

STANDARD OPERATING PROCEDURES

Long Prairie Gun and Archery Club
P.O. Box 416
Arcata, CA 95518

April 12th, 2018

Long Prairie Gun and Archery Club
Standard Operating Procedures

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CHAPTER 1

PREAMBLE

The Long Prairie Gun and Archery Club, Inc. is committed to promoting recreational gun and archery shooting and to encourage safe handling of firearms and archery tackle.

The Long Prairie Gun and Archery Club provides an open, shooting bay adaptable to various shooting activities, a 12 position Rifle Range, and a 10 position Pistol Range. These ranges are located in a rural setting separated from residential areas.

In addition to the Rifle and Pistol ranges there is a five bay action shooting area behind the Pistol Range. Use of these five bays is currently limited to special 3rd party events under strict supervision of club Range Master AND the Range Officer of the organization putting in control and sponsoring the event.

This document provides the standard operating procedures (SOPs) for the rifle and pistol ranges.

Purpose of the Range:

The Long Prairie Gun and Archery Club Ranges are primarily intended for recreational shooting by its members, guests, and the invited public. It is also used for specialized shooting events as described in Chapter 3 of this SOP, or for special events as determined by the Board of Directors. Members are encouraged to follow the NRA Marksmanship Qualification Program in order to improve their shooting skills. In the operation of the rifle and pistol ranges **Safety Shall Be the Governing Consideration At All Times**

CHAPTER 2

Authorized Uses and Operations of the Range:

General

The Long Prairie Gun and Archery Club operates the Rifle and Pistol Ranges for the safe enjoyment of target shooting by its members and guests.

The ranges are not to be used for any non-sanctioned commercial activity. The Range Officers, under the direction of the President, the Chief Range Safety Officer, and the Board of Directors have the responsibility for the administration and safe operation of these ranges

Range Usage

Overall range availability is at the discretion of the Board of Directors.

Normally live fire recreational shooting for all members and their guests takes place on weekends. On these weekends, the Range is open from 9:00 a.m. to 4:00 p.m. on Saturday and Sunday.

Current Range Masters with range keys may use the range during the week from dawn to dusk.

The Range is under the control of the Duty Range Master (DRM) and an additional assigned Range Master.

All decisions as to Range operation and safety are at the discretion of the Duty Range Master, but must follow the guidelines put forth in the SOPs.

The DRM has the authority from the Board of Directors to shut down the Range if he/she deems it necessary.

In extreme cases, such as an accident or an unruly person as defined in Chapter 7, of these SOPs, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or County Sheriff) notified. The President, Chief Range Master, and the Board of Directors should also be notified as soon as possible. The Board of Directors will notify Green Diamond Resource Company.

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The Range is closed Monday through Friday, but is available to Range Masters with keys and their guests (which includes all other membership categories) during this time.

Range Requirements

Range Masters, holding current cards and range keys may use the ranges at any time except when closed for special events. Range Masters and Members should check the calendar of events on the LPGAC Website or posted at the Range House for details regarding these and other closings.

Club members may use the ranges only when a Range Master is on duty.

All guests, including non-member relatives, must be accompanied by their member host when shooting on the ranges.

Any non-member using the range as a guest more than three (3) times in a one year period (July 1 - June 30) will be required to become a club member to continue using the range.

Members may have up to two (2) guests on the range simultaneously.

The requirements for shooters are:

- Display of a current LPGAC membership card
- Completing all information requests on the member/guest log book after reading and signing the indemnification waiver.

Specialized Events

LPGAC maintains active programs in firearm education and safety and in hunter safety. These courses may include live firing at the Range. These special events, which are listed on the LPGAC web site, usually occur on weekends, and take priority over open Range usage. The course instructor should work with the DRM for the day to ensure the safety of everyone at the Range. The assigned DRM for the day has control of the Range and is responsible for its operation.

Specialized range events include but are not limited to:

- NRA sanctioned rifle and pistol courses
- DFG Hunter Safety
- Sanctioned Group Events

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- Shooting Matches
- Events approved by the Board of Directors.

