

SCHOFIELD ROD & GUN CLUB
SHOTGUN RANGE
STANDING OPERATING PROCEDURES

SUBJECT: Conduct of Shotgun (Trap and Skeet) Ranges

1. RESPONSIBILITIES. Range conduct and discipline is the responsibility of the range OIC. The RSO is responsible for safety and will be given no other duties.

2. OPENING THE RANGE.

a. 1/2 hour prior to range operating hours, one of the range officers must report to range control (building 1181) and sign for the range, and pickup one hand-held FM radio and the red range flag.

b. Upon arrival at the range verify or complete a risk assessment (see paragraph 8, page 12). If risk is unacceptable do not open the range. If risk is acceptable the red range flag is raised to the top of the range flag pole. Enter OIC and RSO information on the range opening document. Ensure all firers arriving that day enter their data on the document. Conduct an immediate radio check with range control. Do not ask range control for a "hot" status until communication link is flawless. Once communications have been establish and the range flag has been raised, request a "hot" status from range control. Annote on the range opening document the time range control places the range in a "hot" status.

c. Radio checks with range control are conducted every hour at the hour, i.e. 0900, 1000, 1100, etc.

d. Once the OIC's have received a "hot" status from range control and declared the range as "hot", squads may be released to the firing line.

e. Firing points shall be the designated stations for Trap and Skeet. Wooden frame locations shall be used for Sporting Clays.

3. SAFE CONDUCT OF THE RANGE. The range will be controlled by the OIC. All range commands must be called clearly and loudly. Both the OIC and RSO must ensure the commands have been understood and followed by all firers.

a. Only the OIC can give range commands. The OIC must ensure the commands are called loudly and clearly, and that all firers understand the commands. **ANYONE CAN AND MUST CALL CEASE FIRE IF HE/SHE OBSERVES AN UNSAFE ACT.**

b. **Cease Fire.** At the command "CEASE FIRE", all shotguns must be unloaded, actions must be opened and remain open, muzzles must be pointed in a safe direction.

c. **Eye and hearing protection is required.** Everyone on the firing line must wear glasses and ear muffs or plugs.

d. **Loading and firing.** Firers may load their shotguns only while on the firing line and only immediately prior to the call for a target. Firers may load no more than two rounds at any station. No shot sizes larger than 7 1/2 may be used.

e. **Departing the firing line.** Once the squad has completed its firing, firers must immediately cease firing, unload firearms, keep firearm actions open, and remove themselves and their firearms from the firing line. When not in use on the firing line, all shotguns must be placed in the vertical racks or the action must remain open. When carried, all fixed barrel shotguns (semiautomatic, pump/slide, and single shot actions) must be pointed upwards with muzzle above head level.

f. **Servicing the Traps.** When servicing or loading the traps no one may handle firearms. Personnel in the trap houses must ensure a signal flag is placed on top of the house being serviced.

g. **Tournaments.** During tournaments, all safety rules specific to each sport shall be enforced as well as those of the club. For Trap, the Amateur Trap Association (ATA) rules apply. For Skeet, the National Skeet Shooting Association (NSSA) rules apply. For Sporting Clays, the National Sporting Clays Association Rules apply. For other events, the National Rifle Association (NRA) rules apply.

4. FIRERS DEPARTING THE RANGE

a. Firers must police their hulls and trash.

b. Only cased firearms may be removed from the range and transported in vehicles.

5. CLOSING THE RANGE. At the end of the day and once all firers have policed their trash, cased and removed their firearms, the OIC may request a "cold" status from range control. Follow the directions of range control. Also close-out and complete the range opening document, lower the range flag, and return the range flag and radio to range control.

6. FORBIDDEN.

a. Horseplay.

b. Unsafe gun handling.

c. Shot size larger than 7 1/2 and shotgun slugs.

d. Tracer, incendiary, and exploder type ammunition.

e. Smoking on the firing line.

f. Glass and impermeable metal targets.

g. Transportation of uncased firearms.

h. Parking anywhere other than designated parking areas.

i. Vehicle traffic down range.

j. Pets or other animals on the range.

