



Eau Claire National Rifle Club

8768 N. Shore Dr. Eau Claire, WI 54703

STANDARD OPERATING PROCEDURES (SOP)

Table of Contents Updated 5/9/2018

- I. Introduction**
- II. Authorized Uses and Operations of the Range**
 - a. Range Usage**
 - b. Specialized Events**
- III. Range Rules and Safety Requirements**
 - a. Alcoholic Beverages and Drugs**
 - b. NRA Firearm Safety Rules**
- IV. Emergency Procedures**
 - a. Accidents**
 - b. Unruly Persons**
 - c. Weather**
 - d. Firearm Stoppages and Malfunctions**

I. Introduction

Eau Claire National Rifle Club is committed to promoting professional, recreational and sport shooting. Also, to encourage responsible handling of firearms.

Eau Claire National Rifle Club offers 20-point National Match Rifle Range with shooting points at 200 yard, 300 yards and 600 yards. Our range also has 10 shooting benches at 100 yard, one at 200 yard and one at 300 yard.

This document provides the standard operating procedures (SOPs) for the rifle range only. Handguns and shotguns can be used at our range, but 100 yards is the closest firing point we have to offer. Any other use of the range is strongly discouraged and will not be covered in this SOP.

II. Authorized Uses and Operations of the Range:

General

Current club members will be issued a range key when renewing their membership in return for previous years' key (locks are changed the first of each year). New members will be issued a range key when the club secretary receives application, dues and has received range instruction and walk through from a board member. The key will unlock the range gate and the target shed. **Keys are not to be given to non-members for use.**

Nonmembers can use the range while accompanied by a current member. The nonmember will pay a \$5.00 a day fee. In the event that non-members are found using the range without being accompanied by a current member, advise them of club activities, get their vehicle license number and contact the president or any board member.

a. Range Usage

Overall range availability is at the discretion of the Board of Directors. Current members with range keys may use the range during the week from dawn to dusk except **Tuesday mornings from sunup to 12 o'clock noon there is no shooting.** Mondays, Tuesdays, Wednesday and Thursday there is scheduled evening shooting programs during the summer. The programs start at approximately 5 pm. All members are welcome to participate with these programs. Nonmembers can also practice in these events, the cost is \$5 a day for nonmembers. **No shooting Tuesday mornings from sun up till 12 o'clock noon.**

The shooting programs are as followed:

Monday-National Match Shooting Practice Juniors and adults

Tuesday-National Match Shooting practice

Wednesday-Schuetzen Shooting

Thursday-Silhouette Shooting

b. Specialized Events

These special events, which are listed on the ECNRC web site <http://www.ecnrc.org/>, usually occur on weekends, and take priority

over open range usage. The assigned program director has control of the range and is responsible for its operation.

Specialized range events include but are not limited to:

- Evening Monday, Tuesday, Wednesday and Thursday Practice Program
- Shooting Matches (see <http://www.ecnrc.org/> for match dates)
- Deer Site in Clinic
- The range is closed each year during the gun deer season due to hunters on the range and above the impact area.
- Range cleanup/maintenance

The points of contact for these various events are posted on the ECNRC web site <http://www.ecnrc.org/>

III. Range Rules and Safety Requirements

Live fire shooters will:

1. The red range flag must be displayed on the flag pole always when range is in use.
2. Fire at authorized targets only. The targets must be used in the carriers at all times and shoot only at center bulls eye targets. Firing at cans, bottles, etc is strictly prohibited.
3. When shooting groups, do not place aiming spots outside of 8 ring on the target. Avoid hitting wood frame to reduce repair cost. When using targets other than High Power, use plane white target boards.
4. Schuetzenfest targets must be placed on top of another in the center of the target frame. Maximum 2 targets. Targets placed side by side are not acceptable.
5. Targets must be pasted up when done shooting. Black/white pastes are kept in the target shed and should be put back when done.
6. Range use during winter is limited to the 200-yard line. This is to prevent ricochets from frozen ground.
7. The range is closed each year during the gun deer season due to hunters on the range and above the impact area.
8. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
9. Ear and eye protection is recommended while on the firing line.
10. Fire only authorized firearms and ammunition. No 50-caliber center fire fire-arms and no full automatic fire-arms are allowed.
11. Take all necessary precautions at all times to ensure the safety of all personnel at the range and surrounding areas.
12. Recover all brass or trash that accumulates on the Range. You are responsible for your brass or trash so take it with you.
13. **Explosive devices** except rifle, shotgun, or handguns are prohibited.

a. Alcoholic Beverages and Drugs

The Eau Claire National Rifle Club operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the range while shooting. Anyone observed using them or deemed to be under the influence will not be permitted to shoot and the person(s) involved will be reported to the club board.

b. 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 is highly recommended.
- Never use alcohol or drugs before or while shooting (ECNRC has a zero-tolerance policy regarding alcohol on the range while shooting on the range).
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

IV. Emergency Procedures

a. Accidents:

Minor accidents - Cuts, sprains, dislocations, etc. Administer first aid as required.

1. Report to president or a board member.

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

1. Duty Range Master or anyone capable 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).
4. Station people to direct emergency vehicles to the Range.
5. The President and the Board of Directors should also be notified as soon as possible.

b. Unruly Persons:

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

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

1. Order the person off the Range and report his/her name to the President or a board member.
2. If the person will not leave: Close and secure the Range and evacuate the area.
3. At this point if the person still will not leave: Notify the Eau Claire County Sheriffs Office and request assistance.

c. Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the range is to close and evacuate the area.

d. Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. All shooters 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, 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

Shooters 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.
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.

A malfunctioning firearm must be unloaded and removed from the firing line if firearm is unsafe. 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.

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.

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