

**FLAGLER SPORTS
&
CONSERVATION ASSOCIATION, INC.
D.B.A.
FLAGLER GUN & ARCHERY CLUB**

**STANDARD OPERATING PROCEDURES
(SOP)**

Range Operations



Approved & Adopted By the Board June 11, 2013

PREAMBLE

The **Flagler Sports and Conservation Association, Inc. DBA Flagler Gun & Archery Club** was incorporated on January 26th, 2001 and is located on approximately 113 acres on 1290 County Road 90 East in Flagler County, Florida. This document provides the "STANDARD OPERATING PROCEDURE" for all club facilities including each of the major discipline areas - shotgun, pistol, rifle, black powder and archery.

The **Flagler Sports and Conservation Association, Inc. DBA Flagler Gun & Archery Club** is operated by its Officers and Executive Board for the purpose of providing a facility where current members, their guests and any other users authorized by the Board can enjoy recreational informal and competitive shooting of firearms and bows in a private and friendly atmosphere. In order to conduct these activities in a safe manner, members, guests and any other authorized users must possess a reasonable knowledge of the shooting disciplines in which they are involved, the operation of the firearms they are using and the safety rules that apply to them, including the frequently used commands and procedures that apply at each range.

For the purposes of this document "Club" refers to the Flagler Gun and Archery Club; "Facility" means any physical improvement to the lands owned and operated by the Club; "Board" means members of the Executive Board of the Club; and "Officer" is any elected or appointed official of the Club; "Member" means any individual who has been accepted as a member of the Club and who is current in his/her dues; "Non-Member" and "Guest" denote individuals who are not members of the Club; "Range" means any formalized setting for established on Club property for one or more of the shooting disciplines, a "Live Range" is a range in which organized or informal shooting activities are either occurring or about to begin; the "Firing Line" is the area of the range from which shooting takes place; a "Hot Range" is a range in which shooting activities are underway; a "Cold Range" is a range where a ceasefire has been declared and where all weapons are unloaded and actions are open; "Scheduled Events" are shooting activities placed on the Club calendar; and "Plinking" is defined as informal shooting at legal targets placed below the vertical center of the berm and at least 18" from its base.

Amendments: The Board reserves the right to amend these SOPs, as appropriate.

SAFETY PLAN

Each Range Will Have a First Aid Kit On Hand at All Times

First aid kits will be mounted in a clearly marked central location on each range.

Immediate Injury Response

Call an immediate cease-fire on the range where injury occurred. Ensure that all firearms are unloaded and clear with all actions open.

CALL 911 IMMEDIATELY

Provide immediate first aid within your capabilities to injured person.

Absent of any Range officers or Directors any member can take charge and will coordinate the securing of the scene and the injured person.

If able, assign a person to meet EMS and or Sheriff at the front gate and escort them to the scene.

Information to provide EMS

Location address-1616 County Rd. 90 East

Your Telephone number

Number of people injured

Condition of injured

First aid provided

Answer any other questions

Wait for EMS to hang up

If no Range officers or directors are present notify one as soon as possible and inform them of the incident

Fire Safety and Fire Response

In the event of a fire, CALL 911 immediately.

Observe all Flagler County burn ordinances and burn bans.

All ranges will have at least 1 fire extinguisher on hand and mounted in a central location.

SAFETY RULES & REGULATIONS

- The handling of any firearms after consuming alcohol and or drugs is strictly prohibited on club property.

