



JOE FOSS SHOOTING COMPLEX

Standard Operating Procedures

Arizona Citizens Defense League Foundation

A Concessionaire of Maricopa County Parks and Recreation Dept.

26700 Buckeye Hills Dr

Buckeye, AZ 85326

www.joefossshootingcomplex.com

623-327-3784

Dedicated to the Promotion of safety, Education, Sportsmanship and Marksmanship

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Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the Joe Foss Shooting Complex with the physical address of 26700 Buckeye Hills Dr Buckeye, Az 85326. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range Officer on duty or the General Manager for further action.

Definitions

Approved Firing: deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

Firing Line: that part of the range where shooting benches are placed designated as a Live Fire Activities area.

Live Fire Activities: an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range Officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

Range Officer: a volunteer or designee of Joe Foss Shooting Complex that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

Chief Range Officer: a volunteer or designee of Joe Foss Shooting Complex that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use AND maintains supervision of the range activities they are directly assigned to. Also manages and directs RSOs.

Rapid Firing: firing more than two shots in a one second period.

Uncontrolled Firing: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

Cease Fire: shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

Hot Range: no Cease Fire is in effect; guns may be handled and fired.

Cold Range: Cease Fire is in effect; guns may be Not be handled. Do not go near the bench or handle anything on or near the bench.

Cease Fire Range: Cease Fire is in effect, stay away from shooting benches and **NO HANDLING FIREARMS**.

Range Use Requirements

The use of the Joe Foss Shooting Complex is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs are available from the Joe Foss Shooting Complex office and website www.joefossshootingcomplex.com.

Restrictions

The following are strictly prohibited on Joe Foss Shooting Complex property:

1. **ALL CELL PHONES SILENT.** To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent. If a call is necessary be sure to clear your firearm at the bench facing down range and excuse yourself into an area where your call will not distract yourself or others engaged on the line.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range Officer will deny range access to anyone that is or “appears” to be in violation. This is at their discretion and will not be contested.
5. **FULLY AUTOMATIC FIREARMS ARE Restricted There are special conditions that must be met, CRSO has final say.**
6. **50 BMG CALIBER FIREARMS ARE PROHIBITED**
7. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
8. **ANYONE SHOOTING A 338 LAPUA MUST DO SO BY FIRST OBTAINING PERMISSION AND A SCHEDULED TIME.** Anyone shooting a 338 Lapua must have a designated Range Officer oversight during live fire of the gun.
9. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a Joe Foss Shooting Complex approved impact area.
10. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
11. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
12. No loaded firearms are allowed on the Joe Foss Shooting Complex property other than on the Firing Line under a Hot Range condition.
 - a. Exceptions to this are for Joe Foss Shooting Complex volunteers, Joe Foss Shooting Complex members and customers who are properly licensed Arizona Carry Licensed individuals, and Law Enforcement personnel.

Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

Liability Waiver and Age Restrictions

All users of the Joe Foss Shooting Complex range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- See the "Children On The Range" section below for children under the age of 18.
- Individuals ages 18 - 20 will be permitted to use the rifle range for rifles and pistol range for shotguns only if not accompanied by an adult 21 or older.
- Joe Foss Shooting Complex rules on age and gun possession are in line with federal and state laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

Range Training Requirements

All potential users of the Joe Foss Shooting Complex range must complete a range orientation safety video available online through our main website & or use of a QR code at the main store during check in.

NOTE: The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS.**
3. All vehicles shall be parked in the designated parking area, unless authorized by the Joe Foss Shooting Complex management.
4. Range is to be used as posted, or as directed by the CRSO on duty.
5. Joe Foss Shooting Complex members must sign in at the store prior to using the range and must have their membership card in their possession to allow the CRSO or RSO on duty to identify them as a member while on the range and get an assigned bench. Signing in at the store prior to using the range also allows for any updates on special activities that may need to be made known to the member.
6. Members & Non-members must sign in at the store, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range as a receipt is necessary to show the CRSO on duty in order to get an assigned bench.
7. Targets may be purchased in the store. Personal targets may be used if they meet the requirements of Joe Foss Shooting Complex. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the Joe Foss Shooting Complex

management and then only in a closed range or shoot/match scenario. **Each shooter on the range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.**

