

EL DORADO ROD AND GUN CLUB

Range Safety Procedures & Regulations



El Dorado County
Placerville, California

El Dorado Rod and Gun Club (EDRGC) Range Safety Procedures & Regulations

TABLE OF CONTENTS

Section A -- Definitions	2
Section B -- Descriptions	3
Section C -- Policy	5
Section D -- RSO Opening and Closing Procedures for EDR&GC Facility Rifle, Wedge, and Pistol Range	6
Section E -- RSO Opening and Closing Procedures for Trap Range	8
Section F -- General Pistol, Wedge, and Rifle Range Management Regulations	10
Section G -- Specific Range Procedures	14
Section H -- Emergency Procedures	22
Section I -- Special Event Regulations, Guidelines, and Procedures	25
Section J -- Appendix -- Forms	31

Revision _____

Date _____

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Section A -- Definitions

1.0 Descriptions

- 1.1 For general information, not operational
- 1.2 Modifications do not require Board of Directors action

2.0 Procedures

- 2.1 Defines a specific operational course of action which must be followed as outlined
- 2.2 Modification requires Board of Directors and CRSO action

3.0 Reporting Forms

- 3.1 Official reporting forms of activity
- 3.2 Modification requires Board of Directors action

4.0 Policy Statement

- 4.1 Official club position on operational matters
- 4.2 Does not require a written procedure but must be enforced
- 4.3 Modification requires Board of Directors action

5.0 Regulations

- 5.1 Individual operational rules to be followed
- 5.2 Does not require a written procedure but must be enforced
- 5.3 Modification requires Board of Directors and CRSO action

6.0 Club Officials

- 6.1 RSO - Range Safety Officer appointed by CRSO and approved by Board of Directors
- 6.2 CRSO – Chief Range Safety Officer appointed by Board of Directors
- 6.3 Board of Directors – EDRGC Board of Directors elected by Club membership

Section B -- Descriptions

1.0 El Dorado Rod and Gun Club

- 1.1 Founded in 1911, El Dorado Rod & Club (**EDR&GC**) is the oldest active gun club in California.
- 1.2 The facility is located at 5941 Union Mine Road, El Dorado, CA. 95623.
- 1.3 The El Dorado Rod & Gun Club is a **NOT FOR PROFIT CORPORATION**
- 1.4 The latest copy of the **BYLAWS** for the EL DORADO ROD & GUN CLUB is available on the EDR&GC Club website at:
<http://www.eldoradorodandgun.com/bylaws.htm>
- 1.5 A Range Safety Officer (RSO) is defined as an individual certified by the NRA that has completed an approved course of study and currently holding an NRA certification and approved by the Club's Board of Directors.

2.0 Pistol/Small-Bore Facility

- 2.1 A 25 yard pistol/small bore range with steel, reactive and paper targets
- 2.2 Multiple position pistol range with covered benches
- 2.3 Approved for use in:
 - * Open supervised shooting
 - * Cowboy action
 - * International Defensive Pistol (IDPA), and USPSA
 - * Adult and junior action pistol
 - * NRA certified training
 - * Basic to advanced firearm training

3.0 Rifle Range

- 3.1 A 25, 50, and 100 yard rifle range with a 14 position covered bench and chronograph stand
- 3.2 Approved for use in:
 - * Open supervised shooting
 - * Adult and junior rifle
 - * Defensive shotgun (25 yard)
 - * CMP/DCM qualification (qualify to purchase an M-1 rifle)
 - * NRA certified training
 - * California hunter safety courses

4.0 Wedge General Purpose Range

4.1 A 25 yard no permanent bench area located between pistol and rifle range

4.2 Approved for use in:

- * Open supervised pistol and shotgun shooting
- * Cowboy action
- * International Defensive Pistol (IDPA), and USPSA
- * Adult and junior action pistol
- * NRA certified training
- * Basic to advanced firearm training

5.0 Trap Range

5.1 Three 16-27 yard trap fields

5.2 Trap houses throw singles, doubles and "wobbles"

5.3 Restricted to enclosed hammer shotguns

5.4 Approved for use in:

- * Sunday and Wednesday open supervised shooting
- * Adult and junior training
- * Meat Shoots
- * PITA Registered Shoots (Series, Non-Series, and Multiplex)
- * Wobbles competition

SECTION C -- POLICY

1.0 Objectives of the El Dorado Rod and Gun Club

- 1.1 To provide information, training and education to members and interested citizens regarding the safe and responsible use of firearms from NRA Certified Instructors or individuals involved in specific aspects of the firearm industry
- 1.2 To promote conservation of fish and wildlife, habitat, and related resources
- 1.3 To provide a safe, controlled environment for the recreational use of firearms

2.0 Range Operations Manual

- 2.1 Each RSO will receive a copy of this manual at the annual training session.
- 2.2 Each member of the Board of Directors will receive a copy annually.
- 2.3 This manual will be reviewed at a minimum annually and revisions will be distributed as per this section.
- 2.4 Revisions may be distributed as deemed necessary by the CRSO and the Board of Directors.
- 2.5 Copies of the manual will be prominently displayed in the trap clubhouse and in the connex at the rifle range.
- 2.6 Copies of this manual will be provided to all law enforcement organizations authorized to utilize the club range facilities.
- 2.7 Policies and procedures at EDRGC have been derived from NRA recommended procedures.

Section D -- RSO Opening and Closing Procedures for EDR&GC FACILITY -- Rifle, Wedge, and Pistol Range

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operation system for opening and closing the EDR&GC facility

2.0 Compliance Requirement

- 2.1 All RSO's managing the rifle, pistol, and wedge ranges

3.0 Equipment/Document Requirements

- 3.1 Knowledge of main gate lock combination
- 3.2 Key for opening the rifle and pistol range connex
- 3.3 Key for bathroom door lock
- 3.4 Form 1 document "Rifle, Pistol, Wedge Range Inspection Checklist"

4.0 Equipment Location

- 4.1 Rifle, wedge, and pistol range operating supplies/equipment stored in equipment connex storage container adjacent to the rifle range

5.0 Procedure -- Opening

- 5.1 RSO will open main gate combination lock
- 5.2 Gate will be locked in the open position with combination lock with combination moved from opening numbers
- 5.3 Change sign at main gate to designate which range you are opening and proceed to the range
- 5.4 Open yellow chain to the range you will be opening
- 5.5 Put up RED range flag
- 5.6 Make certain the range is clear and there are no hazards present to range use
- 5.7 The RSO is to unlock the equipment storage connex and place the range rules sign past the handgun range in the parking lot
- 5.8 RSO will take one stapler, two release forms and application form on clipboard, backbench information sign and place them on back bench at the range RSO is operating
- 5.9 Check club emergency phone for operation
- 5.10 RSO will sign bottom of release form and date