The points of contact for these various events are posted at the Range House and on the LPGAC web site

Range Closures

The Range will be closed for all shooters for special events approved by the Board of Directors and any activity by Green Diamond Resource Company requiring range closure.

Range Limitations and Safety Requirements

Live fire shooters will:

1. Fire only while a qualified Range Master is on duty.
2. Fire only authorized firearms and ammunition.
3. Fire at authorized targets only. Firing at cans, bottles, etc is strictly prohibited.
4. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
5. Ear protection is mandatory while on the firing line and eye protection is recommended.
6. Ear protection is required for all personnel in the range house when the range is hot.
7. Obey all commands of the Range Masters in charge.
8. Notify a Range Master if any unsafe practices are observed.
9. Recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
10. Fire only from the established firing line.

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Authorized and Prohibited Firearms and Ammunition

Shooters are permitted to fire all legally owned center fire or rim fire rifles and pistols up to and including .50 caliber firearms. Fully automatic firearms are not permitted on the Range.

Shooters are permitted to fire all legal muzzle loading rifles and pistols and smoothbore muzzle loading rifles and pistols. Shotguns firing rifled balls/slugs or sabots are permitted.

Under no circumstances will any shooter fire tracer, armor piercing, or other exotic ammunition.

Alcoholic Beverages and Drugs

The Long Prairie Gun and Archery Club operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the property. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors.

CHAPTER 3

Club Officers

The LPGAC rifle and pistol ranges are administered by Club Officers that report to the Board of Directors. The Club Officers consists of a President, Vice-President, Range Safety Officer, Range Training Officer, Range Maintenance Officer, Range Scheduling Officer, Secretary, Treasurer, Events Chairperson and a Membership Chairperson.

President:

The President implements Board policy in administering range events and activities

The President is the Chief Executive Officer of the Corporation, and in this capacity reports to the Board of Directors.

The President is responsible for all daily operational activities of the club

The President or his/her designee shall chair all Club business meetings excepting those convened by the Board of Directors.

Vice President:

The Vice President shall perform the duties of the President in his/her absence or at his/her request.

Chief Range Master:

The Chief Range Master is responsible for ensuring that established safety procedures are observed by all club members and guests using the range. The Chief Range Master is responsible for ensuring that all Range Safety Rules are prominently posted at the range. The Chief Range Master is responsible for ensuring that current Range SOPs are provided on the Range for all Duty Range Masters. The Chief Range Master is to be contacted after an emergency per the SOP.

The Chief Range Master is the primary focal point for the Lead Range Masters and duty Range Masters. Any issues the duty Range Master may have should be reported up to the Chief Range Master.

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Range Training Officer:

The Range Training Officer is responsible for all initial certification and recertification training of all LPGAC Range Masters. The Range Training Officer may delegate the training to qualified LPGAC Range Masters. All Range Masters are provided a copy of current Range SOPs during Range Master Training.

Range Maintenance Officer:

The Range Maintenance Officer is responsible for the maintenance and improvement of the Club's facilities. The Range Maintenance Officer is responsible for scheduling work parties jointly with the Range Scheduling Officer.

Range Scheduling Officer:

The Range Scheduling Officer is responsible for scheduling Duty Range Masters on all days when the Range is open to club members and for sanctioned events.

Secretary:

Secretary shall compose and keep a correct and complete record of each proceeding, and shall distribute the minutes before or at the next meeting.

The Secretary will initiate all official correspondence for approval by the President.

The Secretary will notify the Officers and Directors of all meetings and in coordination with the Membership Chairperson, notify all members of special and annual meetings as directed by the President.

The Secretary will be the custodian of all Club records.

Treasurer:

The Club Treasurer will ensure that all financial expenditures associated with operational activities of the Club are properly recorded and accounted for in Club Financial Statements and other documentation as appropriate.

The Club Treasurer will present a "Treasurer's Report" at the Annual Membership Meeting.

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Events Chairperson:

The Events Chairperson is responsible for maintaining a current list of all Sanctioned Club Events/Activities that are regularly scheduled on LPGAC Ranges.