8. All shooting can only be done from the firing line.
9. Offhand, sitting, and prone shooting of center fire rifles is only allowed on the range in allocated bench positions assigned by the CRSO.
10. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
11. Police up your brass and spent caps when finished shooting. All targets are to be removed from down range when finished shooting - but only during an CRSO called "Cease Fire".
12. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for purchase in the store.
13. As part of the range safety procedures, all safety rules will be followed.
14. Live fire cannot begin before 07:00 a.m. and all shooting must be finished by 10:00 p.m.
15. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
16. Inexperienced shooters are to advise the RSO if assistance is needed.
17. When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
18. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
19. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the CRSO and will be reported via radio to the store staff for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the CRSO to determine fines/fees to be assessed.
20. **NO open carry of a loaded firearm on your person is allowed. The RSO and Joe Foss Shooting Complex staff along with Law Enforcement personnel are the exception.**
21. RSO commands and range rules must be followed at all times on this range. Challenge to any rule or RSO command may be made in writing or in person to the Joe Foss Shooting Complex management.
22. All children under 18 must be under adult supervision at all times while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
23. The minimum age to shoot on the range by oneself is 18 for rifle/shotgun and 21 for handgun.
24. The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSO and the store.
25. **Keep your area clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use.

26. **Drawing from the holster:** May be done provided you are a Joe Foss Shooting Complex Member and have obtained certification through an approved course. **SEE CRSO on duty for details.** The CRSO on duty has the right to suspend or revoke these privileges at anytime for any reason. If conduct was unsafe or attitude was present, all rights can be revoked indefinitely.
27. Membership details Pending review to be released by 2025.

Children On The Range

1. Children under the age of 18 will not be allowed on the firing range without adult supervision from an adult member, parent, or guardian.
2. Children ages 5 and below will not be allowed on the range, or to be left unsupervised by a parent or guardian while in the store or left in a car. Joe Foss Shooting Complex is not a babysitter.
3. Children ages 14 and under must be accompanied one-on-one by an adult parent or guardian with 100 percent eyes-on supervision. Adults in charge of watching each child will not be allowed to shoot.
4. Children will not be left unsupervised on the range or in the store at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of the children and others using the facility.
5. All children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available in the store.

Range Safety

Chief Range Safety Officers

All CRSOs on duty are required to have taken the NRA Chief Range Officer training and possess a certificate identifying them as an NRA certified CRSO. Chief Range Safety Officers (CRSO) are required as part of open shooting at the outdoor range. A designated CRSO will be in charge of the firing line(s) and range at all times.

The CRSO on duty is tasked with:

- Ensuring that all RSO's are present on time and assigning them their opening/closing duties as prescribed by the SOPs.
- Ensure that all opening procedures are completed and that the range is safe for operation.
- Ensure any deficiencies are addressed, noted, and reported to management as required.
- THE CRSO HAS FINAL SAY ON ALL DECISIONS ON HIS/HER RANGE.
- Ensuring that all Joe Foss Shooting Complex members, guests, and customers adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The CRSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The CRSO may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to Joe Foss Shooting Complex management any incidents on the range to include:
 - Accidental discharges
 - Personal injuries such as slide bites, forehead scope hits, etc that draw blood.
 - Trespassers - to include wildlife, pets, and unauthorized people.
 - Any other incidents deemed reportable.
- Ensuring that all closing procedures are completed/ all reports are filed and submitted to the Range Master for review.

Range Safety Officers

All RSOs on duty are required to have taken the NRA Range Officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. Everyone using the Joe Foss Shooting Complex range must first watch the safety video before anyone can start a live fire scenario. A designated CRSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- Ensuring that all Joe Foss Shooting Complex members, guests, and customers adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to the CRSO and Joe Foss Shooting Complex management any incidents on the range to include:
 - Accidental discharges
 - Personal injuries such as slide bites, forehead scope hits, etc that draw blood.
 - Trespassers - to include wildlife, pets, and unauthorized people.
 - Any other incidents deemed reportable.

Range Commands

To indicate emergency or hazardous conditions:

"CEASE FIRE"

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.

"MISSFIRE"

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

"IS THE LINE READY?"

To determine if all shooters along the line are ready. All shooters who are NOT ready should indicate their status to the RSO by raising their right hand. Sufficient time will be allowed for the shooter to complete his/her preparation.

"COMMENCE FIRING"

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

"2 Minute Warning"

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

"CEASE FIRE"

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and wait for further instructions.

"The Range is COLD"

To inform the firing line that the range is

safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded, and shooters leave the firing line with the actions of their firearms open.