6.0 Procedure -- Closing

- 6.1 Make certain range and facility is cleared of all members and guests
- 6.2 Range is clear of all targets
- 6.3 Place parking lot range rules sign back in connex
- 6.4 Place staple gun, clipboard, and information sign back in connex
- 6.5 Place range release form(s) and monies in a sealed mailing envelope, sign across the seal, and place envelope in deposit safe
- 6.6 Make sure range is clean and neat
- 6.7 Take down the RED range flag
- 6.8 Lock connex and bathroom
- 6.9 Change sign at gate to range closed
- 6.10 Lock main gate

7.0 Amendment to the Procedure

- 7.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club and the CRSO

8.0 Distribution

- 8.1 All El Dorado Rod and Gun Club approved RSO's
- 8.2 RSO Range Safety Manual(s)
- 8.3 All club officers and members of the Board of Directors
- 8.4 A copy of this procedure should be posted in the equipment storage container adjacent to the rifle range

Section E -- RSO Opening and Closing Procedures for Trap Range

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for opening and closing the EDR&GC facility

2.0 Compliance Requirement

- 2.1 All RSO's managing the Trap Range

3.0 Equipment Requirements

- 3.1 Knowledge of main gate lock combination
- 3.2 Key for opening clubhouse
- 3.3 Key for bathroom door lock
- 3.4 Key for trap houses and connex
- 3.5 Key for storage area below clubhouse
- 3.6 Appendix Form 2 document "Trap Range Inspection Checklist"

4.0 Equipment Location

- 4.1 Trap supplies/equipment stored in connex and clubhouse

5.0 Procedure -- Opening

- 5.1 RSO will open main gate combination
- 5.2 Gate will be locked in the open position with combination lock with combination moved from opening number
- 5.3 Change sign at main gate to designate which range you are opening and proceed to the range
- 5.4 Open yellow chain to the range you will be opening
- 5.5 Make certain the range is clear and there are no hazards present to range use
- 5.6 Unlock clubhouse, restroom, trap houses, and steel door under clubhouse
- 5.7 Put up the RED range flag
- 5.8 Put out shooter/observer release form on clipboard, and range information sign.
- 5.9 Make sure trap houses are loaded with clays (clays stored in trap houses and connex)
- 5.10 At trap houses 1, 2, and 3, tighten tension cranks, turn on power and arming switches

- 5.11 In cold weather, turn on quartz heaters
- 5.12 Remove the call speakers from the trap houses, and place at the 16 yard line, and switch them on
- 5.13 Plug in the main power cords for each trap at the back fence
- 5.14 Set the speed to 43.0 MPH with speed gun and make sure height is proper
- 5.15 Retrieve the cash box from the steel door storage room below the clubhouse, activate the cash register, and place the "bank" in the till

6.0 Procedure -- Closing

- 6.1 Make certain range and facility is cleared of all members and guests
- 6.2 At trap houses 1, 2, and 3 release the arming switch, turn off power switches
- 6.3 Turn off heaters if they are still on
- 6.4 Release the tension cranks
- 6.5 Turn speakers off and return them to their respective trap houses.
- 6.6 Refill each trap with clays for the next open day
- 6.7 Unplug main power cords at the back fence and return them to their respective trap houses
- 6.8 Lock each trap house
- 6.9 Take the RED range flag down and return to clubhouse
- 6.10 Close down the cash register (Z-out), make sure there is \$200.00 left in the bank for the next opening day
- 6.11 Place monies made for the day, the shooter release form, receipts, checks, and the Z-out strip in an envelope, and secure it in the metal box. Box is locked in the steel door storage area below the clubhouse. Lock the steel door.
- 6.12 Shutdown the computer, and perform housekeeping duties such as coffee maker, refrigerator, coke machine, TV, bag up trash, vacuum, secure chairs under porch, pick up shell casings on trap fields, etc, as needed.
- 6.13 Lock Clubhouse and bathroom
- 6.14 Put yellow chain across road to trap range
- 6.15 Change sign at main gate to shotgun range closed
- 6.16 Lock main gate

7.0 Amendment to the Procedure

- 7.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club and the CRSO

8.0 Distribution

- 8.1 All El Dorado Rod and Gun Club approved RSO's
- 8.2 RSO Range Safety Manual(s)
- 8.3 All club officers and members of the Board of Directors
- 8.4 A copy of this procedure should be posted in the Trap Clubhouse

Section F -- General Pistol, Wedge, and Rifle Range Management Regulations

1.0 Purpose

- 1.1 Live fire conducted at the El Dorado Rod and Gun Club is designed to provide members and the general public access to a facility where they can become proficient with the safe and responsible use of privately-owned firearms.
- 1.2 To provide RSO safe and approved operating practices

2.0 Alcoholic Beverages and Drugs

- 2.1 Shooters may NOT consume alcoholic beverages or illegal drugs (including prescription and over-the-counter medications that impair their ability to physically or mentally react normally or that affects judgement) on Gun Club Property.
- 2.2 The RSO will deny range access to anyone in violation and will notify the CRSO and the Board of Directors of such action, including the name, and membership status of the person in violation.

3.0 Facilities for Use: Range availability is at the discretion of the Club President (CP), Club Officers and the CRSO. Live-fire shooting is normally limited to the following ranges and equipment:

- 3.1 **Rifle Range** -- Rifles .50 caliber or less, centerfire, **with the exception of .50 BMG**, .22 caliber rimfire rifles, handguns up to .50 caliber, and shotguns of any gauge. **NO TRACER OR ARMOR-PIERCING AMMUNITION IS ALLOWED!**
- 3.2 **Pistol Range and Wedge** -- Handguns/Rifles: Handgun calibers only, .22 caliber rimfire rifles, handguns up to .50 caliber, and shotguns of any gauge. **NO TRACER OR ARMOR-PIERCING AMMUNITION IS ALLOWED!**

4.0 Range Limitations and Safety Requirements

- 4.1 Shooters will fire only on scheduled range times and have an EDR&G approved Range Safety Officer (RSO) present.
- 4.2 All visitors will immediately report to the range RSO
- 4.3 Fire only authorized firearms and ammunition
- 4.4 Fire at authorized targets only.