- All Guests and Members with Guests are to sign a non-member liability release form before the Guests are allowed to shoot on any range. The release forms are located on every range and must be placed in the box provided at each range.
- Always point the muzzle of all firearms in a safe direction.
- All pistols and rifles must be kept at a low ready position when preparing to fire and never pointing in the air.
- Always wear eye and ear protection while on an live firing range
- Keep your finger off the trigger until ready to shoot.
- A "Cease Fire" may be called by anyone on any range at any time for any reason.
- All members and guests must be sure of their target and what is behind it; all bullets will impact the rear berms only.
- No ground level targets, cross-firing or ricochets are allowed (Excluding five stand and sporting clays).
- All members and guests must make every effort that all bullets and shot fired on club property remain on club property.
- All members and guests will never load or fire a firearm if there is any doubt of its ability to operate safely and reliably.
- All members and guests will never attempt to load or fire any firearms unless they are familiar with their operation.
- A loaded firearm will never be left unattended.
- All members and guests will be sure that their firearms and ammunition are compatible.
- All new members of this club will undergo a safety orientation prior to receiving their club identification and gate access.
- All members of this club are designated safety officers and must ensure that all club safety rules and regulations are followed.
- All members are responsible for their guests and must have them under direct supervision at all times including minors under the age of 18.
- The shooting of glass, non-approved steel or rocks is prohibited on club property.
- While down range shooting on any of the established ranges all shooters must immediately yield to any new shooter that comes to the formal firing line and any downrange shooters must safely retreat back to the established firing line before any further firearm handling or shooting may take place. The Action Range is exempt from this rule.
- All members' and guests' firearms are to be used only on the designated ranges at designated targets with safe ammo. Conform to all specific rules posted on each range.
- Members must visibly display their membership badge on their person and present it to any member asking to see it. Members may not lend badges. Lending your badge to a non-member is cause for immediate disciplinary action by the Board of Directors.
- All members and guests will pick up all shell casings when finished shooting and dispose of them in the proper receptacles. Brass may be left on the Action Range.
- All members and guests will take all unfired ammo home. Do not dispose of any unfired ammo on club property.
- Clean up all range trash when you are finished.
- No smoking while actively shooting on any range.
- Only club members with state of Florida Concealed weapons permits may carry loaded concealed firearms on club property.
- Hunting is prohibited on club property.

- Every member of the club is designated a safety officer and has the authority and responsibility to inform any other member or guest of any rule or regulation violation and to offer them guidance on rectifying the situation.
- If member does not rectify the situation and continues to violate the club rules and regulations please submit the members name, badge number or license plate number with a written complaint to the Board or a Board member.

Any violation of the Range Safety Rules or Range Regulations may result in disciplinary action as determined by the Board of Directors and in compliance with the By-Laws of the Club.

Protective Equipment

Eye protection is required on all ranges at all times.

Ear protection is required at all times while on the firing line or within 20 feet of any live fire event. This rule applies to non-shooters as well as to shooters.

Acceptable eye protection includes any shooting glasses, goggles or eyeglasses with shatterproof lenses.

Range Control for Action, Pistol and Rifle Ranges

All members and guests must obey all instructions given by the Governor, Club Officers, Range Directors or identified certified Range Safety Officer when shooting on any range. In the absence of any of the above the first member on the range assumes the duties of a safety Officer. All members and guests must agree that the firing line is active "HOT", and that downrange is clear, before handling any firearms, NO EXCEPTIONS. The clearing of the downrange is done visually where possible, but must be cleared around all obstacles. Likewise all shooters must agree the firing line is inactive ("COLD"), all firearms will have their magazines removed, actions open, bolts removed or open, slides locked back, cylinders open, flint hammers down and firearm unloaded and on the bench or racked before going downrange.

Do not depend on other people's implied agreement. **All members and guests will verbally acknowledge that the line is cold.** Some shooters may not notice that you want to go down range or may not hear you. Remember they are wearing hearing protection.

Range Cold

Firing line is not active. Shooters may go forward of the firing line only after the following has been completed and verified:

- All firearms are unloaded; lying on the bench with their bolts open, magazines out, slides locked back, cylinders clear and open, flint hammers down. Firearm unloaded and on the bench or racked before going downrange.
- Absolutely no handling of firearms is allowed at this time.
- All shooters must verbally acknowledge that the range is safe by clearly stating, "Range is cold".

If just arriving at the range during a "range cold" period only encased firearms are allowed to be brought to the range and must stay encased until the range is declared "hot". Targets, ammo, loading magazines and other materials can be handled during range cold periods.

PREPARING TO GO RANGE HOT

- All firearms must remain unloaded, lying on the bench or on a rack with their magazines out, bolts open, slides locked back; cylinders clear and open, flint hammers down, all personnel must be behind the firing line.
- All shooters must verify that all personnel are behind the firing line and verbally acknowledge their concurrence to go "range hot" by clearly stating, "Range is Hot" to all parties on firing line.

LEGAL TARGETS FOR ACTION, PISTOL AND RIFLE RANGES

On the pistol and rifle ranges target holders and frames are provided. Targets can only be placed on the target frames provided and inside the shooting frame. No shooting cross range at other targets, only targets directly in front of your line of fire. The target holder must keep the target level with your gun so that after the bullet passes through the target, it will hit the **BERM**. No ground targets are permitted on any ranges.

Ground targets are only allowed on the sporting clays and five stand ranges.

All targets must be placed such that bullets hit the **BERM**. Proper backstops are the berms at the far end of each range no shooting into side berms.