"GO FORWARD, SCORE TARGETS AND PASTE"

Authorizes shooters to move downrange to score, change, remove or repair target faces.

"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"

Shooters may approach the firing line and handle their firearms since no personnel are down range.

"AS YOU WERE"

Means to disregard the previous command just given.

"MOVE BACK BEHIND THE READY LINE"

Means to move behind the ready line and wait for further instructions from the RSO.

"YOU MAY GO CHECK YOUR TARGETS"

Shooters may move downrange to the target area.

Firearms Carry & Handling

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, store, and range.
3. **Hot Range Procedure:** Proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time. **Pistols?**
4. **Cease Fire Procedure:** There is no handling of firearms, bags, backpacks, case or anything that could potentially contain a firearm on or off the range during the cease fire.

Cease Fire Procedure

1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload your firearm ensuring the chamber is empty and remove magazines.
2. Fix actions open and insert an approved empty chamber flag.
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire by raising one hand so signify they are ready to the CRSO.
5. Absolutely no firearm handling during a cease fire. Everyone is either downrange at their targets, picking up brass in front of the firing line, or behind the firing line.
6. Brass forward of the firing line may be picked up during a cease fire, but the person must then return behind the firing line without stopping at the shooting bench.
7. Chronographs may be set up only when everyone has returned from downrange while the range is "Cold". The chronographer should be the only person in front of the firing line. The chronographer may handle the firearm to line it up with the chronograph but may not load the firearm until a Hot Range is in effect.???????
8. Anyone handling a firearm during a cease fire on the Range should be reported to the RSO.
9. **AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:**
 - a. Always keep the gun pointed in a safe direction. **THE BERM**
 - b. Always keep your finger off the trigger until ready to shoot. **SIGHTS ON TARGET**
 - c. Always keep the gun unloaded until ready to use.

Firing Line Rules

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all times in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. While firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky).
5. Bullets may not leave the impact area. Anyone caught firing over the berm will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given.
6. During a cease fire, all firearms are to be unloaded and empty with approved chamber flags inserted into the chamber.
7. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
8. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
9. Loaded firearms must be pointed down range with barrel horizontal at all times.
10. Only one firearm and matching ammunition is allowed on the bench at one time.
11. Only shooting from the bench is allowed, unless approved by the RSO. ?????
12. Shoot only at designated targets.
13. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 30 seconds, in case it is a hang fire.
14. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hang fire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hang fires is to:
 - a. Keep the gun pointed downrange (safe direction).
 - b. Wait at least 30 seconds in case it is a hang fire. With muzzleloaders, wait at least two minutes.
 - c. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
 - d. Stop firing immediately!
 - e. Keep the gun pointed downrange!
 - f. Unload the gun - make sure the chamber is empty!
 - g. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
15. **Only one shooter's target is allowed per frame, unless approved by the RSO.**
16. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the store.
17. **IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.**

Range Rules Specific to Black Powder Firearms

1. No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.
2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
6. Clearing a misfire
 - a. Wait a minimum of two minutes to ensure that the gun will not go off due to hang fire.
 - b. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
 - c. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
 - d. Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
 - e. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

Hygiene Guidelines

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and cold water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

Emergencies and Incident Reporting

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. The first-aid kit is located in the RSO duty pack.
- Use RSO radio to notify the manager on duty to call for help. The manager on duty will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the **Member Lounge** of the main building.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

First Aid Procedures

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any bodily fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings. Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at www.OSHA.gov, search for OSHA Occupational Exposure to Bloodborne Pathogens.

Personal Protective Equipment

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings
4. Resuscitation mouthpieces for CPR

Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
3. The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1 part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
4. For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.
5. Disposal of Contaminated Material (i.e. paper towels, personal protective equipment, saturated dressing).
6. All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal

Facility Operating Procedures

Range Master Responsibilities

The Range Master is the Chief Manager and will:

1. Manage all day-to-day activities on the ranges during regular hours open to the public.
2. Have final say on all matters as it pertains to the safety and security of the range when open to the public.
3. Maintain accurate records for, range deficiencies, attendance, rewards, and training.
4. Ensuring the calendar has staff booked thirty days in advance.
5. Issuing range passes for hours volunteered.
6. Establishing and maintaining the opening and closing procedures.
7. Assignment of duties for range staff.
8. Communicate with managers and CRSOs; verbally, by cell phone, and through email about all matters range related.
9. Reporting violations of SOPs to the General Manager and Director of Operations.
10. Attend staff meetings monthly via Skype, Google, or Zoom.