- 4.5 Complete the "Hold Harmless" agreement/range sign-up form. **(Required each visit to the range).**
- 4.6 Ensure all projectiles impact with the established range safety limits. **TARGETS OFF OF THE GROUND, MINIMUM 8" (INCHES)**
- 4.7 When the RSO calls for a "CEASE FIRE," MAKE SAFE, wait until the RSO gives "THE RANGE IS COLD," then YOU MAY move forward of the firing line.
- 4.8 The RSO or ANY SHOOTER WILL CALL "Cease Fire" if the firing line becomes unsafe for any reason on the range.
- 4.9 Use appropriate ear protection when on or near the firing line.
- 4.10 Wear appropriate eye protection when on or near the firing line.
- 4.11 Notify the RSO or CRSO of any safety infractions or conditions.
- 4.12 Shooters must police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided during cease fire.
- 4.13 **Shooters must read all posted warning signs including Proposition 65 and understand how it affects them. All food items need to be kept away from the firing area.**
- 4.14 Shooters will obey all RSO commands including, at the sole discretion of the RSO, a shooter may be asked to cease shooting and leave the facility.
- 4.15 Only one firearm and specific ammunition on the firing line at one time.
- 4.16 Firearms not being fired must be racked or benched with actions open and facing up, chambers up, muzzles pointing downrange (or up in racks) and safeties on.
- 4.17 Fire at your target only.
- 4.18 Do not point your firearm at anything other than authorized targets.
- 4.19 Shooters are responsible for all their firearms and gear.
- 4.20 Shooters are responsible for guests they bring to the facility.
- 4.21 Pets are to be on a leash at all times.
- 4.22 No smoking allowed on the firing lines.
- 4.23 The assigned RSO may not shoot during their period of range management. The only exception would be when another EDRGC approved RSO is present and willing to assume range management duties.

5.0 Authorized & Prohibited Targets

- 5.1 **ANY FORM OF GLASS IS PROHIBITED ON THE RANGE INCLUDING THE FIRING LINE.**
- 5.2 On the rifle range all paper targets will be supported by target hangers at the 50 yard and 100 yard range and wooden supports on the pistol range in a manner that all projectiles will impact the designated impact areas. Targets are to be placed so that projectiles do not hit the supports or holders.
- 5.3 Do not shoot at the supports or holders.
- 5.4 Steel targets and stands are only to be used per specific discipline and only with authorization.

- 5.5 On the pistol and wedge ranges, steel plated targets and “poppers” may only be shot at with lead, copper plated lead or frangible bullets with a muzzle velocity less than 1400 feet per second, including shotguns with all size lead shot, **but not with slugs or steel shot!**
- 5.6 Milk jugs and other water filled reactive targets may be used on rifle, wedge, and pistol ranges only when hung or supported by target holders in a manner where the projectiles impact the designated backstop area at a minimum of 8” (inches) off the ground and target holders are not damaged by a near miss or shoot through. Such used targets will be disposed of off-site by those who shoot them in order to conserve trash volume.
- 5.7 No hollow point ammunition is to be used on metallic targets.
- 5.8 Clay targets may be used on rifle and pistol range but all debris must be cleaned up and disposed of off-site by those who shoot them, in order to conserve trash volume.

6.0 Authorized & Prohibited Firearms

- 6.1 Any firearm that constitutes an illegal firearm in the State of California: Examples, .50 BMG, any shotgun with a barrel less than approved by BATF or DOJ, etc., is prohibited.

7.0 Authorized Personnel: The following persons are allowed to use the facilities after payment of established fees:

- 7.1 Persons not otherwise prohibited by State or Federal law to possess firearms.
- 7.2 Persons not otherwise prohibited by the Club Officers, CP, or CRSO, on a case by case basis.
- 7.3 Current members of the EDRGC (a current roster will be stored in the range storage boxes to administer this procedure).
- 7.4 Eligible members of the public.
- 7.5 Personnel approved by the Club Officers, CP, or CRSO on a case by case basis (such as Law Enforcement, and members of approved instructional classes, etc.).
- 7.6 Shooters must be 18 years of age or older with the following exceptions:
 - * Children under 18 accompanied by a parent or authorized adult. Adult must be at the shooting line position with their child when shooting.
 - * Children under 18 may shoot in organized Club sponsored activities providing a parent or guardian has signed an EDRGC “Hold Harmless” waiver and authorization to participate.

8.0 Transporting Firearms on the Facility

- 8.1 Firearms must arrive at the facility in accordance with all State of California regulations.

- 8.2 Rifles must be taken from a vehicle to the range out of their cases, actions open, unloaded, and muzzles pointed up.
- 8.3 Pistols may be carried to the range in their locked transport cases, magazines unloaded, or outside the case with a trigger lock, magazines removed and unloaded.
- 8.4 Concealed carry permit holders, or law enforcement, may carry their firearm in accordance with the State of California laws.

9.0 Hours of Operation and Scheduling

- 9.1 The Club President develops an annual special event live-fire schedule based on requests received and posted. Updated schedules will be posted the first of each month. All other range requests will be approved based on range availability. RSO's desiring to open a range must notify the President in order to be placed on the operations schedule. Information on range availability and scheduling is accessible 24 hours a day by accessing the calendar on the Club website.
- 9.2 Law enforcement agencies have priority in scheduling training events at the facility.

Section G -- Specific Range Procedures

Rifle Range Management Procedure -- COLD and SAFE

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for range management during a COLD and SAFE range time.
- 1.2 To provide consistent range operation for RSO and range users enhancing the SAFE operation of the range.

2.0 Compliance Requirement

- 2.1 All RSO's managing the rifle range
- 2.2 All shooters and observers using the rifle range

3.0 Equipment Requirements

- 3.1 Token Container
- 3.2 28 Plastic Tokens (12 in plastic container, 16 extra in bag)

4.0 Equipment Location

- 4.1 Equipment (listed in 3.0 above) stored in equipment storage container adjacent to rifle range

5.0 Procedure

- 5.1 Twelve (12) tokens are placed in the holding container.
- 5.2 The number of tokens can be increased by the RSO depending on the number of shooters and observers present at the range.
- 5.3 A consistent number of tokens should be used for the entire daily shooting session.
- 5.4 The RSO calls for a break in the shooting session, the range is COLD.
- 5.5 The RSO goes to each active shooting position ascertaining if the firearm at that position is in a SAFE condition:
 - * Firearm action is open
 - * Firearm is unloaded
 - * A chamber flag is inserted into the firearm action
 - * The firearm may be placed upright at the equipment table behind the shooting position in a SAFE condition

- 5.6 The RSO asks each shooter and/or observer at each shooting position if they intend to go down range.
- 5.7 Each shooter and/or observer going down range is given a token from the container by the RSO and instructed to return the disk to the RSO immediately upon returning from down range.
- 5.8 Only shooters and/or observers receiving a token from the RSO may go down range.
- 5.9 All shooters and/or observers not going down range during a COLD condition must remain behind the equipment tables and not approach the shooting benches or handle firearms.
- 5.10 The range is SAFE and participants are allowed down range.
- 5.11 Once all the tokens that have been handed out by the RSO are returned to the RSO by the recipient(s) the RSO will count the total number of tokens in the container.
- 5.12 If the total number of tokens equal the total number initially in the container the RSO will visually check the range to make sure no people are still down range.
- 5.13 If the RSO ascertains the range is clear he/she may call the range HOT and have the shooter(s) commence shooting.

