

# **Multi-Lakes Conservation Association**

**2016**

## **Range Officer & Trainee Range Officer Handbook**

**Range Officer Training and Scheduling Committee  
Outdoor Range Committee  
BOD approved Oct. 12, 2011**

## **Range Officer Requirements**

The continued operation and use of the 200m Outdoor Range (ODR) is dependent upon the adequate staffing of Range Officers (RO) to insure safety. Following are the requirements to earn and maintain a RO Card.

### **Existing Range Officer Requirements:**

Minimum working requirements to maintain a RO Card is **twelve (12) hours** and attendance at the annual range officer class.

The **twelve (12) hour** requirement can be fulfilled if you act as a RO on the 200m ODR for tactical training, pistol, muzzleloader, woods walk, sight-in-days (SID) or Saturday/Sunday open shooting. A committee chairperson must sign your RO Card to work the other respective shooting disciplines.

Please give consideration to scheduling your **twelve (12) hours** on Saturday or Sunday when the 200m ODR is open to general shooting.

For your convenience a RO calendar is available on the website ([www.multilakes.com](http://www.multilakes.com)). A sign up form at the top of the page makes it easy to schedule your hours.

Once you schedule your date(s) it is **your responsibility** to find a replacement RO if you cannot make your date(s). Also, every Multi-Laker issue has a Range Officer On-Call list for your benefit.

A list of ODR ROs with their phone numbers/emails will be mailed or emailed to you.

The Range Officer of Record (ROOR) should sign Trainee's Range Officer card to verify hours worked. These requirements must be met in order for you to maintain your RO card and provide a dependable level of service to all MLCA members and guests.

If working alone record your hours on your range card.

### **Trainee Range Officer (TRO) Requirements:**

Minimum requirements in your first year to obtain a RO card are eighteen (18) hours and attendance of the annual range officer class. To obtain a RO card in the same year (fast track method) the TRO must fulfill the requirements of both a TRO (18) and a RO (12) all within the same period: total of **thirty (30) hours** before the next annual range officer training class. A RO card will be issued upon completion of the **thirty hours**.

A committee chairperson or RO must sign your TRO card to verify hours worked.

You must work at all times with a qualified RO. A TRO cannot open and run the range alone.

Once you schedule your range date(s) it is your responsibility to find a replacement RO if you cannot make the date(s).

A list of ODR ROs with their phone numbers will be mailed or emailed to you. Also, every Multi-Laker has a Range Officer On-Call List for your benefit.

## **200m Outdoor Range**

### **Procedures and Operations**

#### **Procedures:**

Range keys are kept behind the bar with sign-out books. Please fill in the form completely and legibly. Note whether or not you are checking out the \$50 ODR bank with a “Y” or “N”.

The rifle range is closed except when a qualified RO is present. **NO EXCEPTIONS.**

All organized shooting events must be cleared by the ODR Committee and approved by the MLCA Board of Directors (BOD).

While a range is open a **red pole** will be displayed. When a range is closed nothing will be displayed.

It is the ROOR’s responsibility to ensure that all participants (members and guests) sign the “Sign-in Book” and the “Range Roster/Safety Sheet”, located in the range house, prior to any shooting.

All range rules will be applied and enforced while the range is actively open and hot (under a “Commence Fire” command) until the ROOR issues a “Cease Fire” command and calls the range closed.

The ROOR will determine and designate a safe line of fire (firing line) to be used for each shooting segment appropriate to the type of shooting discipline.

During use of the range if, at anytime, an accident, disturbance, or mishap should occur you must report it to the ROOR immediately. The ROOR will take the appropriate measures to make the range safe and later notify the club manager and a chairperson of the ODR. Should a confrontation occur on the range, and remain unresolved, the range will be closed immediately. Incident report forms are located in the range house.

#### **Operations:**

When closing the Outdoor Range, the ROOR must insure that:

1. The range is cleared of targets, sand bags, rests, and shooting mats.
2. All brass and empty cartridges (**including .22 cal.**) should be removed from the shooting area.
3. All lights and heaters are turned off.
4. The range house and storage units are closed and locked.
5. The range keys are returned to the club bar.
6. A range receipt (Daily Income Sheet) for funds collected is completed and turned into the club house drop box with all cash receipts in the envelope provided. **Use the printed envelopes in the range house.**
7. In the event that the range is to be relinquished to another RO, return your range receipt to the club house drop box and the new ROOR’s RO card to the club bar. The new ROOR will follow these procedures and operations as if he/she signed out the key themselves.

The successful and continued operation of the 200m ODR depends on the manner in which it is used. As a RO you are empowered to make sure the range is safe. It is the responsibility of every shooter to practice safe range procedures and firearms safety rules.

Range Officers are encouraged to wear the “hunter orange” hat or vest when working on the range.

Assistance by experienced shooters and ROs towards newer shooters will not only be appreciated by the newer shooters, but, will also help in maintaining a friendlier, safer range.

