

**Savannah River Rifle and Pistol Club  
P.O. Box 5337  
Aiken, SC 29804**

# **Standard Operating Procedure and Member Handbook**

**Copyright  
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Revised 01 January 2023  
Savannah River Rifle and Pistol Club, Inc.**

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## **CHAPTER I. Preamble**

**[01/01/2023]**

This Standard Operating Procedure (SOP) describes the organization and operation of the Savannah River Rifle and Pistol Club located in Aiken County, South Carolina (referred to herein as “the Club”).

It constitutes a "Member Handbook" and should be referred to when questions arise about the Club. As changes are made over time, they will be provided to the members and posted on the Club web site at <http://www.srrpcaiken.com>.

It is also intended to be used as the textbook for an Orientation to familiarize members with Club facilities and rules, promote safe shooting, and make the use of Club facilities more enjoyable for all members.

All new members will participate in the orientation. During the Orientation, members will have an opportunity to ask questions and seek further clarification of any rules or handbook provisions that may not be clear. The Orientation is for the benefit of all members, and participation is mandatory.

Applicants for membership in the Club and family members who desire to use the range unaccompanied will be required to complete this Orientation before final approval and induction into the Club. Current members are encouraged to participate in the Orientation program and may be required to do so if observed violating any of the Club rules. There is no exam, but the Presenter will determine successful completion based on Applicant/Member attitude and participation.

**NOTE: Violation of safety rules or continuing to violate a rule after notification may be cause for immediate loss of privileges to use Club facilities.**

Under several rules discussed in the Standard Operating Procedure, the member may be required to “notify the Club” or “notify the Executive Committee” prior to performing certain activities. The required notification may be accomplished by emailing the Secretary at [secretary@srrpcaiken.com](mailto:secretary@srrpcaiken.com) or by contacting the Secretary. Notification should be made sufficiently in advance of the planned activity to allow the Executive Committee to determine whether or not any problem may result from the planned activity which requires canceling or re-scheduling the activity.

## **CHAPTER II. History**

**[01/01/2023]**

1958 - 1960 — The SRR&PC was founded. The club shot with the Shiloh Rifles, a black powder club, on the Boylston Farm located west of New Holland near the South Edisto River on Camp Rawls Road. The range consisted of a covered firing line with three ranges, a 50 yd. pistol range, a 100 yd., and a 200 yd. rifle range.

1975 — The SRR&PC became an NRA affiliated club with 86 members.

1978 — The Boylston Farm was sold and the range was closed. The loss of the Boylston Farm range left the club with limited access to private ranges while it searched for a new range.

1979 — Land was leased from the Huber Clay Company for a new range. The lease was retracted before the planned shooting ranges could be completed due to neighbors complaining of too much noise.

1979 - 1980 — A land lease was sought from Graniteville Company. Land was identified but a lease was never worked out. Membership was about 10.

1980 — The club secured the use of the Aiken County Sheriff Department's outdoor range located on Wire Road, for Saturday only shooting. Membership was about 35.

1994 — The Kirkland Road property was purchased by the club, and a 100 yd. range was established. Membership was about 50.

2003 — Two 50 yd. pistol ranges added. Membership was about 80.

2013 — The club set a maximum number of memberships allowed at 350. An electronic front gate was installed.

2014 — The range was fenced along the surrounding public roads.

2016 - 2017 — the 100 yd rifle range was replaced with a 200 meter range.

2022 – The Environmental Stewardship Plan (ESP) was developed to implement EPA Best Management Practices for Lead management at outdoor shooting ranges. A vendor was contracted to perform lead reclamation and berm reshaping.

*This History was derived from very limited information. Those with more accurate or additional information is requested to provide it to the club Secretary.*

**CHAPTER III. Bylaws**  
**[01/01/2023]**

The Savannah River Rifle and Pistol Club is a non-profit organization incorporated under the laws of South Carolina. Operation of the Club is defined by its Bylaws as follows:

SAVANNAH RIVER RIFLE AND PISTOL CLUB BYLAWS  
Adopted January 17, 1995, Amended January 1, 2023

ARTICLE 1. NAME

The name of this organization shall be the Savannah River Rifle and Pistol Club.

ARTICLE 2. OBJECTIVES AND PURPOSES

The objective of this organization shall be the encouragement of shooting sports in our community, including target shooting and collecting of modern and antique firearms, with a view toward better knowledge on the part of citizens of the safe handling and proper care of firearms, as well as improved marksmanship. It shall be our further objective and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of good citizenship.

ARTICLE 3. MEMBERSHIP

Any citizen of the United States of America, or other legal residents approved by the Executive Committee, may become a member of this organization on vote of the Executive Committee after subscribing to the following oath and upon payment of the usual initiation fee and dues. Full members must be 21 years of age or older. The Executive Committee may establish a program for Junior Members (under the age of 21).

Continued membership is conditional upon the member meeting the requirements of the oath, and renewing members shall be required to resubscribe to the oath at time of renewal. Members who fail to meet the requirements of the oath, as determined by the Executive Committee, shall automatically forfeit their membership.

The Executive Committee shall have the right to verify the Member's oath by obtaining a background check by the South Carolina State Law Enforcement Division (SLED) or other law enforcement agency. Spouses and minor children of Members shall enjoy all privileges of membership when accompanied by the Member except that they shall not be permitted to vote or hold office. Spouses wishing to have separate range privileges shall sign the oath, complete orientation, and receive a (non-voting) membership card. The total number of memberships in the club may be limited by vote of the Executive committee.

## Members Oath:

I CERTIFY that I am a citizen of the United States of America or a foreign national legally present in the United States, that I am not a member of an organization or group having as its purpose or one of its purposes the overthrow by force and violence of the Government of the United States or any of its political subdivisions, that I am legally permitted to possess and use firearms in the State of South Carolina, and that I will fulfill the obligations of good sportsmanship and good citizenship. I have read, understand, and agree to abide by the General Range Rules of the Savannah River Rifle and Pistol Club including such additions and changes as may from time-to-time be approved by the Executive Committee.

## ARTICLE 4. DUES

- a). The member's annual dues to the club and date of payment shall be as set by the Executive Committee.
- b). The amount of dues payable by new members shall be pro-rated at the discretion of the Executive Committee.
- c). No member of the club in arrears shall be eligible to vote or to enjoy any other of the privileges or benefits offered by this club.
- d) A member in arrears for more than 1 month after the due date established by the Executive Committee shall automatically forfeit their membership and shall be required to apply for membership as a new member if they wish to rejoin and shall not be eligible for pro-rated dues.

## ARTICLE 5. MEETINGS

- a). Annual Meeting. The annual meeting of the club shall be held in January of each year. If the annual meeting does not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors shall have been elected.
- b). Executive Committee Meetings. Business meetings of the club for the transaction of ordinary business shall be held at such time and place as may be fixed by the Executive Committee. Only members of the Executive Committee may vote at Executive Committee Meetings.
- c). Special Meeting. A special meeting of the club may be held at any time upon the call of the President, or upon the call of the Executive Committee, or upon demand in writing, stating the object of the proposed meeting, and signed by not less than twenty percent of the members entitled to vote. Notice of the time, place, and object of any special meeting shall be given all officers and members in good standing not less than seven days prior to the date fixed for the holding of the meeting. The place of such special meeting shall be fixed by the Executive Committee.

d). Quorum. Twenty percent of the members of the club entitled to vote, whether physically present or represented by Absentee Ballot, shall constitute a quorum at any meeting. Absentee Ballots shall apply in determining a quorum only for those items actually included on the Absentee Ballot. If the Absentee Ballot is transmitted to the Secretary by email, it must originate at the email address which the club has on file for the Member.

e). Present. The term “present” as used in these bylaws shall include physically present or represented by Absentee Ballot.

## ARTICLE 6. OFFICERS

a). The elected officers of this club shall be a President, Vice-President, Secretary, Treasurer, Range Operations and Maintenance Officer, and Information Technology (IT) Manager, who, acting together, shall constitute the Executive Committee. They shall be elected by a majority vote by ballot of the members in good standing present at the Annual Meeting of the club. They shall hold office for one year or until their successors are elected. Other club officers may be appointed, removed, or eliminated by the Executive Committee as needed; they shall not become members of the Executive Committee.

b). The Executive Committee shall have general supervision and control of all the activities of the club. The Executive Committee may make agreements with other organizations and individuals to carry out the objectives of the club.

c). Meetings of the Executive Committee shall be held regularly at such time and place as the Committee may determine. Special meetings of the Executive Committee may be held at any time on the call of the President or on demand, in writing to the Secretary, by four members of the Committee.

d). Four members of the Committee shall constitute a quorum.

e). Resignation of any officer may be accepted by a majority vote of the remaining members of the Executive Committee.

f). A vacancy of the Executive Committee may be filled by a majority vote of the remaining members of the Committee. However, if more than one vacancy exists, a special meeting of the club shall be called, and new officers shall be elected to fill the vacancies until the next annual meeting as provided in paragraph a) above.

g). The officers of the club shall maintain individual membership in the National Rifle Association for their tenure in office.