6.0 Amendment to the Procedure

- 6.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club.

7.0 Distribution

- 7.1 All El Dorado Rod and Gun Club approved RSO's
- 7.2 RSO Range Safety Manual(s)
- 7.3 All Club Officers and members of the Board of Directors
- 7.4 A copy of this procedure should be posted in the equipment storage container adjacent to the rifle range.

Pistol Range Management Procedure -- COLD and SAFE

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for range management during a COLD and SAFE range time.
- 1.2 To provide consistent range operation for RSO and range users enhancing the SAFE operation of the range.

2.0 Compliance Requirement

- 2.1 All RSO's managing the pistol range
- 2.2 All shooters and observers using the pistol range

3.0 Equipment Requirements

- 3.1 None

4.0 Procedure

- 4.1 The RSO calls for a break in the shooting session, the range is COLD.
- 4.2 The RSO goes to each active shooting position ascertaining if the firearm at that position is in a SAFE condition:
 - * Firearm action is open
 - * Firearm is unloaded
 - * A chamber flag is inserted into the firearm action
 - * The firearm may be placed at the equipment table behind the shooting position in a SAFE condition
- 4.3 The RSO announces that the range is SAFE and each shooter and/or observer at each shooting position may go down range.
- 4.4 All shooters and/or observers not going down range during a COLD condition must remain behind the equipment tables and not approach the shooting benches or handle firearms.
- 4.5 The RSO remains behind the shooting benches making sure the range remains SAFE.
- 4.6 When all down range participants return to the area behind the equipment benches the RSO goes forward to the shooting benches and observes the shooting range making certain it is clear of all participants.
- 4.7 If the RSO ascertains the range is clear he/she may call the range HOT and have the shooter(s) commence shooting.

5.0 Amendment to the Procedure

- 5.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club.

6.0 Distribution

- 6.1 All El Dorado Rod and Gun Club approved RSO's
- 6.2 RSO Range Safety Manual(s)
- 6.3 All Club Officers and members of the Board of Directors
- 6.4 A copy of this procedure should be posted in the equipment storage container adjacent to the rifle range.

Wedge Range Management Procedure -- COLD and SAFE

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for range management during a COLD and SAFE range time.
- 1.2 To provide consistent range operation for RSO and range users enhancing the SAFE operation of the range.

2.0 Compliance Requirement

- 2.1 All RSO's managing the Wedge range
- 2.2 All shooters and observers using the Wedge range

3.0 Equipment Requirements

- 3.1 Optional SAFE table

4.0 Procedure

- 4.1 The RSO calls for a break in the shooting session, the range is COLD.
- 4.2 The RSO goes to each active shooter ascertaining if the firearm being used is in a safe condition:
 - * Firearm action is open (rifle or shotgun)
 - * Firearm is unloaded
 - * A chamber flag is inserted into the firearm action (rifle or shotgun) and placed on SAFE table. Pistol must be placed on SAFE table or in a holster.
 - * Any firearm may be placed at the SAFE table behind the shooting positions in a SAFE condition.
- 4.3 The RSO announces that the range is SAFE and each shooter and/or observer may go down range.
- 4.4 All shooters and/or observers not going down range during a COLD condition must remain behind the equipment tables and not approach the SAFE table or handle firearms.
- 4.5 The RSO remains with participants not going down range making sure the range remains SAFE.
- 4.6 When all down range participants return to the area behind the active shooting area, the RSO goes forward to the shooting area and observes the shooting range making certain it is clear of all participants.
- 4.7 If the RSO ascertains the range is clear he/she may call the range HOT and have the shooter(s) commence shooting or offer a controlled shooting option.

5.0 Amendment to the Procedure

- 5.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club.

6.0 Distribution

- 6.1 All El Dorado Rod and Gun Club approved RSO's
- 6.2 RSO Range Safety Manual(s)
- 6.3 All Club Officers and members of the Board of Directors
- 6.4 A copy of this procedure should be posted in the equipment storage container adjacent to the rifle range.

Trap Range Management Procedure -- COLD AND SAFE

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for range management during a COLD and SAFE range time.
- 1.2 To provide consistent range operation for RSO and range users enhancing the SAFE operation of the range.

2.0 Compliance Requirement

- 2.1 All RSO's managing the trap range
- 2.2 All shooters and observers using the trap range

3.0 Equipment Requirements

- 3.1 None

4.0 Procedures

- 4.1 The RSO controls all three trap fields and the Clubhouse area.
- 4.2 All firearms brought on to the range must be unloaded, action opened, uncased, or disassembled (disassembled firearms may be carried in a case).
- 4.3 When carrying a firearm to or from the trap field, it shall be unloaded with action open. Semi-auto shotguns are carried with muzzles up and break action shotguns are carried with muzzle down.
- 4.4 When firearms are not being used, they shall be stored in the provided gun racks, unloaded and actions open (semi-autos). Break action shotguns shall be unloaded and actions may be closed.
- 4.5 Only shotguns may be used at the trap range.

4.6. The following **Trap Range Rules** are posted on the fence in front of the Clubhouse. All participants MUST abide by these range rules for trap:

- * Obey all Range Safety Officer (RSO) commands immediately for the safety of all shooters and observers.
- * Eye and Ear protection are required at all times while on the firing line.
- * Shotgun shells are limited to maximum shot size of 7 ½ and 3 dram equivalent powder, NO SLUGS ALLOWED.
- * Fire at authorized targets only. Patterning Board allowed.
- * Treat all firearms as if they are loaded at all times.
- * Only one shell shall be loaded for singles and two shells shall be loaded for doubles.
- * Keep the muzzle of your firearm pointed in a safe direction at all times.
- * Make sure your shells are the same gauge as your firearm.
- * All shooting will be in authorized areas only. Inform the RSO if you wish to use the patterning board.
- * Persons who have been consuming alcohol or under the influence of drugs are prohibited from shooting.
- * Any willful violation of such rules or repeated violation will be sufficient cause for removal from the range by the RSO.

