floor area clear of brass, as much as possible. Since a lot of people use semi-automatic handguns, the used brass on the floor becomes a “Slip and Fall” problem. Sweep the brass to the side wall area.
- Observe how the shooters are loading their handguns because a lot of shooters have the tendency of rotating their barrels. Stop this. Remind the shooters that the barrel must point down range at all times.
- Observe the shooter to see that they are on the paper target. If they are not, try to assist them to get on the target. If you are unable to do so, stop them from shooting any more.

Range Commands:

The following are some of the Range Commands that You may be using (they are in no given order).

- **“As you were”** - means to disregard the previous given command
- **“Carry on”** - means to proceed with what was being done before the interruption
- **“Is the line ready”** - allows a shooter with a problem to get assistance by raising their arm prior to going hot
- **“The line is ready”** - all shooters are ready to begin
- **“Eyes and ears”** - all shooter must have their eye and ear protection on
- **“Commence firing”** - signals the shooters to begin firing
- **“Cease Fire”** - signals all shooters to immediately stop firing
- **“Show clear”** - each shooter will empty his handgun And open the action
- **“Is the line clear”** - the RO will check every handgun to ensure that they are unloaded with action opened **and magazines removed** and the chamber empty
- **“Misfire”** - shooter says this to indicate to the RO that a round did not discharge

Range Commands : - Continued-

- **“The range is clear, you may go down range and pull or post another target”** - indicates all firearms are safe and you may pull or post another target
- **“Unload”** - means to unload your handgun
- **“Load”** - means to load your handgun
- Note that there is a horn in the range. When you use the horn, it means the shooters have one minute before a cease fire command will be given.

Range Safety Plan:

- Take charge of the situation.
- Call a “cease fire” — Normally, there are two RO’s scheduled. One RO will assist the individual or shooter and the other will handle the shooting line and ensure all the handguns are cleared. The RO assisting the individual will ensure that the person is unarmed also.
- Determine nature of problem quickly. You could Have a ‘heart attack’, a ‘slip and fall’, handgun malfunction like ‘exploding cylinder or barrel’ etc. If there is any chance there may be a medical reason, call 911 for Emergency Medical Services. There is a phone on the East wall of the indoor pistol range with emergency information. Once the call is made, have someone go outside with a clear view of the front entry to direct EMS to the range. Call the Bar and inform them of the situation. Call a Club officer and inform them.
- Assist the individual until help arrives.
- After the situation is over, make notes, **names of person(s) involved and witnesses that were there. There are incident report sheets in RO Desk, please fill out ASAP . Please inform committee chairmen about any incidents so they can be addressed.**

Range Officer Requirements:

- The individual MUST be a MLCA MEMBER in good Standing.
- The individual MUST have successfully completed the OPEN Pistol TRO program.
- The RO is to open and supervise five (5) regular scheduled session of Open Pistol to maintain the status of RO each year at Open Pistol.
- The RO of Record is to update the cards of the TRO at the end of the session if any are present.
- If the RO decides to give up his status at Open Pistol or decides to leave the Club, the RO must return the Cash Box key to the Chairperson of Open Pistol.

Trainee Range Officer Requirements:

- The individual MUST be a MLCA MEMBER in good standing.
- The individual may start the process at any time during the year with a phone call or verbal contact with the OPEN PISTOL Chairperson.
- The Chairperson will explain the program and gather the individual data for the OPEN PISTOL Records. The individual will be given a TRO card for OPEN PISTOL and a Copy of this document. The individual must read this document and assist a RO at OPEN PISTOL for five (5) regular sessions. After those activities, the individual will contact the Chairperson again for another session with the Chairperson for a written or verbal review, or both. If everything is okay, the individual will become a RO. The individual will then be responsible to fulfill the time requirements of an RO.

Range Check-In Procedures:

- Please plan on arriving at the Club about 10 to 15 minutes before the scheduled opening time.
- Only Open Pistol ROs can sign out the keys to the Indoor Pistol Range for Open Pistol activities.
- Two sets of keys are signed out from behind the bar. The first set of keys has two door keys. One key is for the outer door and the other key is to the inner door in the boiler room leading to Sporting Clays (needed in case of fire for an emergency exit). The other set of keys are for the OPEN PISTOL cabinet which contains the Cash Box.
Remember, if a BAR Maid is on duty, DO NOT GO BEHIND THE BAR WITHOUT ASKING.
- Proceed to unlock the outer door and turn on the lights as you go into the range. Continue to turn on the lights. Check out the sidewalls and ceiling for any damage. Inspect the backstop to see if it needs any raking of the impact materials. If anything is found lacking, please note and forward information to the Chairperson
- Unlock the cash box and count the money to ensure you are starting with the correct balance.
- Unlock the ammo cabinet and put some eye and ear protection in the entry hallways.
- Update the Range Book sheet with date, RO's.etc
- Turn on the range exhaust system per name plate directions.
- All doors to be closed during range use.

Range Check-Out Procedures:

- Make sure that the shooters have taken all of their equipment.
- Take the Eye and Ear Protection from the entry hallway and place it into the ammo cabinet.
- Check the impact material in the backstop to determine if it has to be raked. Do so if needed.
- Sweep the floor of all brass and put the empty cases into the proper bucket and the rest of the material into the waste basket.
- Put the shooting counter next to the wall unless it is a Wednesday morning, then leave it in place for the Wednesday night session.
- Fill out the Range Cash Sheet with the information from the Range Sign-in Sheet and put it into an envelope with the money. Use the pre-printed envelopes provided for the purpose, and fill out completely. Count the money for the Cash Box (Please leave as many small bills and change as is possible to help the next RO).
- Make sure that the AIR SYSTEM is turned off.
- Lock both of the cabinets.
- Turn off all the lights.
- Make sure the door going to the boiler room is open.

Range Check-Out Procedures : - Continued -

- The inner door to the hallway is closed during the Non-heating months but is left open during the Heating months to ensure that the pipes do not freeze.
- Lock the exterior door to the Indoor Pistol Range.
- Return the two sets of keys to the bar.

Remember, if A BAR MAID is on duty, DO NOT GO BEHIND THE BAR WITHOUT ASKING PERMISSION TO DO SO. IT IS BEST JUST TO GIVE THE KEYS TO THE BAR MAID. The envelope with the money is deposited into a slot in the counter outside of the manager's office. There is a possibility that the bar could be closed on Sunday night. In that case, the keys and money should be put thru the slot in the back door on the delivery dock.

Thank you for your cooperation!