## ARTICLE 7. DUTIES OF OFFICERS

a). President. The president shall preside, when present, at all meetings of the club and of the Executive Committee. He shall be a member, ex officio, of all regular and special committees, and shall perform all such other duties as usually pertain to the President's office.

b). Vice-President. The Vice-President shall perform the duties of the President in the President's absence or at the President's request.

c). Secretary. The Secretary shall conduct all official correspondence of the club. The Secretary shall notify the members of the Executive Committee of all meetings and shall notify all members of special and annual meeting, as required in Article 5. The Secretary shall keep a true record of all meetings of the Executive Committee and of the club and have custody of the books and papers of the club except the Treasurer's books of account. All applications for membership in the club shall be made to the Secretary.

d). Treasurer. The Treasurer shall have charge of all funds of the club and place the same in such bank or banks as may be approved by the Executive Committee. The Treasurer shall be responsible for the collection of all fees and dues. The Treasurer shall keep an accurate account of all his transactions and render a detailed report with vouchers at any meeting of the Executive Committee when requested and an annual report to the organization at its annual meeting.

e). IT Manager. The IT manager shall have charge of the club computerized business systems to include hardware, software, and cyber security. Business systems include but are not limited to the club website, membership list, document archive and retrieval system, range gate access control system, range video surveillance system. The IT Manager shall contract no bills without authorization of the Executive Committee.

f). Range Operations and Maintenance Officer. The Range Operations and Maintenance Officer shall have charge of the ranges and range equipment of the club, and any firearms or accessories that the club may hold, the conduct of range and forested area maintenance, the arranging of competitions, etc. The Range Operations and Maintenance Officer shall contract no bills without authorization of the Executive Committee.

## ARTICLE 8. SUSPENSION OR EXPULSION

a). Charges against any officer or member may be preferred by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary who will immediately notify the President. The President will call a meeting of the Executive Committee to hear the charges. The Secretary will give at least fifteen days notice of the meeting to each member of the Executive Committee and to the accuser and the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

b). Any officer may be removed by a two-thirds vote of the members in good standing present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen days notice in writing shall have been given to the officer of the reason for his removal and of the time and

place of the special meeting at which such ballot on his removal is to be taken. At such special meeting, the officer shall be given a full hearing.

c). Any member may be suspended or expelled from the club for any cause deemed sufficient by the Executive Committee by a two-thirds affirmative vote of the members of the Executive Committee present at any regular or special meeting. No vote on expulsion may be taken unless at least fifteen days notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meeting, the member under charges will be accorded a full hearing.

d). Any member suspended or expelled by the Executive Committee may appeal to the full membership of the club. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the club for the purpose of acting on the appeal. The Secretary shall give at least fifteen days notice of the meeting to all members of the club in good standing stating the date, time, place, and reason for such special meeting. At the meeting of the full club, the Secretary will read the original charges, the supporting affidavits, read or display the accompanying exhibits, and will read the minutes of the special meeting of the Executive Committee at which the charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds vote shall be required to reverse the action of the Executive Committee.

## ARTICLE 9. MATCH RULES

All competitions held by the club will be governed by the rules and regulations laid down by the sanctioning organization or the National Rifle Association of America approved by the National Board for the Promotion of Rifle Practice and the Secretary of the Army.

## ARTICLE 10. DISTRIBUTION OF EARNINGS

No part of the membership dues or net earnings of the club shall inure to the benefit of or be distributable to its members or officers or other private persons, except to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives of the club set forth in Article 2 of these by-laws.

## ARTICLE 11. DISSOLUTION

Upon the dissolution of the club, the Executive Committee shall: 1) Pay or make provision for the payment of all liabilities of the club; and 2) dispose of all of the assets of the club exclusively for the purpose of the club in such manner, or to EITHER such organizations organized and operated exclusively for the promotion of social welfare as shall at the time qualify as an exempt organization under section 501 (c) (4) of the Internal Revenue Code of 1954 OR to the National Rifle Association of America.

## ARTICLE 12. OMNIBUS PROVISION

The club shall not otherwise carry on any activity not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (4) of the Internal Revenue Code of 1954.

## ARTICLE 13. AMENDMENTS

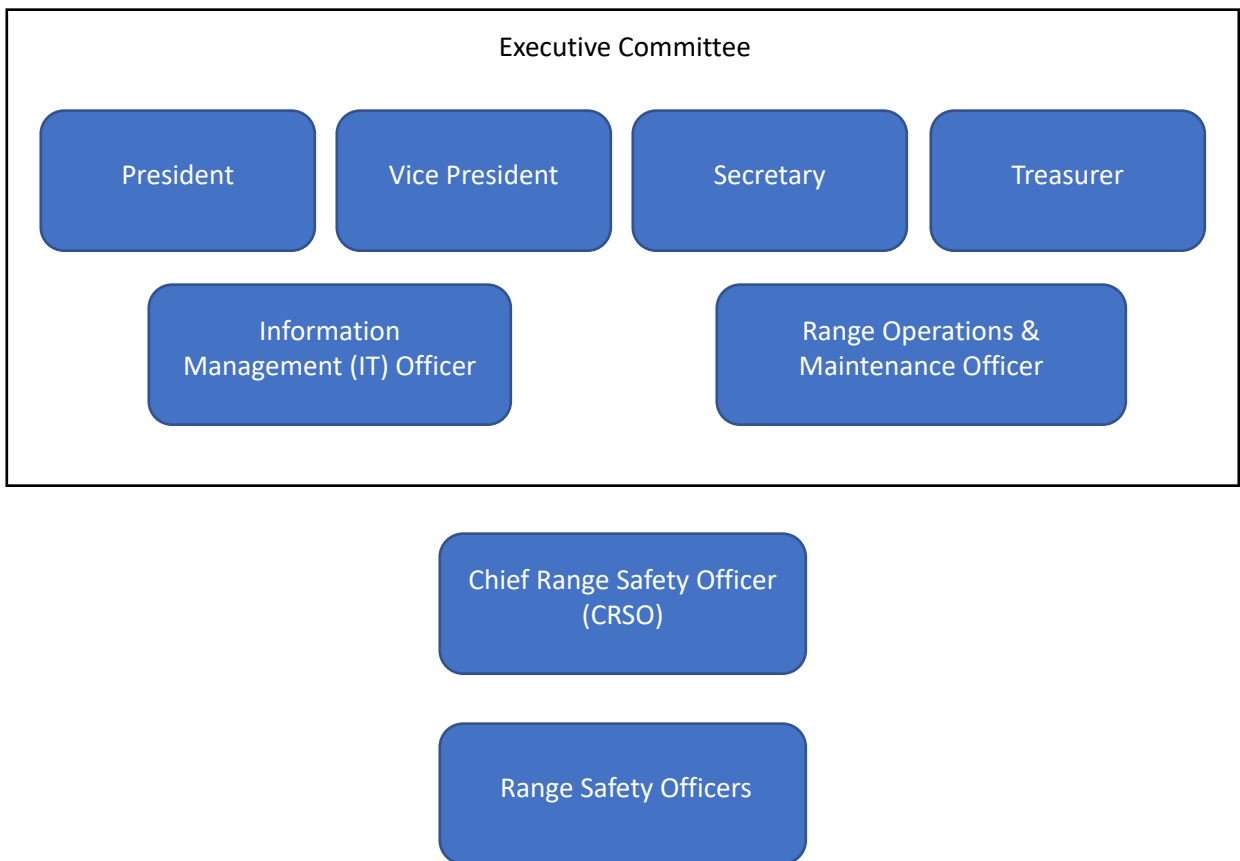
Any proposed amendments to these bylaws may be introduced by the Executive committee or by petition of twenty percent of the members of the club at any Executive Committee meeting or special meeting called for the purpose. Such amendments must be acted upon by the club membership at the Annual Meeting or a special meeting called for the purpose, provided a copy of the proposed amendment has been provided to each club member at least 10 days previous to the meeting. A two-thirds vote of the members voting, whether physically present or by Absentee Ballot will be necessary to pass the proposed amendment.

## CHAPTER IV. Organization and Membership [01-01-2023]

### Organizational Chart

The normal operation of the club is governed by an Executive Committee consisting of the elected officers. Election of officers and their duties are defined in Articles 6 and 7 of the Club Bylaws (refer to CHAPTER III).

A basic organization chart is shown below. Additional positions may be created from time-to-time for specific tasks.



## **Membership**

Membership in the Savannah River Rifle and Pistol Club is granted to a primary member and the immediate family of the primary member. "Immediate family" is defined as spouse and children under the age of 21. In order to use the range, the spouse must sign the member's oath and waiver of liability in addition to the primary member. If the spouse will use the range without presence of the primary member, they must complete orientation and request and be issued a membership card (picture badge). A second keycard can be issued to the spouse upon payment of the established keycard fee. Minors are never permitted to use the range unless accompanied by the primary member or a responsible adult approved by the Executive Committee.

Membership is based upon a calendar year. Renewal notices will be sent to members by email in early November. If a renewal notice is not received by December 1st, the member needs to contact the Secretary.

Signed renewal forms and dues payment must be received by the club prior to January 1 of the upcoming year. After January 1, keycards will be disabled for members who have not renewed. Members may still renew until January 31, and their keycard will be reactivated. Renewals received after January 31 will NOT be processed.