4.7 The following **Trap Range Rules** must be adhered to while on the firing line.

- * Each squad is controlled by the shooter (squad leader) in the number 1 (far left) position.
- * The RSO must ascertain that the squad leader is an experienced trap shooter.
- * Shotguns are to be open and safe (pointed down range) while waiting to shoot.
- * Shooters may load their shotgun when it is their turn to shoot.
- * The squad leader controls the movement of the shooters through the round. The squad leader makes certain that all shooters are ready to begin the round. When the round is finished the squad leader should make sure all actions are open, unloaded, and carried in a SAFE manner before leaving the firing line.
- * The RSO and/or the squad leader must call the trap field COLD before anyone is allowed to go forward of the firing line to service the trap house or to reload the trap house. All shotguns should be unloaded and actions open.
- * When moving to the next station, shotguns must be unloaded with actions open.
- * In the event of a delay on the firing line, always unload.
- * Jammed firearms will be cleared at the firing line.

- 4.8 The assigned RSO **may not** shoot during their period of range management. The exception would be when another EDRGC approved RSO is present and willing to assume range management duties.
- 4.9 Shooters **MUST** sign in on the daily attendance sheet with the "HOLD HARMLESS" agreement at the clubhouse.
- 4.10 Shooters must purchase a ticket in order to shoot each round. Tickets may be purchased round by round or by purchasing a "card" with 8 rounds. Costs are posted in the clubhouse. Before each round the shooter must "punch" their "card" before entering the trap field area.

5.0 Amendment to the Procedure

- 5.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club.

6.0 Distribution

- 6.1 All El Dorado Rod and Gun Club approved RSO's
- 6.2 RSO Range Safety Manual(s)
- 6.3 All Club Officers and members of the Board of Directors
- 6.4 A copy of this procedure should be posted in the trap clubhouse.

Rifle, Pistol and Wedge Range Management Procedures -- General

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for range management.
- 1.2 To provide consistent range operation for RSO and range users enhancing the safe operation of the range.

2.0 Compliance Requirement

- 2.1 All RSO's managing the Rifle, Pistol, and Wedge range
- 2.2 All shooters and observers using the Rifle, Pistol and Wedge range

3.0 Equipment Requirements

- 3.1 Incident Report Form

4.0 Procedures

- 4.1 **JAMS** -- The RSO must also notify all shooters that should they have a jam, misfire or any other defect that occurs with their firearm they are to place it facing down range and contact the RSO to correct the problem if it is possible.

At no time should a shooter walk down to the RSO carrying a loaded firearm. If it is not possible for the RSO on duty to clear/unload/make-safe the firearm, then the firearm is to be placed in a locked container. It is the owner's responsibility to see that the firearm is removed from the range in a safe manner. The RSO may suggest that the firearm be taken to a repair facility capable of safely clearing the action.

- 4.2 **Shooter Checkout** -- If the RSO deems it necessary to have the shooter demonstrate ability to operate their firearm(s), then the RSO is to take the shooter to the firing line and go through the process of safe handling.
- 4.3 **Rules and Procedures** -- It is the responsibility of the RSO to make sure shooters are following the rules and procedures. If there are any questions, the RSO is to explain the rules and procedures to the shooter(s), and to make sure all safety precautions are being followed.
- 4.4 **Line Management** -- It is recommended that the RSO walk the firing line at least every two minutes paying attention to the shooters on the firing line until the RSO is confident with the shooters ability to handle their firearm(s) safely. Known ability -- although the RSO may know the ability of the shooter(s) on the firing-line, it is still recommended that they walk the line a minimum of every five minutes.
- 4.5 **Moving Firearms** -- The only time a firearm can be moved to the firing-line is on the orders of the RSO. There are no exceptions.
- 4.6 **New Shooter** -- If live firing is taking place, the RSO may go ahead and give the new shooter the okay to place his firearm on the firing line under his guidance. If the line is COLD, the firearm is to remain on the back shelf, until the range is clear, and only then, with the RSO's approval, place the firearm in the shooting stall.
- 4.7 **Line Commands** -- When giving commands, after verifying the range is clear, the RSO will state "Are all shooters ready?" The RSO will state shooters may proceed to the firing line, load and commence firing. The RSO should set a time limit of no more than 20 minutes for live fire, give a five-minute notice before cease-fire, after five minutes declare a cease-fire.
- 4.8 **Drawing A Pistol** -- Drawing and firing a firearm is allowed at the pistol and wedge range (only in front of all obstacles). Although it is not recommended during an open range day, it is at the sole discretion of the RSO. If the RSO gives permission for live draw and fire, then the RSO is responsible to stay with the individual(s) as they practice. At no time shall shooter(s) be on their own to police their own actions. If at any point it is noticed that the shooter is touching the trigger before the target is acquired, then the shooter(s) will cease drawing.
- 4.9 **Incident Reporting** -- Should there be an incident that requires notification to the Board of Directors, the RSO's are required to follow the procedures in Section XX of these policies and procedures.

5.0 Amendment to the Procedure

- 5.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club.

6.0 Distribution

- 6.1 All El Dorado Rod and Gun Club approved RSO's
- 6.2 RSO Range Safety Manual(s)
- 6.3 All Club Officers and members of the Board of Directors
- 6.4 A copy of this procedure should be posted in the equipment storage container adjacent to the rifle range.

Section H -- Emergency Procedures

1.0 Purpose of Procedure

- 1.1 To provide the Range Safety Officer (RSO) with a standardized operational system for range management during an emergency or incident.
- 1.2 To provide consistent range operation for RSO's and range users enhancing the safe operation of the range.

2.0 Compliance Requirement

- 2.1 All RSO's managing the Pistol, Rifle and Shotgun ranges
- 2.2 All shooters and observers using the Pistol, Rifle, and Shotgun ranges

3.0 Equipment Requirements

- 3.1 First Aid Kit including an AED device
- 3.2 Incident Report Form 3 (Appendix)
- 3.3 Injury Report Form 4 (Appendix)
- 3.4 Emergency Cell and/or Land Phone located in a marked box in the connex between the wedge and rifle range, and in the Trap Clubhouse
- 3.5 **EMERGENCY PHONE NUMBERS**
 - * **EMS -- 626-4911 or 647-5250**
 - * **POLICE -- 626-4911 or 621-6600**
 - * **FIRE -- 626-4911**
 - * **PISTOL/RIFLE RANGE -- NONE**
 - * **SHOTGUN RANGE -- 530-503-9280**
 - * **CLUB PRESIDENT -- 530-409-3006**
 - * **CLUB VICE-PRESIDENT -- 530-919-0124**

4.0 Procedure

- 4.1 The RSO calls for a break in the shooting session, the range is COLD.
- 4.2 The RSO goes to each active shooting position ascertaining if the firearm at that position is in a SAFE condition:
 - * Firearm action is open
 - * Firearm is unloaded
 - * A chamber flag is inserted into the firearm action
 - * The firearm may be placed at the equipment table behind the shooting position in a SAFE condition.
- 4.3 The RSO announces that the range is closed. All shooters remain behind the firing line.