**CPL holders are now allowed to carry concealed on all MultiLakes property with the exception of the clubhouse. Current rules regarding handling and loading of firearms on ranges remain in effect.**

**No Targets are to be posted at the 25 yard line on ODR #1.**

### **200m Outdoor Range Fees**

Approved by MLCA Board of Directors, March 10, 2004

#### **Out-Door Range Fees are as follow:**

- Members & immediate family\*\* ..... \$4.00
- Non-member juniors.....4.00  
(18 years and younger)
- Non-members.....12.00

NOTE: All range fees include one target.

\*\*Immediate includes: wife, husband, and father, mother, brother, sister, son, daughter, and grandchildren.

#### **Sight in days range fees:** (Hourly relays when necessary)

- Members and immediate family.....\$4.00 relay/day
- Non-member juniors.....4.00 relay/day
- Non-members.....12.00 relay/day

#### **Range Accessories:**

- |  |                                   |
|--|-----------------------------------|
| Bull's-eye targets.....\$0.50          | Sight in targets.....\$0.50       |
| OBI.....1.00                           | Varmint targets.....3/1.00        |
| Ear protection.....0.50                | Deer targets.....2.00             |
| Eye protection.....3.00 new in package | Used eye glasses.....Free loaners |

## 200m ODR Commands

The range commands are general guidelines and will be supplemented by commands unique to a given shooting discipline (e.g. pistol, muzzleloader, etc.).

### Commence Firing

Is the Line Ready?  
Eye and ear protection on.  
Ready on the left.  
Ready on the right?  
The line is ready.  
Keep muzzles below top of berm  
Commence firing..

### Cease-Fire

Cease-fire! (**Who can call cease fire?**)  
Is the line safe?  
Range Officers check the firing line.  
Clear on the left?  
Clear on the right?  
The line is safe.

## **Multi-Lakes Conservation Association** **Range Rules**

(As approved by the MLCA Board of Directors, March 12, 2008)

### **The following rules apply to all shooting ranges.**

Any violation of any rule may subject a member or guest to immediate expulsion from the range. If asked to leave the range by a RO, the member or guest must comply immediately or be subject to further disciplinary action by the MLCA BOD. All members are responsible for their own actions and those of their guests.

- 1). There must be a MLCA certified RO and at least one (1) observer present on the range at all times before any shooting will be permitted. If more than one certified RO is present, the ROOR (i.e. checked out the key) shall direct the range.
- 2). All participating shooters acknowledge, by signing in on the range roster, that they have read, understand, and will obey all MLCA range rules.
- 3). Range commands and controls must be obeyed immediately.
- 4) Eye and ear protection is mandatory for anyone inside the gate of the range.
- 5) No one is allowed forward of the firing line unless a cease-fire has been called and the range has been declared safe.

- 6) During cease-fire, and while any one is forward of the firing line, no firearm will be handled. No one is to approach or be at the bench or forward of the red safety line.
- 7) At the cease fire command:
  - a) Firearms must be unloaded, actions opened, benched, or cased.
  - b) Revolvers must be placed on the bench with the cylinder open.
  - c) Pistols must be placed on the bench with the magazine removed and the slide in the open position.
  - d) Muzzle loaders must have a ramrod inserted in the barrel.
  - e) Long guns must be benched and pointed down range.
  - f) With the exception of muzzle loaders, a plastic insert (open bolt indicator, OBI) must be placed in the chambers of all firearms. The tab must be visible to the ROs.
  - g) Range will be declared safe when all persons have moved behind the red safety line.
- 8) All shooting is to take place from one firing line only.
- 9) The use of any unauthorized target material is prohibited. Shooters must shoot at paper targets.
- 10) Shooting objects on the ground is prohibited. Targets are to be mounted on material furnished for that purpose and not to be attached to backstop stringers or supports. Shooters may fire at other targets only as approved by the BOD (i.e. Good Ole Days, Muzzle loaders, Cowboy action, etc.).
- 11) Shooters must satisfy the ROOR that all shots are on target. If shots are not on target, the ROOR may designate corrective action.
- 12) Loading shall be done at firing line only with gun pointed down range, gun level with ground and below top of berm.
- 13) Multiple loading, multiple firing, and function firing must be requested by an individual shooter, and approved by the ROOR. Multiple firing must be executed in an aimed and timed cadence. Multiple loading or multiple firing is prohibited during "Sight in Days" or "Public Shoots" (i.e. Good Old Days, etc).
- 14) Charging the chamber or closing the bolt on a loaded round must be done with the gun pointed down range, level with ground, and below top of berm, with finger off the trigger.
- 15) Shooting any firearm from an unstable position (from the hip, etc.) is prohibited.
- 16) No muzzle loaders may be primed or capped until the shooter is on the firing line and muzzle is pointed down range. **Address state law re: loaded muzzle loaders.**
- 17) Open containers of powder or muzzle loader caps are prohibited when firearms are not being loaded. Closed containers of powder or caps must be kept at the rear of the shooting bench when firearms are being fired.
- 18) All malfunctions are to be reported to the ROOR immediately.
- 19) Tracer, or any ammunition being incendiary or explosive, is strictly prohibited.
- 20) Spectators are not permitted on the firing line. Coaches are allowed.