**Timely renewal is the responsibility of the member NOT the Club.**

## **CHAPTER V. FACILITIES**

[01/01/2023]

### **1. Location**

The outdoor range is located at 1184 Kirkland Street, Batesburg, SC. From I-20, take Exit 33 south for about 1 mile. Turn left on Old Chalk Bed Road (there is a “Recycling Center” sign at Old Chalk Bed Road). Go approximately 3 miles on Old Chalk Bed Road to the first road that actually “crosses” Old Chalk Bed Road. To the left the street is “Thunder Road.”, to the right it is “Kirkland Street.” Turn right on to Kirkland Street. The entrance to the range is about 200 yards from the intersection on the left.

### **2. Entry**

Entrance to the outdoor range is through an electronically controlled gate. Each member is issued a “keycard” containing a unique code. To enter or leave the range, swipe your keycard at the appropriate sensor. (CAUTION: when leaving the range, do not pull too far ahead to swipe your card as the opening gate may strike your vehicle.) Do not attempt to pass multiple vehicles through the gate on one card swipe as it may close on one of the vehicles.

**Always swipe your keycard, even if the gate is open; otherwise, it may close and strike your vehicle.**

Do NOT loan your keycard to another person. Doing so may cost you your privileges to use Club facilities.

In the event of failure of the electronic gate for a significant period of time, the Executive Committee will authorize the temporary use of a combination lock for access to the range. Members will be notified of the combination if this occurs.

### **3. Pistol Ranges**

Two 50 yard pistol ranges (referred to as the “left” and “right” Pistol Ranges when facing down range) are located about halfway down the driveway. Different rules applying to each of the two bays will be covered in the General Range Rules chapter of this Handbook.

Both pistol bays are covered, with concrete floors. During the warmer months there is water available near the right pistol range. There are also 120-volt electrical outlets in each bay.

Tables are provided in each bay, and some seating may be available although the Club does not guarantee the presence or condition of such seating.

Target stands are available in the pistol bays, and there may be some 1x2 supports in each bay. Members are encouraged to bring their own 1x2's and must bring their own target backings and targets. You may also bring your own target stands.

Trash receptacles may be located in each bay or a large trash container will be located across the parking area from the pistol bays. Do not leave your trash (including target supports, backers, and targets) on the range. Either take it home with you or put it in the provided containers.

There is a "Port-A-Potty" located across the parking lot from the pistol ranges. Please try to keep it clean. If it is not clean when you use it, please notify the club Range Operations and Maintenance Officer (CAUTION: During the warmer months, be on the lookout for wasps; they tend to congregate around and inside the Port-A-Potty.)

Between the two pistol bays is a storage container (commonly referred to as the "Connex"). This is for storing Club maintenance equipment and materials, and is not normally available for member use.

The pistol bays are surrounded on three sides by berms. No one should ever be on the berms when the range is open. If the range has been properly closed for maintenance, then **authorized maintenance personnel only** are permitted on the berms.

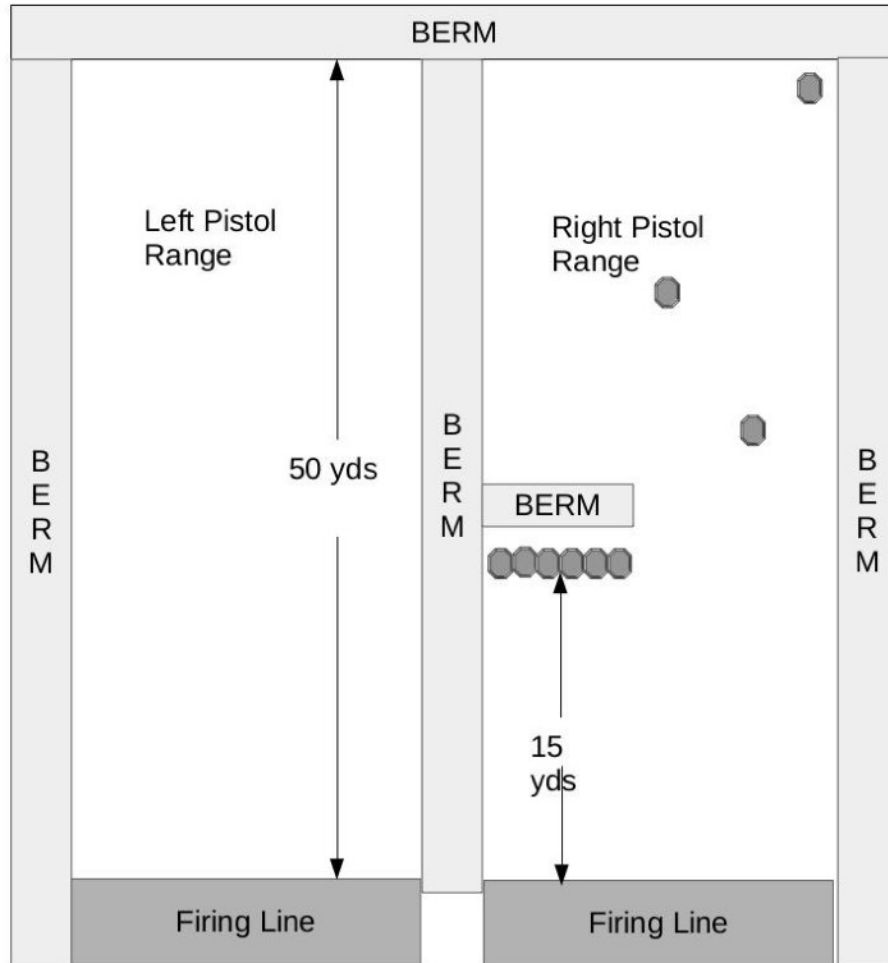
The left pistol bay is available for rental for training classes or for other shooting related events, and may not always be available for open shooting. Check the calendar under "Events" on the Club website, <http://www.srrpcaiken.com>, for availability. The right pistol bay is normally available for open shooting by members.



**Aerial View of Left Pistol Range**



**Aerial View of Right Pistol Range**



Notes:

Targets shown are for illustration purposes only and do not represent actual locations.

Drawing is not to scale.

Parking Area

## Pistol Range Layout

### 4. Rifle Range

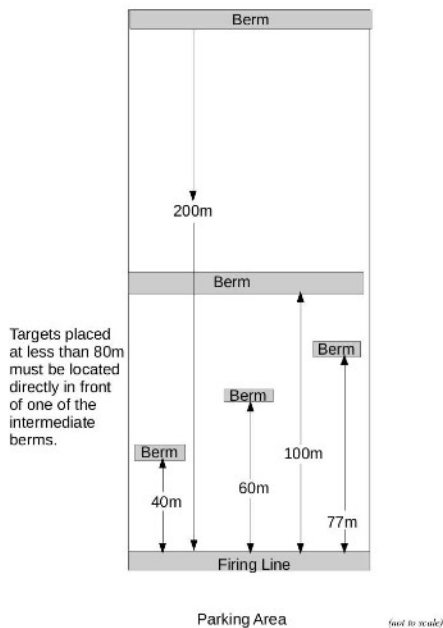
The rifle range is equipped with safety lights. **RED** means the range is **HOT**, and **GREEN** means the range is **COLD**.

The rifle range is located at the end of the driveway. It is nominally 200 meters long (it is actually somewhat longer) with intermediate berms at 40, 60 77, and 100 meters and features a covered firing line with storage at each end. The right-hand shed (facing downrange) is used for storage of maintenance equipment and is not available for members. The left-hand area is for storage of target stands, etc.

Shooting benches and rifle stands are provided in the covered area. Water is available at the rifle range. Electricity is also available.

An NRA Small Bore Silhouette Match is held at the rifle range on the second Saturday of each month. All members and non-members are invited to participate in the match. For more information, contact the match director at email: [silhouette@srrpcaiken.com](mailto:silhouette@srrpcaiken.com). Participants should park in the grassy area across the driveway from the firing line and keep the area immediately behind the firing line clear. During matches, the rifle range will not be available for open shooting by members.

There is a “Port-A-Potty” located up the driveway from the rifle range. Please try to keep it clean. If it is not clean when you go to use it, please notify the club Range Operations and Maintenance Officer. (CAUTION: During the warmer months, be on the lookout for wasps; they tend to congregate around the Port-A-Potty.)



**Rifle Range Layout**



**Aerial View of Rifle Range**

## **CHAPTER VI. General Range Rules**

[01/01/2023]

The General Range Rules govern all activities conducted at the outdoor range. A summary listing of the General Range Rules is posted on the Club web site, <http://www.srrpcaiken.com> and at each firing line. The copy on the web site will always include the latest approved changes, but the copies posted at the firing lines may not always be up to date. The following is a listing of each rule with a discussion of the meaning of the rule and the reasons behind its existence.

### **SAFETY RULES (SFT)**

**SFT.1** Rules of Safe Gun Handling **MUST** be observed at ALL times:

The following "Rules of Safe Gun Handling" are the most important in this whole document. These are the rules that keep people from being killed or injured. A good way to remember the rules is to think of the acronym "**TANK**".

Treat every firearm as if it were loaded.

Always keep the muzzle pointed in a safe direction.

Never point a firearm at anything you do not want to shoot.

Know your target and what is beyond it.