***For Non-Injury Incident**

- 4.4 Follow 4.1-3 above and secure the range
- 4.5 If this is a procedural incident the RSO will address the offending party and determine the course of action.
- 4.6 If the offending party is not cooperative the RSO will call the **El Dorado County Sheriff** for assistance.
- 4.7 The RSO will immediately fill out the **Incident Report** (Appendix Form 3) and call the Club President and the CRSO.

***For Injury Incident**

- 4.8 Follow 4.1-3 above in securing the range
- 4.9 **If injury involves a gunshot injury always call the El Dorado County Sheriff.**
- 4.10 Determine the seriousness of the injury and offer immediate first aid.
- 4.11 Identify self to the injured.
- 4.12 Inform injured of training (American Red Cross Standard First Aid & CPR).
- 4.13 Inform injured of aid offered.
- 4.14 Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
- 4.15 Refrain from giving care to a conscious injured person who objects.
- 4.16 Assume implied permission if the injured is unconscious or unable to respond.
- 4.17 Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
- 4.18 Move the injured only if life is endangered.
- 4.19 Check injured for life threatening condition before providing care. Provide care only within level of training.
- 4.20 Never dispense aspirin or medications, administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.
- 4.21 If the incident involves chemical burns, an eye flush station is located at the rifle/pistol connex.

***Assisting EMS Personnel**

- 4.22 RSO will retrieve the emergency first aid kit and assist EMS personnel as required.
- 4.23 A volunteer (if available) should go to the main facility entrance (gate) to meet the EMS personnel.

***Helicopter Medical Evacuation**

- 4.24 Per the Diamond Springs/El Dorado Fire Protection District a suitable MEDEVAC site is available at the shotgun Trap Range. Orange flags, smoke signals, and strobe lights are available for marking the landing site and are stored at the shotgun Trap Range Clubhouse and the Rifle/Pistol range connex. Person assigned during briefing will mark the landing site and guide the MEDEVAC approach and landing. If smoke is displayed, initiate smoke downwind of the landing zone.
- 4.25 **LAT/LONG: NORTH 38 DEGREES, 39',29" WEST 120 DEGREES, 49', 50.4"**
- 4.26 **El Dorado Rod and Gun Club, 5941 Union Mine Road, El Dorado, CA. 95623**
- 4.27 **DIRECTIONS: FROM THE TOWN OF EL DORADO:**
Highway 49 South for 150 yards. Turn East (left) on Union Mine Road for approximately 3.5 miles to the El Dorado County Landfill. Continue ¼ mile past the landfill main gate to Gun Club gate on the left where chain link fence ends. Turn left and proceed up the hill and over ridge to fork in the road. Pistol and Rifle range are to the left in the canyon. Shotgun range is to the right at the top of the hill.

***Post Injury Incident Actions**

- 4.28 Get names of witnesses and obtain incident statements
- 4.29 Complete **Injury Report** Form (Appendix Form 4)
- 4.30 Complete **Incident Report** Form (Appendix Form 3)
- 4.31 Contact the Club President and CRSO
- 4.32 **DO NOT DISTURB INCIDENT SCENE UNTIL ALLOWED BY CONTROLLING AUTHORITIES**

5.0 Amendment to the Procedure

- 5.1 This procedure may not be changed or amended except by written action of the Board of Directors of the El Dorado Rod and Gun Club.

6.0 Distribution

- 6.1 All El Dorado Rod and Gun Club approved RSO's
- 6.2 RSO Range Safety Manual(s)
- 6.3 All Club Officers and members of the Board of Directors
- 6.4 A copy of this procedure should be posted in the equipment storage container adjacent to the rifle range and at the Trap Range Clubhouse.

Section I -- Special Event Regulation, Guidelines and Procedures

INTERNATIONAL DEFENSIVE PISTOL ASSOCIATION AND ACTION PISTOL GUIDELINES

1.0 IDPA

- 1.1 **THIS IS A COLD RANGE!** The only time that a firearm is to be handled is at the SAFE table or under the direction of a Range Safety Officer (RSO).
- 1.2 No loaded firearms allowed on the range. ALL handguns must be unloaded before coming onto the range. This includes individuals with a Concealed Carry Weapons License! The only exception is Law Enforcement personnel who are on duty and they should notify the Match Director, Assistant Match Director, Range Safety Officer (RSO), or the Defensive Pistol Shoot Chairman.
- 1.3 **IDPA Rules** will be used as the basis for the Defensive Pistol Guidelines and conducting matches.
 - * For more information go to www.idpa.com
 - * Select "about IDPA" and click on "Rule Book"
 - * Select "club info" and click on "contributed Courses of Fire"
- 1.4 **Club Connex Container:** The Club connex container will be opened before the shoot to remove the US flag and the eye and ear protection sign. It will then be closed. No other materials will be removed unless under the guidance of the Match Director. When the match is complete it is the responsibility of the Match Director to ensure that any items removed are replaced in the container.
- 1.5 The **eye and ear protection sign** is to be placed by the cement block wall at the south side of the covered pistol range.

2.0 SHOOTERS MEETING

- 2.1 General announcements
- 2.2 Acknowledgement of the stage designers
- 2.3 Remind shooters of the range fees

- 2.4 Remind shooters and observers that the **Liability Release Form** is to be completed by each individual: name printed, signature, membership number and appropriate fees paid.
- 2.5 Spouses must sign in individually. Parent and offspring must sign individually.
- 2.6 We need to be off the rifle range by 1:00 pm (1300 hrs) to allow for the scheduled Junior shooters to shoot. At 12:45 pm we will stop shooting “the shoot house” and begin disassembling it!
- 2.7 **NOTE: This is NOT the time for political venting or opinions!**

3.0 STAGES: Stages #1 - #6 Descriptions – Instructions are NOT part of the shooters meeting!

3.1 Location of the Stages

- * Stage #1 Covered pistol range
- * Stage #2 Covered pistol range
- * Stage #3 Covered pistol range
- * Stage #4 Wedge open area
- * Stage #5 Wedge open area
- * Stage #6 “The house” behind the left berm on the rifle range

3.2 **Stages #1 - #5** are to have written instructions for them. These written instructions are to be detailed and clear enough that the stage designer does not need to do a walk through – talk through. If the stage designer’s input is needed, the stage was NOT designed and documented correctly!