The Events Chairperson in coordination with the Membership Chairperson is responsible for researching and coordinating new Club events to increase Club membership and foster increased member involvement.

Coordination with 3rd party organizations that have sub-leases with LPGAC will also be part of the Events Chairperson's responsibility and will interface between 3rd parties and Green Diamond Resource Company.

Membership Chairperson:

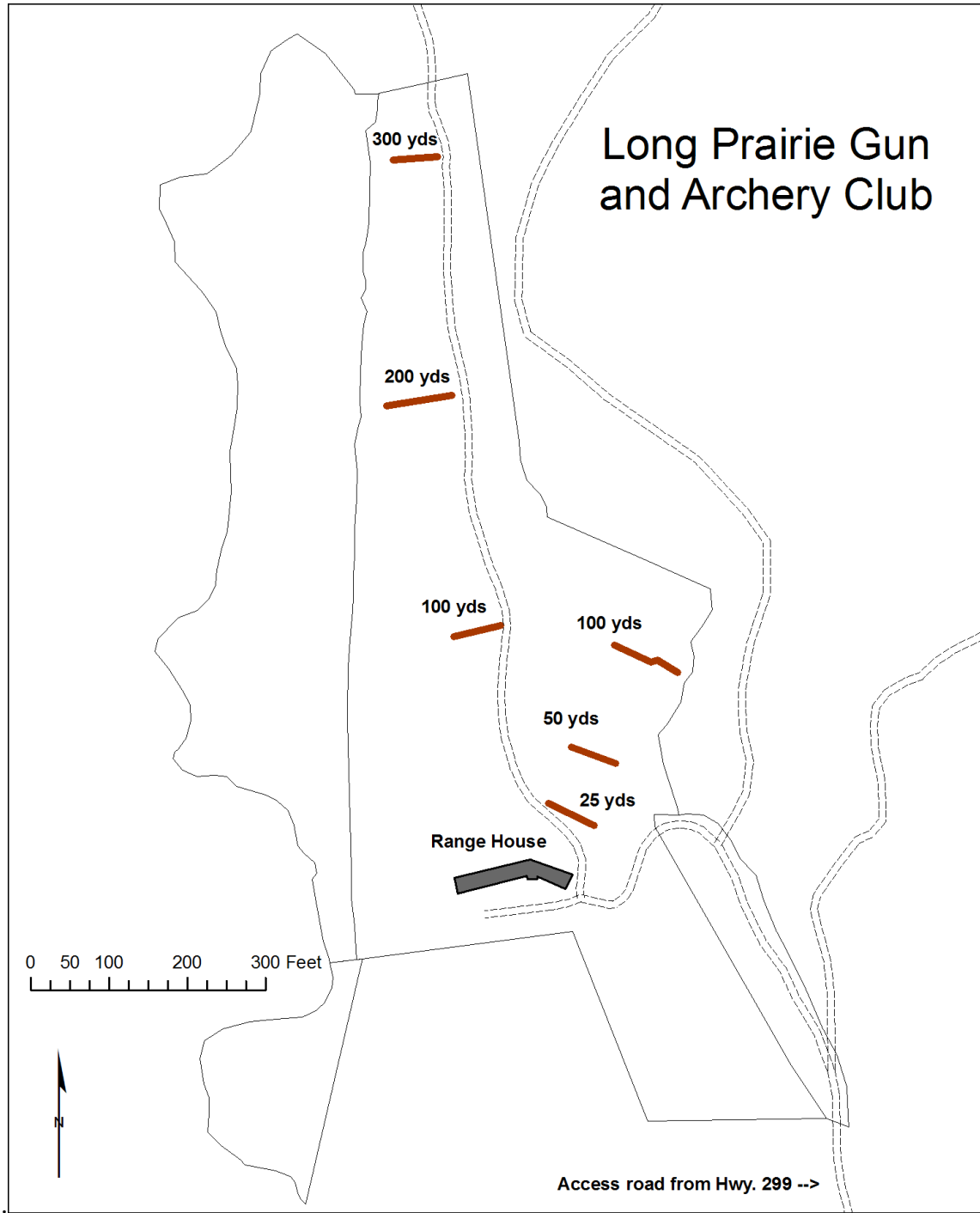
The Membership Chairperson is responsible for receiving application forms, screening and interviewing applicants for potential Club membership.