**SFT.1.1** Treat every firearm as if it were loaded.

How many times have you read a newspaper report or watched TV coverage of a gun accident where the person responsible said, "I didn't know it was loaded."?

**SFT.1.2** Always keep the muzzle pointed in a safe direction.

At our range, the safest direction is "down range". If the firearm does inadvertently discharge, the bullet is going to hit the berm.

Straight down is not the safe direction it may seem. If you are standing on concrete, either the bullet may ricochet, or fragments of concrete may fly around.

Up is also bad. That bullet that went up has to come back down. There are verified reports of people being killed or injured by a bullet that came down out of the sky.

**SFT.1.3** Identify your target and what is beyond it.

It goes without saying that you need to know what you are shooting at, but you also need to know what is behind your target. You may be shooting at a paper target, but is it sitting in front of some steel that could cause a ricochet?

**SFT.1.4** Never point a firearm at anything you do not want to shoot.

Bullets go where the gun is pointed. If you don't point at an unintended target, you won't shoot an unintended target.

**SFT.1.5** Ensure the firearm and ammunition are in good working condition and that only the correct ammunition is used.

A firearm that is not in good working condition is a danger to the shooter and to others. Parts may fly off in unpredictable directions or the gun may unintentionally discharge.

Use of the wrong ammunition can be extremely dangerous. Using higher energy ammunition than the gun is rated for can cause the gun to explode showering hot fragments in the vicinity.

Using the wrong caliber ammunition can cause a variety of unintended and unpleasant consequences. It is critical, that if you bring multiple calibers of ammunition to the range, you keep them separated. Some calibers/gauges that are particularly prone to dangerous mix-ups include:

- .380 (9mm short) and 9mm Luger
- .40 S&W and .45 ACP
- 12 gauge and 20 gauge

**SFT.1.6** Always keep the action open except when preparing to shoot and always keep your finger out of the trigger guard until ready to fire.

This should be common sense. With most modern firearms, the manufacturers have included features to prevent firing unless the trigger is depressed (this is not perfect, so don't assume that it will always work).

Many accidents occur because the shooter has his finger on the trigger when drawing or re-holstering; either is likely to result in a bullet in the thigh.

**SFT.2** Abstain from alcohol and other drugs before and during shooting.

Even a small amount of alcohol or drugs can cause loss of judgment. Where firearms are involved, this can be deadly! No alcoholic beverages or drugs which can cause impairment are permitted at facilities operated by the Club.

Anyone found at a Club facility with such items or under their influence will be permanently banned from all Club facilities and functions.

**SFT.3** No uncased/unholstered firearms are permitted anywhere except on a firing line unless the action is open and no magazine is in the firearm. No firearms shall be made ready to fire unless the firing line is **"HOT"**.

When you arrive at the range, your firearms must be in a closed case/ holstered or have the action open and no magazine inserted. Since no one is permitted to handle a firearm except when the range is hot, you may place the cleared firearm on the bench or in a rack when the range is not hot, but must then step back at least two feet and wait for the Range Officer (RO) to declare the range **"HOT"** before making the firearm ready to fire.

**SFT.4** No one is allowed down range until the RO has declared that the **"RANGE IS COLD"**. Anyone not going downrange must remain at least two feet from any firearm. **NO ONE** is permitted to handle any firearm when the range is cold.

If the range is equipped with safety lights, **RED** means the range is **HOT**; **GREEN** means the range is **COLD**.

When the RO is certain that it is safe to do so, he will issue the **"RANGE IS COLD"** announcement. This means that shooters may go forward of the firing line to check/replace/arrange targets as needed. No one is permitted to go forward before this announcement.

Shooters or observers remaining behind need to step back from the firing line so that the range officer can easily verify that firearms are not being handled.

It is recommended that the RO remain behind the firing line to provide security for the firearms left behind.

**SFT.5** No firearms may be carried down range except securely holstered pistols or revolvers. If any firearms are left at or behind the firing line when shooters are downrange, all firearms will be empty, with all breeches, bolts, slides, and cylinders in the open position exposing an empty chamber. The use of empty chamber indicators or flags is encouraged during routine shooting and may be required during matches.

One exception is made to this rule. If you are the **ONLY** person at the range, it is recommended that you not leave unattended firearms at the firing line.

**SFT.6** It is strongly recommended that eye and hearing protection be worn whenever shooting is in progress. This applies to both shooters and non-shooters.

Anyone on or within close proximity to the firing line is advised to wear both hearing and eye protection whenever the line is **"HOT"**. This includes the parking areas immediately behind the firing line shelters.

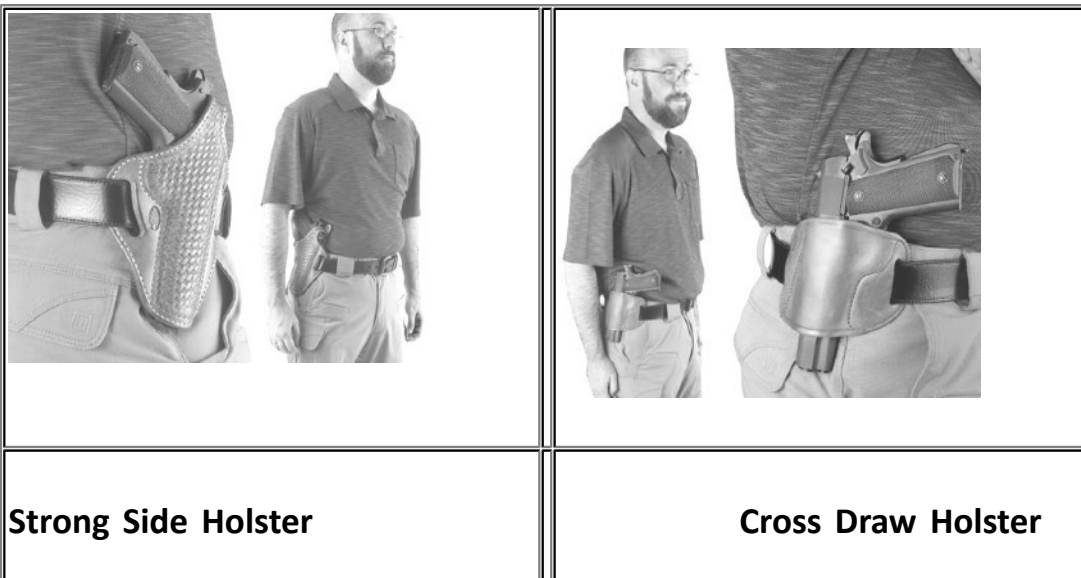
**SFT.7** Upon hearing the command **"CEASE FIRE"** (uttered by anyone), you must immediately stop firing, keep your gun pointed down range, and await instructions from the RO.

The **"CEASE FIRE"** command is used to indicate either the end of the current round of shooting (issued by the RO) or that a potentially dangerous or unsafe condition exists (issued by anyone). It is imperative that everyone stop firing immediately.

If you have only one round left in your magazine, **DO NOT FIRE IT!** **"CEASE FIRE"** means immediately.

**SFT.8** When more than one person is on the firing line, only **STRONG SIDE** holsters may be used.

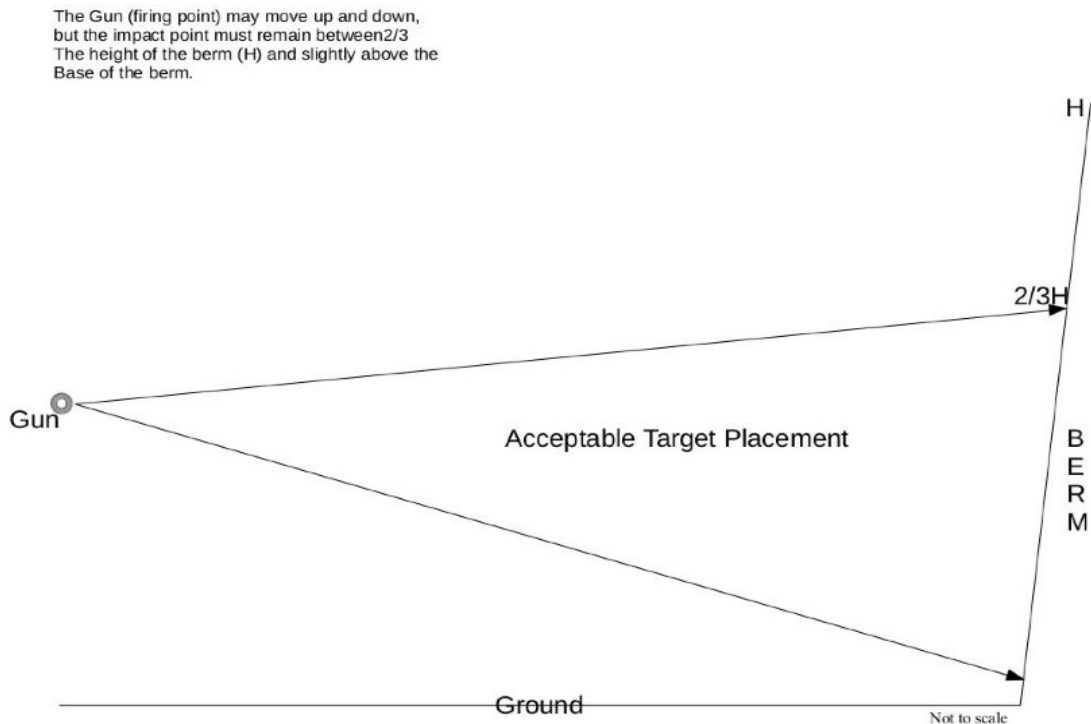
Cross draw holsters (including shoulder holsters and small-of-back holsters) are not allowed to be in active use when there are multiple shooters on the firing line. The drawing motion required by cross draw causes the muzzle to sweep an area that is not down range. This violates one of the primary rules of safe gun handling: **"Never point a firearm at anything you do not want to shoot"**. If you are alone on the firing line, and no one is endangered by your actions, then and only then are cross draw holsters allowed to be used. Cross draw holsters may be worn, but shall **NOT** be drawn from.