Store Manager Responsibilities

The Store manager will:

1. Manage all day-to-day operations that pertain to the store.
2. Schedule volunteers to operate the store ensuring the store is staffed 30 days in advance.
3. Ensure the store has backup staff in case of emergencies.
4. Perform quarterly welfare checks with Store Clerks. (Verify that they still can volunteer)
5. Notify the Director of Operations of Staff availability if needed.
6. Establish opening and closing procedures and assign all opening and closing tasks to be performed.
7. Assign duties, if different, than normal expectations.
8. Design and maintain store policies and procedures.
9. Ensuring store clerks are qualified; store training and current first aid/AED certification. (only verifying that they are current)
10. Maintain accurate records for all sales and inventory and report weekly totals to the Director of Operations and General Manager.
11. Notifying the Director of Operations if updates/changes are needed to run the Store.
12. Recording of staff hours for issuance of Range Passes.
13. Reporting violations of SOPs to the General Manager and Director of Operations.
14. Conducting monthly store and supply inventories.
15. Ordering and stocking of all store supplies.
16. Ordering and stocking of all Thursday maintenance day supplies; toilet paper, paper towels, cleaning supplies, pens, copy paper, and other commonly used items.
17. Supplying all receipts for recycled brass/steel and store merchandise to the Director of Operations.
18. Generating store sale reports to the JFRC Manager/ Director of Operations as needed.
19. Attending staff meetings monthly via SKYPE/GOOGLE or ZOOM

Retail Center Personnel Conduct

Expectations

As a volunteer with AZCDL and JFSC you will be expected to conduct yourself in a proper and professional manner.

Proper Dress for all Retail Store Staff

What you wear while performing the duties as the Retail Center Store Staff will have an impression on the customers you serve. Therefore, dress at the level acceptable to the public. Remember that you are a representative of the Arizona Civil Defense League Foundation (AZCDLF) and Joe Foss Shooting Complex (JFSC).

Please make certain you are dressed in clean, neat, and appropriate clothing for the public. The following attire are not acceptable for our image: excessive camouflage, military attire, tee shirts with slogans of political nature, tee-shirts with vulgar language, tank tops exposing chest area, flip flops, and dirty or torn clothing. Please be properly groomed. Facial piercing type jewelry must be removed while on duty. Please consult with Store Manager prior to arriving if you are unsure as to what to wear.

Policy allows volunteers to wear firearms openly or concealed while performing any duties as a range volunteer.

Identification (I.D.) Badges

JFSC Volunteer badges will be used to identify you to other Range Staff and customers and shall be ALWAYS worn while on duty. Badges are supplied in the radio room.

Signing In and Out

You must sign in and out of the volunteer sign-in book, which is in the Retail Center radio room. The data compiled in this book is collected and used for several purposes: including volunteer awards of appreciation, staff reports, and for use by volunteers for year-end charitable tax reporting.

Shooting During Off Hours

Retail Center Staff may not shoot their personal firearms while performing their volunteer assignments.

Friday, Saturday, and Sunday, you are free to shoot when not on duty. Remember to sign-in when shooting. Sign-in sheet is in radio room.

Personal Firearms

Policy allows volunteers to wear firearms openly or concealed while performing any duties as a range volunteer.

Scheduling (Store Manager)

The Retail Store is managed by one designated Store Manager who is responsible for: monthly scheduling of staff, monthly recording of volunteer hours, inventory ordering, store sales reports, and to update Store Clerks with any applicable changes in policy. Retail Store Manager will report directly to the Director of Operations with any concerns of personnel not following procedures or policy.

The range schedule must have enough volunteers to ensure there is at least one person in the Retail Center and that the Main Range has at least one (1) Chief Range Safety Officer (CRSO) and two (2) Range Safety Officers (RSO) always working on the line during operation. If the minimum number of volunteers is not met, and the range cannot be operated safely, the CRSO will make the decision to close the range for the day.

Removal From Retail Store Position

The following are grounds for immediate and automatic removal from volunteering in the Retail Center.

1. Theft
2. Lying
3. Substance abuse
4. Accepting gratuities
5. Physical confrontation
6. Unprofessional conduct
7. Sexual or ethnic harassment
8. Unprofessional comments about AZCDLF or JFSC members/volunteers

General Information

Proper Firearm Handling – Holster and Uncased Firearms

Holsters

A holstered firearm is defined as: a handgun, fitted into a case of leather or other similar material, held securely in place and offering ready access. All holsters that are worn on a person and visible by all: will cover the trigger (trigger guard) and have all retaining devices engaged.