7. SPECIAL CIRCUMSTANCES.

a. Range Fire. Immediately cease fire, render all firearms safe, and notify range control.

b. Overhead Aircraft, or Vehicles or Unknown/Unauthorized Personnel Downrange. Immediately cease fire, render all firearms safe, and notify range control.

c. Animals Downrange. Immediately cease fire and render all firearms safe.

d. Unsafe Act on Range. Immediately cease fire, render all firearms safe, and correct situation.

(1) Malfunctioning Firearm. Case the malfunctioning firearm and have it removed from range.

(2) Unsafe Firer. Ensure the unsafe firer's firearm is rendered safe. Remove firer from firing line. During cease fire period, counsel firer regarding safe gun handling and have firer reread these procedures. If firer remains noncompliant or refuses to comply, ask the firer to leave the range. If necessary, Military Police assistance is available through range control. If firer is asked to leave the range or Military Police assistance is requested, notify the appropriate activity director and executive committee.

(3) Injury on Range. Immediately cease fire, render all firearms safe, and render first aid. Contact range control and request emergency medical services if necessary. For all instances where medical assistance is requested notify appropriate activity director and executive committee.

e. Unexploded Ordnance (UXO) on Range. Ensure no one approaches or touches the UXO. Immediately notify range control.

8. RISK ASSESSMENT. At the back of this SOP is a completed shotgun range risk assessment dated 3 Oct 97. If no additional criteria are necessary and the risk level of each criteria remains unchanged, use this risk assessment. However if additional criteria are necessary or any given criterion's risk level changes the OIC must complete a new risk assessment. For overall LOW risk (0-10 activity raw total), the OIC can approve the activity. For overall MEDIUM risk (11-20 activity raw total), the Club President must approve the activity. For HIGH risk and X-HIGH risk (21-30 and 31-40 raw totals respectively), the Club President has declared the range/activity will not operate.

SCHOFIELD ROD & GUN CLUB RIFLE/PISTOL RANGE RISK ASSESSMENT WORKSHEET 1 OCT 97					
Risk Level	LOW	MEDIUM	HIGH	X-HIGH	SCORE
	1	2	3	4	
Club Experience	1				1
Leader Presence	1				1
Leader Experience	1				1
Member Experience	1				1
Complexity	1				1
Planning/Rehearsal Time	1				1
Other	N/A				N/A
Activity Raw Score Total					6

ACTIVITY RAW TOTAL-----SCORE RISK			
LOW	MEDIUM	HIGH	X-HIGH
0-10	11-20	21-30	31-40

LEADER APPROVAL	
1st level, can approve LOW/OIC Name:	Date:
2d level, MUST approve MEDIUM/Club President:	Date:

FOR HIGH OR X-HIGH RISK CLUB PRESIDENT HAS DECLARED
THERE WILL BE NO RANGE ACTIVITY>

RISK ASSESSMENT

RIFLE/ PISTOL RANGES

1. Club Experience: All personnel will be familiar with hazards associated with handling firearms. All personnel will be familiar with the standing operating procedure governing the conduct of the range.
2. Leader Presence: Only certified Officers-in-Charge and Range Safety Officers will conduct ranges.
3. Leader Experience: All operations are under the guidance of GS-018-13, Bruce Barrett, President of the Schofield Rod and Gun Club.
4. Member Experience: All members will be experienced in the safe handling of firearms and the range standing operating procedures.
5. Weather/Terrain: Ranges will not be conducted during thunderstorms or when lightning is present.
6. Complexity: All personnel will be trained prior to being certified to operate ranges.
7. Planning/Rehearsal Time: N/A
8. Other: Routine unannounced safety inspections will be conducted by the club president to ensure compliance.

Range Division Hawaii 25th ID(1) & USARHAW, DPTN, Range
Division Hawaii

Website

<https://doimhawaii.army.mil>

Publications>Local Publication>Regulations:
25TH ID (1) & USARHAW Reg. 210-6
RANGE AND TRAINING AREA

Publications>DA Forms/Pubs:
ARMY REGULATION: AR 385-63
DEPARTMENT OF THE ARMY PAMPHLET: DA PAM 385-63
RANGE SAFETY