SFT.9 All bullets that are not stopped by a target must directly hit and stop in the berm (dirt backstop). Bullets must **NOT** hit the flat ground. "Bullet" includes any projectile or shot larger than #7-1/2. Always place targets and fire in such a manner that the bullet will impact between the base of the berm and approximately half way up the berm unless **APPROVED** backstops are used. Do **NOT** fire in such a manner that bullets might ricochet off your target, anything beyond your target, or the ground. Do **NOT** shoot at targets resting on the flat ground. Do **NOT** shoot at targets **NEAR** the flat ground.

Bullets striking the ground or target supports are likely to ricochet in unpredictable directions so all bullets are required to impact the berm between its base and mid-point (above the mid-point, there is a possibility the bullet will continue up and over the berm). Backstops approved by the Executive Committee are permitted in lieu of hitting the berm.

The acceptable height of targets will vary with their distance from the berm and the ammunition being used. Where "intermediate" berms are provided, targets should be placed no more than 10 feet directly in front of a berm at a height of approximately one-half of the berm height. If no intermediate berm is provided, the target shall be placed at a height which will cause all bullets to strike the end berm at approximately one-half of its height.



**Acceptable Target Placement.**



**Poor Target Placement.** This target stand is badly placed. Bullets fired at any target mounted on this stand cannot hit any berm but will strike the flat ground, violating the Club's rules. Moving the stand to the left and a little closer to the firing line would allow bullets to strike about half way up on the 40-meter berm.

## **OPERATIONAL RULES (OPS)**

**OPS.1** Range Officers: If more than one shooter is at a range or pistol bay, a Range Officer (RO) must be present and will control the firing line. The members present shall select one individual to serve as RO. The Executive Committee may appoint Range Safety Officers (RSO) to observe and guide Range Officers. The firing line will be called either **HOT** or **COLD** by the RO **ONLY**. In the interest of safety, **ANYONE** may call "**CEASE FIRE**".

When multiple shooters are on a firing line, only one person can be in control. Except when a pre-designated RO is present, as during a special event, those present shall select one of their number by mutual agreement to act as the RO. All members are required to familiarize themselves with RO responsibilities (see CHAPTER VII) so that they will understand the actions required of an RO.

The RO must be actively in control and aware of conditions on the firing line. The RO may participate in shooting as long as they are able to maintain the needed control and awareness. With more than three shooters, however, it is recommended that the RO **NOT** shoot. Members should consider rotating the RO duties so that everyone gets an opportunity to participate.

The only command which may be issued by anyone other than the RO is "**CEASE FIRE**". The "**CEASE FIRE**" command should not be issued frivolously. It is intended for use when a shooter becomes aware of an unsafe condition; e.g., a malfunction that cannot be remedied without endangering anyone, or the presence of someone forward of the firing line.

No disagreement with the RO is permitted, unless the RO makes a clearly unsafe decision. If you do not agree with a decision or command of an RO, and are not willing to follow the RO's direction, you must safely leave the range. If you feel justified, you may bring the matter before the Chief RSO and/or the Executive Committee for a ruling.

**OPS.2** Reserved for later use (previous OPS.2 was converted to SFT.9 on 8-1-2021).

Reserved for later use.

**OPS.3** The firing line on any range will normally be the forward edge of the shelter. However, upon agreement of all shooters present, the RO may establish a new firing line closer to the berm in order to more easily meet the requirement that all bullets strike the berm. The RO must have actual control over both the "normal" firing line and all personnel forward of the "normal" firing line at all times

Care must be taken when establishing a new firing line to ensure that all persons present, including newly arriving shooters, are fully aware of the new location of the "Established Firing Line".

**OPS.4** Handguns having a barrel length less than 10 inches and using standard handgun ammunition and rimfire rifles only may be used on the Right Pistol Range.

Center fire rifles and shotguns are not permitted on the Right Pistol Range. Pistols capable of firing .410 gauge shotgun shells such as the Taurus Judge are permitted. Carbines using center fire handgun cartridges and pistol grip center fire rifles or shotguns are not permitted on the Right Pistol Range. Note that .17HMR and .22 WMR caliber rifles are permitted on the right pistol range since they use rimfire ammunition but may not be used against steel targets, since they are a magnum caliber. They are also not permitted during the NRA Small Bore Silhouette matches on the rifle range by the rules of the match.

**OPS.5** Center fire rifles are permitted on the Left Pistol Range, but shall **NOT** be used on steel targets.

The Club does permit the use of center fire rifles on the Left Pistol Range, but they must not be used to shoot at steel targets. This applies whether the targets are supplied by the club or by the shooter. With the higher energies and velocities associated with center fire rifles, there is a very real danger of dangerous ricochets as well as damage to the targets.

**OPS.6** Shotguns may be used on the Left Pistol Range with fixed targets positioned so that all pellets will strike the berm (#7-1/2 shot or smaller may be permitted to strike the flat ground). Airborne targets (e.g., thrown clays) are **NOT** permitted on the pistol ranges.

Shotgun pellets larger than #7-1/2 shot striking the flat ground pose as great a hazard as pistol or rifle bullets and are required to hit the berm,

Airborne targets pose a danger to road traffic near the range. With a crosswind blowing, shot could easily be carried over the berm and strike a vehicle on the road.

**OPS.7** Steel targets on any range shall not be shot with steel core ammunition, shotgun slugs, magnum, +p, or ++ ammunition, or any ammunition having a muzzle velocity greater than 3250 fps. Steel targets shall be shot only from an "established" firing line (see OPS.3) and shall be placed at least 15 yards from the firing line when using handguns or rimfire rifles or 100 yards when using center fire rifles (any firearm having a barrel length over 10 inches is considered to be a rifle).

The concern is ricochets and flying fragments of target material, as well as damage to the targets.

When shooting at steel targets, never stand less than 15 yards from the target, and potentially further depending on caliber of the firearm. There is **ALWAYS** a danger of flying fragments.

**OPS.8** No armor piercing, explosive or incendiary ammunition may be used on the club's ranges. No .50 BMG caliber or higher energy ammunition may be used without special approval by the Executive Committee. This does not prohibit the use of muzzle loading firearms of greater than .50 caliber.

Ammunition of these types pose a danger to both personnel and the facility itself. The distances at which such ammo travels, its ability to penetrate barriers, and the damage it can cause (to berms, for example) all raise safety concerns.

**OPS.9** Automatic firearms are permitted on the range **provided all applicable Federal, State and local laws are complied with and all other range rules are adhered to.**

Many shooting ranges do not allow fully automatic weapons. The Club believes that members who are legally entitled to own and shoot such weapons should have a place to do so provided that all applicable laws and range rules are complied with.

Extra caution is called for if you are on the firing line when automatic weapons are in use.

**OPS.10** No "junk targets" (e.g., glass, concrete blocks, etc.) or exploding targets shall be used.

Our ranges are designed to be used with paper targets or properly installed steel targets. Improperly installed or designed steel targets will also be considered "Junk" targets. "Junk" targets not only leave our facility looking messy, they can be very dangerous (flying glass or concrete fragments can cause serious injury).

"Exploding" targets are specifically prohibited (as are the reactive targets that roll along the ground since they do not meet the rule that all bullets impact the berm).

Certain "special" targets can be used under controlled conditions:

Sporting clays may be used as targets provided that rules regarding airborne targets and the requirement that all bullets impact the berm are met.

Bowling pins can be fun to shoot provided that they are set up so that all bullets impact the berm, and that all debris from the pins is removed afterwards.

## **ADMINISTRATIVE RULES (ADM)**

**ADM.1** In case of a medical emergency, call 911. To report property damage, contact a member of the club Executive Committee. The contact list is in the red binder on each range.

It is always advisable that members carry a cell phone (test to make sure your carrier has coverage in the area of the range) and to not go to the range alone.

If someone is injured and requires medical attention beyond simple first aid, immediately call 911 and request assistance. Make sure that you provide clear and accurate directions to the range and describe the nature of the injury. If you are qualified to do so, render aid until EMS arrives, but be careful not to make things worse.

If there is an accident of any kind at the range or damage to any range facilities, notify the Club as soon as practical by contacting the Range Operations and Maintenance Officer.

More detailed coverage of emergency actions is covered under CHAPTER VII, Range Officer Responsibilities and APPENDICES 4 and 5.