The Membership Chairperson is responsible for collecting dues and fees from new members for submission to the Club Treasurer (existing members pay their dues and fees directly to the club by mail or at the annual meeting for Range Masters).

Appendix F contains a list of the current officers of the Long Prairie Gun and Archery Club.

CHAPTER 4

Schematic Layout of the Range



CHAPTER 5

Rifle and Pistol Range Rules

NRA Firearm Safety Rules

3 Fundamental Rules for Safe Gun Handling:

- Always keep the gun pointed in a safe direction.
- Always keep your finger off the trigger until ready to shoot.
- Always keep the gun unloaded until ready to use.

Rules for Using or Storing a Gun

- Know your target and what is beyond
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting (**LPGAC has a zero tolerance policy regarding alcohol on the property. Refer to page 5 of 31, Alcoholic Beverages and Drugs, of this SOP**)
- Store guns so they are not accessible to unauthorized persons
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

General Range Rules

Know and obey all Range rules

The Duty Range Master is responsible for all operations of the Ranges. Obey all of his/her commands or those assigned to help him/her

Know where all persons on the range are at all times.

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Shoot only at authorized targets.

At non-scheduled times where more than one shooter is on-line, a Duty Range Master must be designated.

Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.

Stop shooting immediately upon the command "Cease Firing".

Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age

Ear protection is mandatory for all shooters and spectators. Eye protection is recommended.

No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter

Each shooter may have more than one firearm at a time available to his firing point. Firearms not in use will be stored in the gun racks or in a pistol box, cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the Range Officers.

All firearms carried from the parking lot to the range house must be unloaded. When entering the range house, long guns must have their actions open or otherwise be made safe. Pistols may be carried in their cases or brought in to the range house with their actions open or otherwise be made safe.

Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the range complex.

Site Specific Rules

Permitted:

Single shot center fire and rim fire rifles and pistols up to and including .50 caliber.

Bolt action or lever action, magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

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Semiautomatic magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Magazines loaded with more than 10 rounds provided the magazine is exempted by CA Penal Code sections 12020 or 12079.

Black powder muzzle loading rifles and pistols.

Black powder muzzle loading smoothbore muskets.

Shotguns firing rifled slugs or sabots.

Not permitted:

Incendiary, armor piercing, or explosive ammunition

Shot shells; unless approved for special events

Fully automatic firearms; may be sanctioned for Law Enforcement training

Shooting at unauthorized targets (cans, bottles, etc)

Loaded firearms carried on or off the firing line. **Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the firing line.**

Dry firing or aiming behind the firing line

Loading muzzle loading firearms directly from a powder horn or powder container

Administrative Rules

Parking

All users of the Range must park in the parking area immediately to the rear of the Range House.

CHAPTER 6

Range Commands:

"Range is hot"

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line. At all times the 3 basic NRA safety rules must be observed.

"Range is cold"

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Long guns must be racked. Hand guns may lay on the bench with the action exposed for verification by a Range Master. All shooters after benching their firearms must step back from the firing line.

Firearms may only be transported between a member's vehicle and the Range House when the range is cold and there is no one downrange.

"Commence firing"

This command should be given by the Duty Range Master after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

"Cease fire"

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the Duty Range Master.

NOTE: This command may be given by anyone who observes an unsafe condition on the range.

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"Other commands"

There are other range commands like "Ready on the right, ready on the left, ready on the firing line, etc." that the range officers may see fit to use. Usually ROs with a military background tend to use them. The intent is to make sure that everyone is ready to begin firing. These commands will be given by the Range Master when a competitive match is in progress

CHAPTER 7

Emergency Procedures

Emergency Response Sheet/Checklist:

Emergency Response Sheet/Checklists are located in Appendix D of this SOP.