3.3 **Stage #6 – “The House”** is to be designed so that ALL shooters have the SAME amount of threat targets to engage. How they are engaged is the shooters option. Threat targets are to be clearly identified! A yellow cone must be placed outside the front door of the shoot house, by the squad RSO, signifying that the stage is HOT and participants not actively shooting the stage must not approach the shoot house. It will be removed by the squad RSO when the stage is COLD and SAFE.

4.0 SQUADS

- 4.1 Typically if twenty five (25) or more shooters are participating we will divide into three squads. This is dependent upon the number of experienced and inexperienced shooters that are participating. Squads should be balanced to ensure an equal amount of experienced and inexperienced shooters.
- 4.2 Desired squad size is no less than eight and no more than fifteen shooters.
- 4.3 Two squads: Squad #1 starts on Stage #6 “the house,” and Squad #2 starts on Stage #3
- 4.4 Three squads: Squad #1 starts on Stage #6 “the house,” Squad #2 starts on Stage #3, and Squad #3 starts on Stage #1.

5.0 SQUAD MEMBERS PARTICIPATION

- 5.1 **SAFETY OFFICER:** RSO responsible for safety, observing the gun in hand, running the timer
- 5.2 **ASSISTANT SAFETY OFFICER:** Responsible for safety, observing the shooter for any safety and procedural violations, records the time as soon as the shooter has completed the Course of Fire. Records the scores as called out by the SO as soon as the shooter has completed the Course of Fire. Once scoring is completed, gets the shooter to initial the score sheet to verify time and penalties.
- 5.3 **SHOOTER:** the individual shooting or just finished shooting the Course of Fire
- 5.4 **SHOOTER ON DECK:** the individual who is the next shooter and should be waiting at the start area of the Course of Fire
- 5.5 **SHOOTER IN THE HOLE:** the individual who is second in line to shoot the Course of Fire
- 5.6 **ALL OTHERS:** tape targets, reset targets, pick up brass, and other tasks specific to that stage
- 5.7 After the designated Course of Fire has been completed and the range is SAFE, the SO, the shooter, and ASO will go forward to observe and score the targets. Once the targets have been scored, the SO will call for tapers, brassers, steel setters, etc. At this time the other members of the squad will go and perform the needed tasks.
- 5.8 The shooter on deck should be waiting at the starting area for the RSO. They will discuss the Course of Fire and the SO will answer any questions from the shooter. Once this is done and the range is clear the SO will call out "range is going HOT, eyes and ears." The SO will give the shooter the appropriate instructions to begin the Course of Fire.
- 5.9 If the shooter on deck is not ready, they will be moved to the back of the line up and the shooter in the hole will be called to the line. If a shooter is called to the line a second time and is not ready again, they will forfeit shooting that stage!
- 5.10 The squad members should stay together and not move to the next stage until ALL have shot the previous stage.
- 5.11 Squad members should stay with their squad until the match is over and help tear down.

6.0 GENERAL INFORMATION

- 6.1 The only shooter critique to be provided by the SO is safety and procedural issues. If the SO personally feels a need to advise the shooter, they should give the timer to another individual so that the match can continue in a timely manner, and the SO and shooter can step off the shooting area for any further discussions.

- 6.2 Brassers pick up all the brass that is on the ground and offer it to the shooter. If the shooter does not want it, put the spent brass in the container provided. If the brassers want the brass, then take it ALL with you. Do not sort brass while the shoot is in progress.
- 6.3 We NEED to keep the range clean.
- 6.4 When you are not performing a function of the squad, you should be making sure that you and your gear are READY!

DEFENSIVE PISTOL & FUN MULTI-GUN EVENTS

1.0 FUNCTIONAL CHART GUIDELINES

1.1 SHOOT CHAIRMAN

- * Appointed by the authority of the EDRGC President
- * Member of the EDRGC in good standing, member of NRA
- * NRA trained and certified RSO
- * Member of IDPA in good standing
- * IDPA trained and certified SO
- * Must have officiated as a Match Director (preferably IDPA) for at least 5 years
- * Responsible for the safety of ALL individuals participating in the event; this includes participants, observers, and spectators
- * Responsible for the proper use and care of ALL EDRGC equipment and supplies

1.2 MATCH DIRECTOR

- * Appointed by the authority of the EDRGC President
- * Member of the EDRGC in good standing, member of NRA
- * NRA trained and certified RSO
- * Member of IDPA in good standing
- * IDPA trained and certified SO
- * Must have officiated as a Match Director (preferably IDPA) for at least one year
- * Responsible for the safety of ALL individuals participating in the event; this includes participants, observers and spectators
- * Responsible for the proper use and care of ALL EDRGC equipment and supplies
- * Distributes announcements reminding shooters of upcoming events and the shoot results

1.3 REGISTRAR

- * Designated individual who supervises shooters as they arrive and ensures that they sign the liability release form, pay the appropriate range fees, get a score sheet, and sign up for a squad
- * Needs to ensure that the quads are balanced
- * When all shooters have arrived, the registrar will verify all shooters have signed in, paid the appropriate range fees, and those monies have been collected. Then this information and monies are given to the Match Director.

1.4 SAFETY OFFICER

- * Designated individual holding the timer and is responsible for the squad to function safely and orderly.
- * Conducts the shooter through the Course of Fire from starting them at the firing line to finishing the scoring of the targets.
- * Main focus is on the gun handling and that it is done safely!
- * Responsible for ensuring that the shooter's gun is handled safely and properly
- * Individual must be an EDRGC approved RSO and/or a Certified IDPA Safety Officer with a certificate on file with the EDRGC.

1.5 ASSISTANT SAFETY OFFICER

- * Designated individual who is holding the clip board and score sheets and is responsible for recording the scores called out by the SO
- * The ASO is also responsible for observing any and all actions and movements to ensure that they are done safely and not incurring any procedure violations
- * Responsible for observing any and all activities done by the shooter during the Course of Fire

1.6 SCORE KEEPER

- * Designated individual who collects the score sheets after the event
- * Tabulates the results and forwards them to the MD for distribution

1.7 SAFETY ORIENTATIONS

- * Designated individual will give a range safety orientation to any and ALL new shooters to the range or shooting the Defensive Pistol discipline.
- * Some of the topics to be covered: COLD range, SAFE table and NO AMMO at it, only place to handle the pistol is at the SAFE table and under the direction of the SO, muzzles down range, proper use of cover, muzzle control, sweeping self,

finger out of trigger guard except when firing (off target -- off trigger), picking up spent brass, taping targets, everybody helps, if not preparing to shoot or shooting, should be helping, not helping can be asked to leave!

- * Participants not familiar with IDPA rules will be given a quick introduction.