**ADM.2** Alcoholic beverages/illegal drugs are not allowed on club property. Persons under the influence of these items will not be allowed on the property and will be removed from the facilities and expelled from the club as provided in the club bylaws.

The combination of loaded guns and alcohol or drugs is a recipe for disaster. The Club has a zero-tolerance policy, and anyone found to be on the range in possession of or under the influence of either will be required to leave and will not be permitted to return to Club facilities.

The Club recognizes the need for prescription drugs, but members are cautioned to consider the effects of prescription drugs on awareness and judgment.

**ADM.3** While using the range, all members must possess and wear in plain sight a valid SRRPC membership card. If any person does not comply with a request to display their membership card or to identify themselves, for any reason, please report this immediately to a club officer, including the vehicle license tag number of the person, for further investigation. At any time while using the range, you may be required to confirm your identity with current photo identification to a member of the Executive Committee or an RSO.

Members are annually issued a membership identification card. This card must **ALWAYS** be visible when the member is at the range.

Any member may request to see another member's membership card anytime they are at the range. Failure of a member to identify themselves upon request should be reported immediately to a Club officer along with any information such as a vehicle license tag number that would help identify the offender.

**ANYONE** at the range may be required to produce a membership identification card by a member of the Executive Committee or an RSO.

**ADM.4** Members (including family) shall, before shooting, sign a logbook upon each visit to the range, and shall annually sign a waiver of liability ("hold harmless agreement"). The responsible voting adult member shall list each minor in the logbook and sign after the minor accepting all responsibility for the minor. Guests, before shooting, shall sign the logbook and waiver of liability ("hold harmless agreement") upon each visit to the range and shall indicate in the logbook if they live within a 50 mile radius of the range, and are therefore potential members. The responsible member is required to sign the guest's log entry and waiver form.

A logbook and waiver forms will be provided at each firing line. Members and guests must sign the logbook and fill in all requested information on each visit to the range. Signing in at either pistol range meets the requirement for both pistol ranges. However, the rifle range requires a separate sign in. Guests must also sign a waiver of liability each time they visit the range. Members need only sign the waiver once per calendar year (with the New Member Application or their Renewal form).

Guest participants in scheduled events may sign the waiver annually provided the event organizer maintains the waivers on file for one year.

While we want to encourage young people to participate and enjoy the shooting sports, we do not want any dangerous actions by immature and uneducated persons. If you bring a minor to the range, you are completely responsible for the actions of that minor. If the minor performs an unsafe act, you may be disciplined by the Club in the same manner as if you performed the act yourself.

**ADM. 5** A voting member may bring non-member guests to the range. Guests residing within a 50-mile radius of the range are considered to be potential members and may visit as guests no more than three times before they must apply for membership in the club to continue using the club facilities. Members are responsible for the actions of their guests and must remain with the guests at all times. If more than two guests are shooting, the member shall act as RO for his guests and not shoot with the guests. If an RO is already present at the firing line, the member with guests shall serve as an assistant to the RO.

We want our members to feel free to bring out-of-town visitors or local residents who may be interested in joining the club. You are allowed to bring non-member guests. However, keep in mind that your guests are your responsibility; if they do not follow the rules, **YOU** will be held accountable. If you can't control your guests, don't bring them!

If you have more than two guests shooting, it is the Executive Committee's belief that you cannot properly observe and control them if you are shooting with them. We have, therefore, established a requirement that you act as RO (or assistant to the RO) for your guests.

We welcome local guests, but feel that in fairness to dues paying members that their visits to the range must be limited.

**Non-member guests may not serve as RO unless they have prior approval from the Club Executive Committee or are under the direct supervision of a Club member.**

**ADM.6** Each membership is entitled to one firing position on one firing line at any given time (including family members and guests). More positions may be used if available but must be surrendered if requested by another member when all firing positions are in use.

Membership grants a reasonable right to use the Club facilities, but not to deprive other members of that usage. Our memberships are family memberships, and we permit members to bring guests. If the range is only lightly being used, members, their families, and their guests may use more than one firing position. But if it is crowded, they are expected to show common courtesy and allow others to enjoy the range.

**ADM.7** Access to the range is controlled by a unique "Keycard" issued to each member. Members are required to swipe the keycard on entering and leaving the range **even if the gate is already open** (as for a special event). Permitting anyone else to use your keycard may result in termination of membership. In the event the electronic gate is out of service, a combination lock will be used to secure the gate. When this is the case, lock the gate behind you on entering and leaving.

The Club has installed an electrically operated gate which should close automatically behind your vehicle. However, you need to take the time to verify that the gate does actually close. Report any malfunction to the Range Operations and Maintenance Officer.

In the event that the gate is disabled for some time, one of the Club officers will disconnect the gate operating arm and install a padlock. If this is the situation when you arrive at the gate, be sure to lock the gate behind you.

If there is a special event occurring at the range, it will be noted in the Activities Calendar on the Club website. In this case, the gate may be locked open, and it will be okay to leave it that way. The event coordinator will be responsible for closing the gate at the end of the event.

Swipe your card even if the gate is open. It may not be locked open. Someone may have passed through ahead of you, and if you try to go through, it could close on your vehicle.

**ADM.8** All shooters are responsible for cleanup of their area after shooting. Re-loadable brass and rimfire brass should be taken with you or placed in the containers marked "Brass Only". Non-re-loadable casings (steel, aluminum, and shotgun hulls) must be placed in the trash containers. Do **NOT** put trash in the brass containers.

If all members do not clean up after themselves, either the range will soon become unusable or the Club will have to hire someone to clean up the range which would require an increase in the dues.

Buckets have been provided for re-loadable brass (rimfire brass, while not re-loadable, can also be put in these containers since it can be melted down and recycled). Members who do not take their brass with them should put it in these containers.

NOTE: Steel and aluminum casings and shotgun hulls are **NOT** considered re-loadable and should be placed into the trash containers **NOT** in the brass buckets.

**ADM.9** Live rounds shall not be placed in the trash. They shall be placed in the containers marked "Live/Unfired Rounds".

Live rounds are dangerous! If they get picked up by the trash haulers, they could discharge at some time in the future, possible resulting in injury or death.

Marked buckets have been placed at each firing line. Put live rounds that have failed to fire in these buckets. The buckets will be periodically emptied and the live rounds disassembled by a qualified person.

**ADM.10** Replace targets, stands, plates, backers, etc., in the storage areas provided. Items that are not reusable must be taken with you or placed in the trash. Trash containers must not be overfilled.

If Club provided materials are being used, they should be returned to the proper storage area. Do not leave targets, backers, stands, etc. out in the open where they can be ruined by the weather and create a general mess.

If using your own materials, either take them home with you or dispose of them in a trash container. The Club has provided a large trash "dumpster" at the rear of the right pistol range. Use this for large items such as targets and backers instead of cramming the small trash containers full.

Do not place your targets on or intentionally shoot at club installed target support posts (e.g., 2x4 and 4x4 posts holding steel).

Do not place large pieces of wood in the dumpster. Cut or break wood target sticks into three foot or shorter sections.

Members are permitted to use their own targets stands while at the range as long as the stands do not pose a risk of ricochets. However, these must be removed from the range when through shooting for the day.

**ADM.11** Permanent or semi-permanent structures, including target stands, may NOT be erected on Club property without **PRIOR APPROVAL** by the Executive Committee.

If a member wishes to erect a more permanent structure to be used by all shooters, they must first appear before the Executive Committee and obtain approval for the structure and its location. The Executive Committee may also inspect the structure after erection to determine suitability.

**ADM.12** Shooting hours at the range are 8:00 AM until sunset every day.

Keycards will allow access to the range as early as 7:30AM. However, no shooting is allowed before 8:00AM. This is a courtesy to our neighbors.

No shooting is allowed after sunset. This is both a safety issue and again, a courtesy to our neighbors.

**ADM.13** Specific Range Rules for different shooting areas may be adopted by the Executive Committee. Such Specific Range Rules will be published in the newsletter and posted on the website and on the applicable ranges. Specific Range Rules will have the same force and effect as these General Range Rules. In case of conflict, the Specific Range Rules take precedence over these General Range Rules. **Obey all posted signs at the range.**

From time-to-time, it may be necessary to impose different rules on particular areas of the range because of changes in conditions or equipment. Such rules may be temporary or permanent. Members will be notified of these changes and are expected to abide by them. When applicable, signs will be posted in the affected areas, so shooters need to observe and comply with all posted signs. In the event that the Special Range Rules conflict with the General Range Rules, follow the special rules.

**ADM.14** For situations not otherwise covered in the rules, members and their guests are expected to use good judgment and common sense.

Most of these rules are simply an attempt to put down on paper what "good judgment and common sense" would require in any case. Use your head, and you can't go far wrong.

**ADM.15 ALL MEMBERS ARE RESPONSIBLE FOR ENFORCING THE CLUB RANGE RULES.** If you see a violation of the rules, politely inform the person. If they do not comply, notify an Officer of the club.

This is your club. If you don't report infractions, our range is going to become a less pleasant place for you to be.

**ADM.16 FAILURE TO COMPLY WITH RANGE RULES MAY RESULT IN DISCIPLINARY ACTION AGAINST YOU BY THE SAVANNAH RIVER RIFLE AND PISTOL CLUB UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM THE CLUB AS PROVIDED FOR IN THE BYLAWS.**

This is a shooting range. Infractions of the rules are serious business and can easily result in injury or death. As such, rule breaking must be dealt with in a firm manner.