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note “NA” to indicate it was not overlooked.

Injury Report Form:

Injury Report Forms are located in Appendix E of this SOP.

Designate one of the Range Masters to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the “Date of Injury” and “Time of Injury” boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible.

Collect “Witness Statements” and attach them to the Injury Report Form when completed.

Witness Statements are located in Appendix E of this SOP behind the Injury Report Forms.

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Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. Duty Range Master should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report accident (Call for help). If no cell phone is available a Highway 299 Emergency Call Box is located across from the range entrance on the south side of the highway.
4. Station people to direct emergency vehicles to the Range.
5. The President, Chief Range Master, and the Board of Directors should also be notified as soon as possible. The Board of Directors will notify Green Diamond Resource Company.

Unruly Persons:

For the purposes of these SOPs an unruly person is anyone who refuses to follow the commands of the DRM.

Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the Chief Range Master.
2. Close down and secure the Range Complex and evacuate the area.
3. Notify the Humboldt County Sheriffs Office and request assistance.

Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the Duty Range Master should close down the Range and

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evacuate the area. The Duty Range Master and Range Masters should decide what to do if the weather clears.

Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. Range Masters need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Range Masters should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.

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4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

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Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

Range Masters on duty must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range master must be prepared to step in.

Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE! At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side (for a right handed range officer), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty range officers. All Range Masters should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

Whenever a stoppage or malfunction occurs, range masters must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.

CHAPTER 8

Range Equipment

Range house

Twelve covered firing line points with benches on the rifle range

Ten covered firing line points on the pistol range

Wooden target frames

Assorted NRA sanctioned targets

Two emergency first aid kits

Range sign -in book with range cards

Badges to identify the Duty Range Master and other Range Masters on duty

A copy of the Standard Operating Procedures for the Long Prairie Gun and Archery Club Range

A copy of the courses of fire for the NRA Marksman Qualification Program

A Cellular Phone with available coverage and available for use by the Duty Range Master is recommended

Insurance waiver form

APPENDIX A:

Range Inspection Checklist

Prepared By:

Title: Date:

- Open gate and remove "Range Closed "sign at entrance to the range and set up the "Range Open" sign.
- Enter into the log book all the Range Masters on duty.
- Put on the badges identifying the Duty Range Master and the Range Masters on duty.
- Check the bulletin board and Range SOP Folder for special instructions.
- Walk the firing line and inspect the bullet impact zone to ensure that everything is clear to begin firing.
- Identify everyone who comes to use the range. They must be a current LPGAC member or a guest of a member who is present.
- Collect fees as appropriate and deposit them in one of the brown manila envelopes that are available in the range house. At the end of the day the envelope with all the fees collected should be sealed and mailed to the LPGAC PO Box 416 Arcata CA. A personal check may/should be substituted for cash to reduce the mailing costs.
- Have everyone entering the range read the indemnification waiver and complete all information blocks in the sign-in/log book.
- Explain to everyone as they arrive what the firing line commands are.
- Observe and supervise all shooting noting in particular shooters who may be experiencing difficulty.
- Assist shooters as the need arises. Be aware of any misfires, hang-fires, or doubles and react accordingly.

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- Require shooters to police their firing points and leave each point in a clean condition.
- Place completed Range Inspection Checklist in Duty Range Master Checklists Folder.
- Secure the range at the end of the day which is 4:00 PM for the general membership. Close the range house. Replace the "Range Closed" sign.
- Mail the sign-in/entry log and any funds collected to P.O. Box 416, Arcata CA.

The Duty Range Master is free to close the range for any conditions that might endanger shooters.

If emergency situations arise the Duty Range Master must take appropriate action and then notify the President, the Chief Range Master, and the Board of Directors.

Week days and weekends when the range is closed to the general membership:

Basically the same rules apply as above except that the range is open only to current Range Masters and their guest(s). The "Range Closed" sign may be left in place at the entrance to the range since general membership shooting is not allowed. If more than one current range master is present they must decide which one is the duty range master in charge of the range. The duty range master may be alternated in the case of two range masters desiring to shoot at the same time.