G E N E R A L R U L E S

Vandalism at the club will not be tolerated and will be handled with potential serious consequences. Vandals may lose their membership and the Club may initiate both criminal prosecution and civil action to recover damages.

USE OF CLUB FACILITIES FOR CLASSES (Commercial Enterprises)

Any for profit business or private enterprise that wishes to use the club facilities for organized firearm training activities and is receiving compensation from the trainees, must get written approval from the Executive Board of the Flagler Gun Club by meeting the following conditions:

The individual providing the services must be a member of the Club and must hold at least one Safety Officer Certificate and/or be certified as an Instructor in the discipline they are teaching.

The individual providing the services will pay to the Club a \$10 per day per person range use fee for each student that attends the training at the Club. Law enforcement agencies are exempt from the membership and range fee requirements.

The Individual providing the services must provide a Certificate of Liability Insurance naming the Flagler Gun and Archery Club as additional insured for a minimum of \$1,000,000/\$2,000,000 coverage.

The Individual providing the services have the consent of the Range Director for the day and time that the Range is being requested.

Individual members (not commercial entities) approved by the Board may provide instruction for which they have received financial gain only if they have valid liability insurance in the amount of \$1,000,000/\$2,000,000 that lists the club as additionally insured. This includes use of club facilities for the firing portion of any course in which the instructor was paid or if the instructor was paid for the non-firing portion, on or off site. All students must also sign a non-member liability release.

The Individual providing the services **will maintain control of and supervise all of the students while they are on Club property. No student shall be left unsupervised on Club property at any time.**

Non Members

Non members may participate or observe activities at the Club as a guest of a member or as a participant in a scheduled event that is posted on the Club Calendar. Individual guests are limited to 3 visits per year. This visitor limitation does not apply to participants in scheduled competitions for which a fee is paid.

Shooting Hours

The clubs Ranges are open for live fire from 8:00 AM until sunset Monday - Friday. On Sundays the club ranges are open for live fire at 9:00AM until sunset.

Scheduled Activities

A calendar of events is published on the Clubs' web site at www.flaglergunclub.com. **ALL Scheduled events have priority in the use of their appointed ranges (There Are No Exceptions).**

Speed Limit

The speed limit on the club property is 10 MPH. Repeated failures to maintain the appropriate speed while driving on Club property can result in disciplinary action as determined by the Board.

Prohibited Ammunition

The following is **not allowed** on any range at any time:

- Any caliber for rifled barrels used on any range greater than .45 caliber except for shotguns which may not be larger than twelve (12) gauge.
- 50 BMG caliber center-fire cartridges

- Shot shells with larger than #7 ½ lead shot or #7 steel shot on the Trap, Skeet and Sporting Clays ranges.
- Tracers, incendiaries or armor-piercing ammunition.
- All explosive or pyrotechnic devices.

FACILITIES FOR USE.

TRAP RANGE

All members and guests will follow basic Trap, firearms and shotgun safety rules on the range at all times.

Shotguns must be unloaded and actions open at all times except when standing on the shooting station ready to shoot. Over/under and side-by-side shotguns can be stored unloaded with actions closed only when placed in a gun rack. Once removed from gun rack, their actions must be opened immediately.

No bird Shot larger than #7.5 lead or #7 steel is allowed on trap range.

No shotguns are to be loaded anywhere on the range except at the shooting station and only when shooter is ready to shoot.

No members or guests are allowed to load more than 2 shotgun shells in the shotgun at any time on the trap range.

Members and guests must never walk in front of any trap house that's in operation, in case of accidental target release.

Members and guests must obey all commands given by the range officers, directors or scorers during shooting activities.

No members or guests are allowed to enter any trap houses unless officially authorized.

SKEET RANGE

All members and guests will follow basic Skeet, firearms and shotgun safety rules on the range at all times.

Shotguns must be unloaded and actions open at all times except when standing on the shooting station ready to shoot. Over/under and side-by-side shotguns can be stored unloaded with actions closed only when placed in a gun rack. Once removed from gun rack, their actions must be opened immediately.

No bird shot larger than #7.5 lead or #7 steel is allowed on the skeet range.

No members or guests are allowed to carry more than one gauge of ammunition at any time while at the shooting station.

No members or guests are allowed to load more than 2 shotgun shells in the shotgun at any time on the skeet range.

Members and guests must never walk in front of the low house windows when low house traps are in operation, in case of accidental target release.