## **CHAPTER VII. Range Officer Responsibilities**

**[07/27/2016]**

The Savannah River Rifle and Pistol Club utilizes two types of range officers:

1. Range Safety Officers (RSO) are appointed by the Executive Committee and are Certified as RSO's by the National Rifle Association or hold equivalent ratings issued by a recognized organization such as a law enforcement agency or the military. RSO's may serve as Range Officers, but normally will observe and guide Range Officers.
2. Range Officers (RO) are Club members in good standing who are chosen by their fellow shooters to serve as RO when multiple shooters are using a firing line.

All range officers, have the same responsibilities, and shall follow and enforce the applicable rules for the range in use. These responsibilities are:

Before opening the range for shooting, the RO shall perform an inspection of the range (refer to APPENDIX 1 for a recommended inspection checklist) to ensure that the conditions of the range allow for safe and pleasurable shooting.

Before opening the range for shooting, the RO shall verify that all shooters have signed in and that each shooter is either a Club member or a guest of a Club member. For shooting events open to non-members, shooters may sign in as guests of the event coordinator.

Before opening the range for shooting, the RO shall conduct a short Range Safety Briefing (see APPENDIX 3) for all shooters. The briefing may be repeated as needed as new shooters arrive throughout the day.

It is extremely important that the RO be aware of activities at the range at all times. For this reason, the RO will usually not also be a shooter. When there are very few shooters on the firing line (normally three or less), the RO may participate in the shooting, but must remain alert to the activity on the range. In order to permit equal opportunities to shoot, members should consider rotating the RO duties periodically  
NOTE: Guests may not serve as RO.

The RO should be positioned for a clear view of both the firing line and the down range area.

The RO shall use a consistent set of commands for communicating with shooters. While some variation is allowed (usually depending on the number of shooters or requirements of an event), the RO shall go over the commands to be used during the Range Safety Briefing. Standard commands and their usage are as follows:

**CEASE FIRE! CEASE FIRE! CEASE FIRE!** The Cease Fire command may be given by anyone on the range – **ANYONE!** The command may be issued

to end the current sequence of firing, or it may indicate that a serious emergency/safety condition exists. The command should be given **LOUDLY**, three times. Upon hearing the command, all shooters are required to immediately stop firing, put weapon on safe, and stand at the low ready (weapon pointed down at a 45-degree angle, safety on, finger off the trigger) until the RO tells you what to do.

**UNLOAD AND SHOW CLEAR.** This command can actually be given any time but will usually follow the **CEASE FIRE!** command. Upon hearing this command, shooters are required to do the following:

Release the magazine or open the cylinder and eject the cartridges or open the loading gate on your single action (SA) revolver and eject the cartridges.

For Semi-Automatic firearms, lock the slide back, hold the weapon in the dominant hand, hold the magazine in the support hand and hold them next to each other so the RO can clearly see an empty chamber and a separate magazine.

For a Double Action (DA) revolver, have the cylinder open and all cartridges removed. Hold it so the RO can clearly see the empty cylinder.

For an SA revolver, have the loading gate open, the hammer cocked 2-clicks so the cylinder rotates freely and spin it slowly so the RO can see all chambers are empty.

For shot guns, open the action, and hold the gun so that the RO can clearly see that the chamber(s) are empty.

Keep all firearms pointed in a safe direction!

**BENCH FIREARMS.** This is an optional command. The RO may elect to include it as part of the Unload and Show Clear command. This must be made clear to the shooters in the Range Safety Briefing. Upon hearing this command, shooters shall place their unloaded firearms pointing down range and separate ammunition on the bench (firearms may be holstered if holsters are in use). Benched firearms shall be placed so that the RO can easily verify that actions are open. The use of safety flags inserted in the action is encouraged.

**RANGE IS COLD.** Once the RO gives this command, there is to be no handling of firearms by anyone. The RO may permit the reloading of removed magazines, but magazines shall not be inserted into firearms. New arrivals to the range are not permitted to unpack, set up, or otherwise handle firearms while the line is cold.

After declaring the range cold and verifying that it is safe to do so, the RO may inform shooters that they can go down range and check/replace targets.

The RO will normally remain at the firing line to provide security and ensure that no one handles firearms.

Cased firearms may be brought to the firing line but shall not be uncased when the range is cold.

**RANGE IS HOT.** The RO will issue this command only after verifying that everyone is safely behind the firing line. This command does not authorize anyone to begin firing! Once the line is declared Hot, shooters may handle their firearms, including loading them, while keeping them pointed in a safe direction. Do not put your finger on the trigger! New arrivals at the range may use this time to unpack, set up, and load their firearms.

**READY ON THE LEFT/RIGHT/FIRING LINE.** It is not always necessary to issue all three of these queries/commands. For example, if there are very few shooters, **READY ON THE FIRING LINE** may be adequate by itself. It is up to the RO to determine whether or not all are needed.

Upon hearing these commands, the shooter should raise an empty hand in the thumbs up signal to show the RO that they are prepared for shooting to begin.

**COMMENCE FIRING.** When the RO is certain that all shooters are ready and it is safe to do so, the **COMMENCE FIRING** command will be given. Shooters may then begin firing and may continue to so until the **CEASE FIRE!** command is given.

Additional commands may be used during special events/ competitions. These will be explained to shooters prior to the event by the event coordinator and/or Range Officer.

Upon observing a rules violation or unsafe act, the RO shall inform the person of the issue. If the actor fails to correct their actions or becomes confrontational, the RO may require them to leave the range immediately and shall inform the Chief RSO or Executive Committee.

The RO is responsible for taking charge and assigning duties during an emergency or personal injury situation (see APPENDIX 4 and/or APPENDIX 5).

The RO may be called upon from time-to-time to assist a shooter with a firearm malfunction or stoppage. Do so only if you are qualified.

The RO must not touch a shooter without first asking permission and informing them of how they will be touched.

**APPENDIX 1**  
**[02/16/2015]**

**OUTDOOR RANGE INSPECTION CHECKLIST**

Inspected by \_\_\_\_\_

Date \_\_\_\_\_

|   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Controlled Access/Fencing/Gate Operating                    |            |           |
| Backstop/Impact Area Inspected                              |            |           |
| Permanent Targets in Good Repair                            |            |           |
| Target Frames/Mounts in Good Repair                         |            |           |
| Firing Points Clean   |            |           |
| Shooting Benches/Tables Inspected                           |            |           |
| Emergency Communications Available                          |            |           |
| First Aid Kit Filled/Accessible                             |            |           |
| Range Rules Posted  |            |           |
| Gun Racks Available   |            |           |
| Empty Trash Receptacles Available/Brass/Dud Buckets Labeled |            |           |

Comments:

## **APPENDIX 2**

**[08/28/2018]**

### **DISCIPLINARY ACTION**

In order to improve safety and enjoyment of the ranges, the Club has installed a video security system. Recordings made by the system will be reviewed on a regular basis to verify that the range rules are being observed by all members and guests.

Violations of rules which could potentially or actually result in personal injury to any individual will be dealt with in a decisive manner which may result in penalties up to and including suspension of member privileges or permanent expulsion from the Club.

Violations which do not involve safety risks will, in most cases be dealt with through education of the individuals involved as to the correct behavior expected at the Club's facilities. However, continued infractions or lack of cooperation by an individual may result in penalties.

In all cases, the action to be taken in response to a violation will be determined by the Executive Committee based on the circumstances surrounding the event.

## **APPENDIX 3**

**[02/16/2015]**

### **RANGE SAFETY BRIEFING**

The Range Officer shall conduct a SHORT Range Safety Briefing before opening the range for shooting and for each newly arrived shooter during the day.

The following points shall be covered during the briefing.

- **Treat every firearm as if it were loaded.**  
**Always keep the muzzle pointed in a safe direction.**  
**Never point a firearm at anything you do not want to shoot.**  
**Know your target and what is beyond it.**
- Tell the shooters what range commands you will be using and make sure they understand their meanings (see CHAPTER VII).
- Make sure that all shooters know where the firing line and target area are located, and emphasize that all bullets must strike the berm.
- Verify that everyone near the firing line (including non-shooters) has adequate hearing and eye protection, and understands that it must be worn whenever the line is hot.
- Ask if all shooters have read and understand the applicable Range Rules (see CHAPTER VI) and answer any questions that arise.
- Inform all shooters of any special rules that apply on the day because of range conditions, special event requirements, etc.

**APPENDIX 4**  
**[01/19/2020]**

**EMERGENCY REPORT SHEET**

In the event of an emergency occurring that requires intervention by an emergency service (EMS/Fire/Police), the member acting as RO shall follow the procedures on the Emergency Report Sheet applicable to the range at which the incident occurred. Fill in the names of the personnel assigned to the various tasks and the information supplied to the Call Center.

Turn in the completed form to the Club Secretary for a permanent record.

Blank copies of this form are available in the "mailboxes" with the sign-in logs and waivers.