If a member arrives when the range is closed but a Range Master is present and shooting, the latter has the option of allowing the member to shoot as his guest or maintaining the range closed and not letting the member shoot.

APPENDIX B:

Range Officer Qualification Procedure

NRA Certified Chief Range Safety Officers conduct NRA Range Safety Officer Training annually, as a minimum, to certify current and prospective LPGAC Range Masters as NRA Range Safety Officers.

NRA Range Safety Officer Certification Training can also be conducted more frequently dependent upon Chief Range Safety Officer and training venue availability.

Current LPGAC Range Masters who are not NRA Certified Range Safety Officers will be required to be certified as NRA Range Safety Officers as soon as possible to retain Range Master privileges and Range Keys.

Effective 1 April 2010, new candidates for Range Master status must be Certified NRA Range Safety Officers. Associate Members desiring to be LPGAC Range Masters must first be approved by the LPGAC Board of Directors.

An Associate Members that has been a member in good standing for a period of at least six months may qualify for Range Master status by completing the NRA Range Safety Officer (RSO) Certification Training and receiving the approval of the Board of Directors. Upon approval of the Board of Directors, the Range Master candidate will receive a new membership card indicating Range Master, and a key to the range.

New Range Masters will be placed on the Range Master Duty Roster and notified by the Range Scheduling Officer of assigned duties and additional requirements as appropriate. For the new Range Master's first range duty they will be assigned as a subordinate to an experienced RM.

APPENDIX C:

NRA Marksmanship Qualification Program

In order to provide shooters the opportunity to hone their shooting skills, LPGAC encourages them to take advantage of the NRA Marksmanship Qualification Program which is a self administered course of fire that permits a person to advance from Marksman to Distinguished Expert. Members can qualify in the following programs:

Bulls eye Pistol

Handgun

Light Rifle

American Rifleman

High Power Rifle

Muzzle loading Rifle

Muzzle loading Pistol

Targets are provided for all of these programs and a notebook in the range house indicates the targets that must be used and the courses of fire.

APPENDIX D:

Emergency Response Sheet/Checklist

Effective Date: _____

Emergency Communication 911

Immediate Response for Injuries or Illness:

- Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
- Identify one of the Range Masters or other responsible person to secure the gear of the injured person.
- Identify one of the Range Masters or other responsible person to notify emergency services via 911 and provide the following information:
 1. Specific location of incident with directions
 2. Telephone number that you are calling from
 3. Your name
 4. What happened and possible hazards for rescuers
 5. Number of people injured or ill
 6. Condition of people injured or ill
 7. First aid provided
 8. If the accident involves a gun shot injury the Sheriff's Office must be notified
- Station one of the Range Masters or other responsible person to direct emergency services to the scene.
- Provide first aid until the emergency services arrive provided the injured party agrees.

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- ❑ Assume implied permission if the injured is unconscious or unable to respond.
- ❑ Avoid dispensing any medicine unless directed to by emergency services over the telephone
- ❑ Assign one of the Range Masters to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

APPENDIX E:
Injury Report Form

Name of Injured Party:

Address:

Telephone Number:

Date of Injury: Time of Injury:

1. Describe the nature and extent of the 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 telephone numbers):

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

6. Persons notified (relatives, Range Chairman, Chief Range Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

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C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes No

10. Notes and Comments:

11. Injury report completed by:

Name:

Title:

Date:

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Signature:

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Witness Statement

Prepared By:

Address:

Telephone Number:

Date:

Time:

Statement:

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APPENDIX F:

Officers

President	Craig Casey
Vice President	Doug Kelly
Secretary	Ben Marschke
Treasurer	Roy E. Corsetti
Chief Range Master	Open
Membership Chairperson	David Young
Range Training Officer	Michael lee
Range Maintenance Officer	Scott Savercool
Range Scheduling Officer	Destry Henderson
Events Chairperson	Mike Fettes
Webmaster	Jim Isaac

Board Members

David Lamphear
Al Thibeau
Kurt Kernen
Chris Freeman
Tharon O'Dell