1.8 STAGE DESIGNER

- * Designs and sets up a stage to be shot in accordance with IDPA stage design rules as guidelines

1.9 RANGE SAFETY OFFICER

- * NRA trained and certified RSO

1.10 ASSISTANT RANGE SAFETY OFFICER

- * Individual who assists the RSO

1.11 ADDITIONAL NOTES

- * **DEFENSIVE PISTOL:** International Defensive Pistol Association "Defensive Pistol Rules" are used as guidelines
- * **FUN MULTI-GUN:** International Defensive Pistol Association "Defensive Multi-Gun Rules" are used as guidelines.

SECTION J
FORMS

Appendix

Forms

- Form 1 Rifle-Pistol-Wedge Range Inspection Checklist**
- Form 2 Trap Range Inspection Checklist**
- Form 3 Incident Report Form**
- Form 4 Injury Report Form**
- Form 5 Sign-In “Hold Harmless Release” Form
For Rifle-Pistol-Wedge Range**
- Form 6 Sign-In “Hold Harmless Release” Form
For Trap Range**
- Form 7 Membership Application Form**

Section J Forms

Form 1



Form 1

Rifle-Pistol-Wedge Range Inspection Checklist

Inspected by: _____ Date: _____

	Yes	No
1. Emergency Communications Working (cell phone)	_____	_____
2. First Aid Kit Filled/Accessible/AED	_____	_____
3. Signs Displayed	_____	_____
4. NO Trespassing Signs Present	_____	_____
5. Left and Right Range Limits Displayed	_____	_____
6. Backstop/Impact Area Inspected	_____	_____
7. Target Frames/Mounts in Good Repair	_____	_____
8. Firing Line Marked	_____	_____
9. Firing Points Numbered/Clean	_____	_____
10. Shooting Benches/Tables Inspected	_____	_____
11. Sandbags/Gun Rests on Hand	_____	_____
12. Supplies Available – Staplers, Staples	_____	_____
13. RSO Control Area	_____	_____
14. Range Rules Posted	_____	_____
15. Bulletin Board Hung	_____	_____
16. Gun Racks Available	_____	_____
17. Empty Trash and Recyclable Receptacles Available	_____	_____
18. Brass/Dud Buckets Labeled	_____	_____
19. Wash Area	_____	_____
20. Lockable Storage (connex) in good condition	_____	_____
21. Unlock and inspect bathrooms	_____	_____

Comments:

Section J Forms

Form 2



Form 2

Trap Range Inspection Checklist

Inspected by: _____ Date: _____

	Yes	No
1. Emergency Communications Working (land/cell)	_____	_____
2. First Aide Kit Filled/Accessible/AED	_____	_____
3. Controlled Access/Fencing	_____	_____
4. Signs Displayed	_____	_____
5. Trap Machines Filled/Inspected	_____	_____
6. Firing Stations Marked/Maintained	_____	_____
7. Spectator Fence Line in Good Repair	_____	_____
8. Spectator Area/Tables in Good Repair/Clean	_____	_____
9. Scoring Stands in Good Repair	_____	_____
10. Supplies Available (Office, Restroom, Chuck Wagon)	_____	_____
11. PA System	_____	_____
12. Range Rules Posted	_____	_____
13. Bulletin Board Hung	_____	_____
14. Gun Racks Available and in Good Repair	_____	_____
15. Trash/Recyclable Receptacles Available	_____	_____
16. Empty Shell Buckets Labeled and Available	_____	_____
17. Wash Area	_____	_____
18. Lockable Storage	_____	_____
19. Lockable Bathroom In Order and Clean	_____	_____
20. Flag Pole and Flags	_____	_____
21. Cash Register, Internet, TV, Phone Working	_____	_____
22. Electrical (trap machines, mikes, etc.)	_____	_____
23. Refrigerator, Coke Dispenser, Coffee, Microwave	_____	_____

Comments: _____

Section J Forms
Form 3



Form 3
Incident Report Form
El Dorado Rod and Gun Club

Incident Report Date : _____ Time: _____

RSO or RSO's on Duty

1. _____
2. _____

Witnesses

1. _____
2. _____

1. Statement of Fact (what occurred?)

Any injuries involved? Yes/No If Yes, explain in detail, use back side of form, if needed.

2. Was it necessary to contact emergency services? Yes/No If yes, explain.

3. Was more than one person involved in the incident? Yes/No

4. Is it necessary for the Board of Directors to make a decision concerning the incident and the individual(s) right to use the range? Yes/No

5. **Witness Statement(s):** Interview witnesses separately. Use back side of the form if needed.

Witness No. 1 Name: _____

Address: _____

Phone: Day _____ Eve _____

Witness Statement:

Witness No. 2 Name: _____

Address: _____

Phone: Day _____ Eve _____

Witness Statement:

6. **Notes and Comments:**

7. **Disposition and Follow-up:**

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

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

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

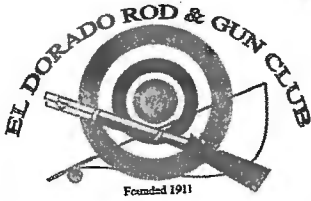
6. Notification of next of kin (specify time, person contacted, and method)

7. Location of incident and conditions of area:

8. Was protective equipment worn (if applicable)?

9. Describe steps taken to preserve the scene (equipment, cell phone, photographs, etc.):

- 10. FILL OUT WITNESS STATEMENTS ON THIS AND ANY ADDITIONAL SHEETS IF NECESSARY (Also use Form 3 Incident Report) Have witnesses sign, date, and provide phone number.**



El Dorado Rod & Gun Club

Membership Application

Post Office Box 99
Placerville, California 95667
(530) 903-8331
www.edrgc.com

Are You A: New Member? Renewing Member? Change of Information?

Current Member Number _____

Amount Paid: \$50 (1 Year) \$30 (Age 65+) \$225 (5 Years) \$500 (Lifetime Membership)

About You: First Name & Middle Initial _____

Last Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Date of Birth _____ U.S. Citizen

Check here if do not wish to receive the eNews.

Your Interest(s): Shooting Rifles Shotgun Pistols Fishing Salt Water Fresh Water Archery

Special Interest(s): _____

Memberships?: National Rifle Association Gun Owners of California California Rifle & Pistol Association

Certifications?: _____

EDR&GC Sponsor: _____

I certify that I am a Citizen of the United States of America or an Alien legally residing within the United States of America and that I am not a member of any organization which has in any part of its program attempted to overthrow the government of the United States or any of its political subdivisions, by force. If admitted to membership, I will faithfully endeavor to fulfill the obligations of good sportsmanship and good citizenship.

Signature: _____ Date: _____

Admin Use Only: BOD Approved Declined Billing Updated

Database Updated & Membership Card Sent By: _____ Date _____

Payment Received By: _____ Amount: _____ Date _____