## Emergency Report Sheet (Outdoor Range)

INCIDENT DATE \_\_\_\_\_ TIME \_\_\_\_\_ RANGE OFFICER \_\_\_\_\_

### EMERGENCY COMMUNICATIONS

| Contact               | Primary Phone               | Secondary Phone             |
|-----------------------|-----------------------------|-----------------------------|
| EMS                   | 911                         |                             |
| Police                | 911                         |                             |
| Fire                  | 911                         |                             |
| Poison Control Center | (800) 222-1222              |                             |
| SRR&PC                | Secretary<br>(214) 542-8782 | President<br>(803) 243-6772 |

### IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS (RANGE OFFICER)

Call a **CEASE FIRE** if the injured is near the firing line or downrange. Insure that all guns are unloaded and clear.

Assign a person (Name: \_\_\_\_\_) to coordinate pulling targets if possible, and securing the scene and the injured person's gear.

Assign a person (Name: \_\_\_\_\_) to notify Aiken County Call Center (911), and provide the following information:

- Specific location or address of incident with directions:

**Location:** SRR&PC Outdoor Shooting Range

**Address:** 1184 Kirkland St., Batesburg, SC 29006

**Directions:**

From I-20, Exit 33, South approximately one mile to Old Chalk Bed Road on left. Drive approximately 3 miles on Old Chalk Bed Road then turn Right onto Kirkland Street. Range entrance is approximately 200 yds. on left. If gate is closed, "Yelp" of siren will open.

- Telephone number calling from: \_\_\_\_\_

- Your name: \_\_\_\_\_

- What happened and possible hazards for rescuers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Number of people injured or ill: \_\_\_\_\_

- Condition of injured or ill: \_\_\_\_\_

- First aid provided: \_\_\_\_\_

(Continued on Next Page)

**Wait for the Call Center to hang up first.** If other personnel are available to care for the injured, proceed to the range entrance and direct EMS personnel to the injured. Otherwise, return to the injured and continue care until EMS arrives.

A First Aid Kit is located in the Ready Area of each firing line. If a qualified person is available to perform First Aid/CPR, assign them (Name: \_\_\_\_\_) to evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel (e.g., physician or EMS) The assigned person will:

1. Identify self to injured.
2. Inform injured of training (e.g., American Red Cross First Aid, CPR, etc.).
3. Inform injured of aid offered.
4. Receive verbal permission from injured (if adult) or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to conscious person who objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Assume implied permission if the injured is a child with a serious injury and the parent or guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening conditions before providing care. Provide care **only within level of training.**
10. **Never** dispense any medication unless directed by EMS or Poison Control Center.

#### **COORDINATION**

The Range Officer will supervise the situation and ensure fulfillment of emergency procedures by:

1. Getting names of witnesses and taking statements.
2. Completing injury report forms. Supplying the Club Secretary with injury report forms, witness statements, etc., so that the Secretary can notify the insurance company.
3. Evaluating the emergency plan for possible revisions.

## **APPENDIX 5**

**[11/10/2016]**

### **INJURY REPORT FORM**

An Injury Report Form shall be filled out for any injury received while at one of the Club ranges regardless whether or not an emergency agency (EMS/Fire/Police) was called. Normally, the Injury Report Form will be filled out by the RO.

The completed form will be filed with the Club Secretary.

Blank copies of this form are available in the "mailboxes" with the sign-in logs and waivers.

## Injury Report Form

Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Injury: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

1. Describe nature and extent of injury (specify parts of body): \_\_\_\_\_  
\_\_\_\_\_
2. Describe how the injury occurred: \_\_\_\_\_  
\_\_\_\_\_
3. Describe first aid given: \_\_\_\_\_  
\_\_\_\_\_
4. First aid was provided by (include names and phone numbers): \_\_\_\_\_  
\_\_\_\_\_
5. Disposition (name of hospital, phone numbers, time of transport, etc.):  
\_\_\_\_\_
6. Notification of next of kin (time, person contacted, and method): \_\_\_\_\_  
\_\_\_\_\_
7. Location of incident and conditions of area: \_\_\_\_\_  
\_\_\_\_\_
8. Was protective equipment worn? \_\_\_\_\_
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 (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

B. Witness (Name): \_\_\_\_\_ Statement Attached: Yes No

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (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 6**

**[11/29/2015]**

### **WAIVER OF LIABILITY/HOLD HARMLESS AGREEMENT**

The Waiver of Liability/Hold Harmless Agreement (following page) must be signed and dated by both the guest and the sponsoring member **each time** a guest visits the range. Place the signed form in the receptacle provided in each range area.

Members must sign the form annually as part of their New Member Application or annual Renewal Form. Both spouses must sign if both plan to use the range, and the names of any minor children accompanying them to the range must be listed.

#### **How to fill out the Waiver form:**

- If any minors (under 21) will be accompanying you to the range, enter their names, ages, and relationship to the primary member. Enter their address if it differs from that of the primary member. Enter an emergency contact name and phone. If more space is needed for additional minors, use the back of the form.
- Enter the name of any adult participant who is not the primary member. Indicate whether the adult is the spouse of the primary member or a guest. The spouse or guest must sign their full legal name. If the adult is a guest, enter their address. Use a separate form for each guest.
- Enter the name and full legal signature of the primary member.

**Savannah River Rifle and Pistol Club, Inc.**  
**P.O. Box 5337 Aiken, SC 29804**

**WAIVER OF LIABILITY / HOLD HARMLESS AGREEMENT**

The Savannah River Rifle and Pistol Club, Inc. (SRRPC) is a non-profit corporation dedicated to preserving and protecting the American tradition of practical rifle and pistol marksmanship. The SRRPC requires that each participant in activities at its facility read, agree to, and sign the following liability release:

I understand that using firearms can be inherently dangerous, and I assume for myself and for the listed minor participant(s) all risks associated therewith. I acknowledge that others also will be using firearms at the facility, and I will exercise all due caution, both in my and/or the minor participant(s) use, will follow all of the safety rules regarding firearms, and will comply with all rules established by the SRRPC.

In exchange for being permitted to utilize SRRPC facilities, I, having reached the age of majority, do, for myself and on behalf of my heirs, family members, and assigns, as well as the minor participant(s), hereby release, discharge, and agree to hold harmless the SRRPC, its members, officers, employees, directors, agents, and affiliates from any and all liability claims or demands for personal injury, sickness, or death as well as property damages and expenses of any nature whatsoever which may be incurred by the undersigned and/or the minor participant(s), for whom the undersigned assumes full responsibility and liability, that occur while present at any SRRPC facility.

Furthermore, I (and for or on behalf of the minor participant(s)) hereby assume all risk of personal injury, sickness, death, damage, and expense as a result of the use of any and all SRRPC facilities or events.

I also agree to hold harmless and indemnify the SRRPC, its members, directors, officers, employees, affiliates, and agents for any liability, including all legal and other expenses incurred attendant thereto, sustained by SRRPC or the above referenced individuals as the result of any acts or admissions by myself or the minor participant(s) regardless of whether such acts or omissions are reckless, negligent, or intentional.

I acknowledge that this liability waiver is intended by the parties to be a complete and unconditional waiver of all potential causes of action that I might be able to bring in any jurisdiction, in either my individual or representative capacity, against the SRRPC, its members, directors, officers, employees, affiliates, and agents, and that this waiver is intended by the parties to be effective for a period of ten years from the date of execution as recited below.

I certify that my presence in the United States of America is lawful and that I am not affiliated with any entity that promotes, supports, or encourages taking up arms against the citizens or government of the United States of America or any other form of armed insurrection.

I acknowledge that I am responsible for obeying all local, state, and federal laws as they pertain to firearms that I bring to any SRRPC facility, and I further certify that I am lawfully permitted to possess and utilize such firearms.

**Minor Participants (if any):** Name \_\_\_\_\_ Age \_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Spouse/Guest:** Name \_\_\_\_\_ Spouse \_\_\_\_ Guest \_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Address (Guest) \_\_\_\_\_

**Member:** Name \_\_\_\_\_ Member  X   
Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX 7**

**[03/15/2017]**

### **RANGE SIGN-IN LOGSHEET**

Every member and guest must sign in each time they visit the range (sign in at either pistol range covers both pistol ranges, however, a separate sign-in is required for the rifle range).

The Logbooks (blue binders) and Waiver of Liability forms (red binder) are located in a "mailbox" mounted to the firing line shelters.

Fill out the Log as follows:

1. Fill in the Date of your visit to the range.
2. The Member shall clearly print their Last Name and First Name. If you bring multiple guests or minor children to the range enter your name on the same line as each of your guests or children.
3. Each Guest shall clearly print their Last Name and First Name. A member bringing minor children to the range shall print their name(s) in the Guest area.
4. Each adult guest shall print the city and state where they normally reside.
5. Each Guest is required to fill out a Waiver of Liability form (red binders) on each visit to the range. They shall check the "Waiver Signed?" column to indicate that they have done so.
6. Range Safety Officers (RSO) will check the log periodically, and will initial the "RSO CHECK" column and check at the top of the form to indicate the firing line/range. The RSO will remove completed log sheets from the binder and place them in the appropriate folder in the connex. As needed, the RSO will refill log books and Waiver of Liability forms from the supply in the connex. If supplies are getting low, the RSO will notify the Club Secretary.