- 21) An adult must accompany any shooter under sixteen (16) years of age.
- 22) The use of .50 caliber Browning Machine Gun (BMG) ammunition is strictly prohibited.
- 23) Intoxicating beverages and persons who have been drinking alcohol are prohibited within the fenced area.  
**Zero tolerance policy.**
- 24) Smoking is prohibited on the firing line.
- 25) The ROOR shall designate vehicles for target changes at the 200 meter line. Only designated vehicles may be used for target changes.
- 26) Before leaving the range shooters must remove their targets from backstop and pick up all debris and brass.
- 27) Times of operation will be set by MLCA BOD and posted on the ODR.
- 28) Full automatic gunfire is strictly prohibited, except for law enforcement agencies.
- 29) When the muzzle loaders are behind the berm a red coroplast panel will be displayed on the east side of the western most white fence to alert Skeet & Trap of their presence. The red marker will also be displayed when ODR 2 is open.
- 30) There is a power utility station behind the 200m berm. The power company has a key to our gate. There is a small Consumers sign on the utility pole outside of IDR 1 & 2. It is green. When Consumers is behind the berm they will flip the sign to the red side. Please note the sign while on the way to the range. Also, if they're working behind the berm the gate will be open. CAUTION: do not lock our lock to the Consumers lock.
- 31) Any person with a valid Concealed Pistol License may carry concealed on MultiLakes grounds and ranges. All range rules governing when a firearm may be handled are still in effect.

### **Law Enforcement Range Rentals** **Standard Operating Procedures**

- 1) Arrive at MLCA club house no less than 30 minutes prior to scheduled range "hot" time.
- 2) Check out the range specific keys.
  - a) Discuss ODR use with club manager if possible, inquire of range construction.
  - b) Review grill/menu specials for possible lunch order. (Menu/order sheet at ODR #1 & #2).
- 3) Meet the law enforcement agency (LEA) at the scheduled range.
  - a) Sign in all agencies RO's and shooters. (Use "RO" to denote LEA RO's on the range roster.)
    - i. Make sure everyone signs the member/guest sign-in book.
    - ii. Make sure everyone signs the Range Roster Safety Sheet. Please fill in all appropriate information completely and legibly.No money is collected as the Club office handles billing and collection of fees.
- 4) Briefly discuss agency course of fire with rental agency RO's.
  - a) Express muzzle direction safety.
  - b) Review overall training for each session to be utilized.

- c) Training that involves the use of the following:
  - i. Cars – For target acquisition and ballistic testing. Cars must be placed on tarpaulins and close to the berm as possible.
  - ii. Steel targets (Backstops) – Rental agency equipment.
  - iii. Glass – For ballistic testing, must be placed on tarpaulins and shot as close to the berm as possible.
  - iv. Non-lethal devices.  
All of (c), mentioned above, must be approved by the ODR chairperson and the club manager for safety planning and billing purposes.
- v. All debris must be picked up and disposed of properly on a daily basis.
- d) The use of other ranges and buildings (i.e. Skeet & Trap, Sporting Clays & Indoor Pistol range) must be directed to the appropriate committee chairperson and the club manager. This should have been facilitated prior to rental day. No unauthorized range use allowed.
- e) Determine if agency will be utilizing lunch/grill facilities and facilitate such to speed up the lunch process and maximize usable range time.
- 5) Make range “hot” no earlier than 10:00 am except when approved by the MLCA BOD. The “hot” range time is designated on the schedule.
- 6) Lunch - take orders at 11:45 am (if necessary).
  - a. Give order to grill staff
  - b. Determine a lunch time with grill staff and convey time to agency RO's.
  - c. Grill staff will have order ready by the predetermined time.
  - d. Your lunch (2 food items, soft beverage) is paid by the ODR
  - e. No **alcohol**
- 7) Enforce clean up (daily if more than one day rental).
  - a. Brass should be removed regularly between sessions, if practical.
  - b. Range cleanup needs to be completed by **4:00 pm**, unless otherwise noted.
  - c. Have agency personnel empty garbage cans into dumpster daily.
- 8) RO's get 8 hours minimum range time on range roster. Record actual hours if longer.
- 9) Closing down range(s):
  - a. Lock up all buildings and gates
  - b. Return keys.
- 10) Turn in ODR “Range Roster Safety Sheet” to money drop box in club office area. Use an envelope. Include any comments or concerns to be forwarded to club manager or ODR committee.  
**With LEA rentals only the Range Roster Safety Sheet is placed in the drop box in the office, and not placed in the wooden box at the ODR.**
- 11) Extend invitation to those interested in using MLCA club house for refreshments.



- 12) If agency RO's or officers show interest in MLCA membership feel free to briefly explain benefits and requirements of probationary members, with emphasis on ability to open range as a MLCA RO and our family friendly organization, i.e. junior shooting programs and family events. Please contact someone on the membership committee if assistance is necessary.
- 13) Storage of LEA trailers and equipment is allowed on MLCA property for short periods of time.

**ALL BRASS LEFT AT THE RANGES BELONGS TO MULTILAKES.  
IT IS USED TO FUND JUNIOR RIFLES.**

Please call Andy Lynch 248-421-9496 or Barry Anderson 248-363-7125 if you have any questions.