All visible angled holsters are not allowed on the shooting range. Angled holsters are holsters that have the muzzle of the gun facing any direction other than down (shoulder holsters, cross draw, and small of back). If a customer comes into the Retail Center, visibly wearing a pistol in a shoulder holster or any other angled holster, ask them to safely remove the holster(s) and place the firearm in their shooting bag. If the customer does not have a shooting bag, provide them a loner pistol case.

Uncased Firearms

An uncased firearm is defined as: any firearm not in a case or holster (i.e. hand carried), a firearm in a sock or wrapped or rolled in any other material.

Uncased firearms are not to be carried onto the range. If a customer arrives with an uncased firearm, ask them to return the firearm to their vehicle and come back to rent a loaner gun case.

Eye and Ear Protection

Eye protection is required for both shooters and non-shooters beyond the designated posted area of the Main Range and Training Range. Sunglasses, shooting glasses, and prescription glasses are all sufficient. Safety glasses can be purchased from the Retail Center.

Ear protection is also required for both shooters and non-shooters beyond the designated posted area of the Main Range and Training Range. Ear protection can be purchased from the Retail Center.

Scope, Gun Case, Lead Sled Rentals

Scope, Gun Case, and Lead Sled rentals, obtain Driver's License and place their Driver's License in the proper slot. All scopes are numbered (1-5). Place the driver's license in the correct numbered slot. Use the supplied numbered wood tray which is placed right of the clover machine for all rentals and gun cases.

When a Scope, Gun Case or Lead Sled is returned, give the customer back their Driver's License.

Targets

Targets are available for sale in the Retail Center. Shooters are also allowed to bring in their own targets. Only paper targets are allowed to be used at the JFSC and must be secured to the target frame. Tape and target frames are provided by JFSCO. Extra tape and staples are kept in the radio room. If tape or staples are low, notify the Retail Store Manager, so more can be purchased.

Waiting List Sign – in Sheet

Occasionally a waiting list to shoot must be created. The form is available (look on clipboards which are placed near the window). Record the waiting customer's name, number in party, and time.

Donations

Donations are accepted at any time. Use the custom button to add cash into the register. Ask for training to do this.

Comp Cards

1. Give each volunteer two (2) comp cards including yourself.
2. Offer comp cards to customers that arrive 45 minutes before closing. They may only get one (1) or two (2) shooting sessions. Remember that each shooting session is 15 minutes.

Lost and Found Policy

Personal property or items left at the range will be held for a period of 90 days after which time they will be considered abandoned and will be discarded.

Retail Store Opening Procedures

Store Clerks will arrive 30 minutes before the range opens. This should allow enough time to get the register, safety video, and Retail Center ready to receive customers.

Opening

1. Sign in the logbook to record your hours.
2. Turn on lights, if not already turned on.
3. Open blinds. Remove the mini alarm device.
4. Remove key from lockbox, stored in radio room, and unlock Armory door.
5. Remove computer cart from Armory and place in store.
6. Plug in power cord for the Uninterrupted Power Supply (UPS).
7. Press power button on laptop and allow the laptop time to power up.
8. Press power button on monitor
9. Double click the Safety Video icon on monitor to start video.
10. Lay out the four (4) headsets for use. Check and verify that all headset work. If not, unplug and replace. Extra headsets are stored in Armory. (Notify Store Manager if you use the last headset)
11. Log into the Clover system using your password.

12. Check for receipt paper in clover machine. Paper is stored in drawer number three (3).
13. Conduct quick inventory, if low, go into Armory and replenish merchandise.
14. Straighten up targets on the shelves and other merchandise for a professional store appearance.
15. Make coffee: 3 bottles of water plus 3 scoops of coffee. Yes, it is your duty as a Team player to make coffee.
16. Attend Range Master Safety Briefing.
17. Open the window shutter. First remove the alarm device before opening.
18. Turn on radio, set channel to 4, and conduct a radio check with CRSO.
19. To protect yourself from customers entering the north entry door labeled “staff only”, please lock it before allowing customers into the store.
20. RCSO will tell you when to turn the sign from “CLOSED” TO “OPEN”. At this time, you can allow customers into the Store. DO NOT OPEN STORE UNTIL YOU GET CONFIRMATION from the CRSO.
21. Tidy up while on duty. Clean the windows, doorknobs, clover credit card machine, empty garbage into the large can in breakroom, and sweep the floor. The appearance of the Store reflects our public image.
22. At this time, you must maintain communicate with the CRSO for available benches. Inform the customer when a shooting bench is available and record the time which they received a shooting bench.
23. Keep waiting customers informed of the time that has passed and ask if they want comp cards in lieu of waiting.