Members and guests must obey all commands given by the range officers, directors or pullers during shooting activities.

No members or guests are allowed to enter any high or low trap houses unless officially authorized.

SKEET RANGE OPENING PROCEDURE

Uncover crushed can, trash, expended ammunition containers. Proceed to the high house on Field #1. (The fields are numbered from left to right, facing down range.) Unlock the door, climb upstairs, open the window and follow the procedure that is stapled to the wall in order to ready the target-throwing machine (trap) for operation. Climb downstairs, unlock the wall-mounted safe and remove the change purse. Collect a target release cord, the clipboards holding the liability release forms and skeet sign-in document, cash box, and shooting ticket box. Take the release cord to its connection point and plug it in. Carry the remaining items to the skeet pavilion and arrange them on the table. Initiate the day's entries on the sign-in sheet. Put the change money in the cash box. Proceed to the Field #1 low house and render the trap operational. When there are enough shooters present to merit it, open Field #2 and Field #3.

SKEET RANGE NON-REGISTERED SHOOTING PROCEDURE

Have arriving shooters sign in on the provided sheet. If necessary, fetch targets from the Sporting Clays building and distribute them among the houses that need targets. Form informal squads of as many as five shooters. Proceed to a field and shoot the agreed-upon type of practice or contest. Refill the traps with targets as necessary. Before leaving, use the sign-in sheet to record the number of rounds of skeet shot and either pay cash for them or punch your ticket. (The Skeet Director tallies the number of rounds shot on a monthly basis in order to keep track of the amount of lead shot down range.)

SKEET RANGE REGISTERED SHOOTING PROCEDURE

The Club affiliates itself with, and pays dues to the National Skeet Shooting Association (NSSA) annually. In so doing, the Club schedules approximately 6 registered shoots per year. Registered shoots are conducted in accordance with NSSA rules. Non-registered shooting is allowed during registered shoots, range availability permitting.

SKEET RANGE CLOSING PROCEDURE

At the end of the day's shooting, shut all traps down and fill them with targets in accordance with the written instructions that are posted close to each machine. Before releasing the arm on low house machines, loudly call out; "Clear," to insure that persons on the field are not hit by the emerging target. Clean up inside the houses, lock the doors, and carry all trash to the skeet shelter. Roll up the release cords and stow them in the high house of their respective fields. Flatten out empty target boxes and burn them in the provided burn barrel, unless there is a County burn ban in effect, or take them to the Club's Dumpster. Put the change in its purse and return the clipboards, ticket box, and change box to the high house on Field #1. Secure the change purse in

the safe. Remove monies in excess of the running change amount for turn-in at a monthly Board meeting.

ACTION RANGE

Provides up to 50-yards for use by pistol and rifle shooters. All targets and target stands must be set up at the base of the rear berm (the zero yard line) except for organized formal events with safety Officers present.

The Action pistol range is the only range where drawing from a holster is allowed (Excluding organized shoots when Range Directors, Match Directors, RSO's or Safety Officers are present).

The Action Range is the only Range where the firing of fully automatic firearms is allowed. Shooters with automatic weapons must be close enough to the rear berm that there is no chance of loosing rounds over the berm because of muzzle rise or failure to control the firearm.

No firearms are to be handled up range or under the covered area when people are down range.

Firearms can be brought from vehicles to the covered area only if they are holstered or encased.

The action pistol range is for casual shooting practice, action shooting and plinking, Plinking at objects at the center of the berm or below to the base is permitted, no plinking at targets at the top of the berm or on the ground is allowed, No shooting of glass, concrete, unapproved steel, objects that may cause ricochets or that will cause damage to club equipment and property. Dispose of all plinking trash in the dumpster on your way out of the club. Steel targets that will be approved by the Action Director are AR500 steel for all center fire pistols. AR500 steel is not required for rimfire firearms. Shooting at steel with any center fire rifle cartridge is strictly prohibited.

The Action Pistol Range is utilized by our local law enforcement, Flagler County Sheriffs Dept, Bunnell Police Dept and Flagler Beach Police Dept. The usage of the range will be posted on the club web site calendar in advance of all scheduled training. Local Law enforcement officials have priority of the range when times and dates is posted.

Members may bring their own target frames to the Action Pistol Range only. All personally owned targets must be set up so that all bullets impact the center of the berm.

Only 1 person at any time is allowed to engage in action shooting on the action range at anytime (this excludes organized shoots when range directors or safety officers a present.

Do not attach targets to any structures or props on the Action range. Don't shoot any structures or props.

PISTOL RANGE

Provides up to 50-yards for use by pistol and rimfire rifle shooters.

Target frames are provided and are located in the marked shed. Cardboard is attached to all target stands. You then staple your target to the cardboard.

Only one target per target frame, centered on the 22 x 24 area is allowed.

No targets are allowed outside the cardboard area or any part of its supporting structure.

Personally owned target stands or frames are not allowed on this Range. **(No exceptions)**

Under no circumstance will you take pistol range targets to any other ranges. **(No exceptions)**

RIFLE RANGE

Targets may only be placed at the base of the rear berms at 200 yards on the 200 yard ranges, 100 yards on the 100 yard range and 50 yards on the 50 yard range. Provided target frames must be placed in the provided positions (pvc pipe in the ground). Prior to firing a rifle on the 200 yard range, it must be properly sighted and hitting paper targets on the 100 yard range.

NO target frames higher than 4 feet above ground level are to be used on the rifle range.

Targets and backers are kept under the covered area and are provided by the club and are accessible to all shooters.

The rifle range is utilized by our local law enforcement, Flagler County Sheriffs Dept, Bunnell Police Dept and Flagler Beach Police Dept. Law enforcement use of the range will be posted on the club web site calendar in advance of all scheduled training. Local Law enforcement officials have priority on the range when times and dates are posted on the club calendar.

All shooters will use only target frames that are approved and provided by the club.

Only 1 target is allowed per target frame.

Personally owned target stands or frames are not allowed on this Range. **(No exceptions)**

Under no circumstance will you take rifle range targets to any other ranges. **(No exceptions)**

SPORTING CLAYS AND FIVE STAND RANGES

All shooters will follow basic Sporting Clays, firearms and shotgun safety rules on the range at all times.

Shotguns must be unloaded and actions open at all times except when standing on the shooting station ready to shoot. Over/under and side-by-side shotguns can be stored unloaded with actions closed only when placed in a gun rack. Once removed from gun rack, their actions must be opened immediately.

No bird shot larger than #7.5 lead or #7 steel is allowed on trap range.

No shotguns are to be loaded any where on the range but at the shooting station and only when shooter is ready to shoot.

No shooter is allowed to load more than 2 shotgun shells in the shotgun at any time..

Shooters must not approach or attempt to repair traps unless officially authorized.

Shooters must obey all commands given by the range officers, directors or scorers during shooting activities.

AIR GUNS (INCLUDING AIRSOFT)

Air guns that shoot pellets of up to .22 caliber and all Air Soft guns are permitted on all hardball (Pistol, Rifle and Action) ranges at any time, including when the ranges are closed to firearm use.

Any air gun that shoots a pellet of larger than .22 caliber shall follow all the rules and regulations of firearms.

All members or guests firing air guns are required to follow all standard safety rules except for hearing protection, unless firearms are being fired on the range at the same time.

ARCHERY RANGE

A bow with an arrow nocked must be pointed down range at all times. Do not nock an arrow until you are ready to shoot

Only blunt nose target arrows may be used on the archery range. No hunting arrows or broad head arrows allowed

Bow users should wear proper clothing to prevent injury; an arm guard, finger tab or shooting glove is always recommended.

Bows will be racked or benched when people are down range. The archery range will declare "HOT" and "COLD" range conditions in the same manner as other ranges.

Bow users will only shoot the target in front of them. No cross shooting at targets

When bow shooters are alone and there is a need to go down range to retrieve arrows. All bow users will hang something on their target so another shooter will know someone is down range

THE FAILURE OF ANY SAFETY RULE, INCLUDING 'COMMON SENSE' TO BE LISTED IN THIS MANUAL DOES NOT EXCLUDE IT FROM BEING A GOOD PRACTICE AND BEING REQUIRED ON THIS RANGE. IT SHOULD BE THE GOAL OF EVERY

MEMBER OF THIS CLUB TO NOT ONLY SHOOT SAFELY ALL OF THE TIME, BUT TO HELP OTHERS SHOOT SAFELY ALL OF THE TIME AS WELL. FOR ADDITIONAL INFORMATION, RULES OR REGULATIONS, PLEASE REFER TO THE CLUB BYLAWS, FLAGLER COUNTY ORDINANCES, THE NRA, THE AMATEUR TRAP SHOOTING ASSOCIATION AND THE NATIONAL SKEET SHOOTING ASSOCIATION.