Customer Operations

1. Ask customers:

“Have you been here before? If so, when? (Notice if they are familiar with the store, range, etcetera.

If they are “new” to JFSC, direct them to the computer cart and politely ask them to watch and listen to the 3-minute safety video.

2. Quiz them after the video:

Ex: what is the purpose of the “yellow line” and or what is the purpose of the “red line?”

Use your discretion to the type of questions or question that you ask. Currently, the Safety Video is NOT on the website.

Customer Sales

1. Verify that at least one shooter (limit of two people per shooting bench) is at least 18 years of age.
2. Ask if they have, “eye and hearing protection”?
3. If they enter the store without their handguns, rifles, shotguns, etc..., ask them “if their rifle or pistols are cased?” If not, supply a case.
4. Active-Duty Military, LEO’s, AZCDLF members, and ASRPA members receive a discount upon showing their I.D.
5. Cash is never accepted. Exception: donations.
6. Scan appropriate admission fees and any items they purchase (target, safety glasses, hearing protection, scope rentals, and gun case rentals).

7. If a shooter is 'new' use the stamp "**NEW SHOOTER**" and press this stamp to their receipt. This helps the CRSO with the selection of an RSO to help the shooter and to select an appropriate shooting bench.
8. Give the customer a receipt. They need this to be assigned a lane.

Closing Procedures

1. After receiving confirmation from Range Master to close, turn the "**OPEN**" sign to "**CLOSE**".
2. Pull down window shutter and secure. Place the mini alarm device back on the window shutter as instructed.
3. If LOST and FOUND items are dropped off in the Store, record the item with description, and place in armory LOST and FOUND bin.
6. Properly shut down computer, lay monitor down, unplug UPS, and move computer cart to armory.
8. Straighten up targets on the shelves and other merchandise for a professional store appearance.
9. If targets, eye, or hearing protection are needed, replenish the store displays.
10. Lock armory and place key back in lockbox.
11. Turn off coffee pot, remove filter, unplug, and clean.
12. Place any food items in the refrigerator.
11. Verify with Range Master that you have completed your duties.
12. Range Master will let you know when you can leave.
14. Turn off radio and sign out.

Emergency Procedures and Telephone Numbers

1. Code word for Help in the Store is: **INVENTORY**
2. Lock Staff Entrance door on north side of building
Sheriff Non-Emergency Telephone Number: XXX-XX-XXX
All emergencies call 9-1-1.

TIPS

Important: When opening the interior doors, flip the silver toggle lock so you don't lock yourself in/out.

DO NOT try to correct any Clover issues, please contact Store Manager immediately.

Telephone etiquette: Yes, you will receive telephone calls from customers asking if the range is open. When receiving a call, please answer professionally.

Ex: Hello, Joe Foss Shooting Complex, my name is (your name), how may I help you?

Contact List

Carol Munoz, 619.346.3429, Store Manager – JFRStoreManager@gmail.com

Range - Opening Procedure

All RSOs reporting for duty will:

1. Check out RSO duty pack.
2. Ensure all items are in RSO duty pack:
 - a. Copy of this SOP
 - b. Incident Reports/ Emergency procedures plan.
 - c. FULL first aid kit
 - d. Tourniquet
 - e. Pens/Pencils
 - f. Sharpie Marker
 - g. Note Pad
 - h. Witness statement sheets
 - i. Rubber Gloves
 - j. Trauma Kit
 - k. Range inspection sheets
3. Check out Radio and test with Store/Building staff on duty.
4. Check out RSO vest.
5. Fill assigned range/bay water cooler(s) with sufficient bottled water and ice and place in designated area(s)
6. If a match or private event scheduled for designated Rifle or Pistol range:
 - a. Review "Event Checklist" and perform the appropriate tasks:
 - i. Post appropriate "Event" signage on the range(s) announcing a closed pistol bay/rifle range event.
 - ii. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist.
 - iii. Ensure appropriate shooting line/stations are identified and made ready.
 - iv. Ensure appropriate supplies - garbage cans, brass buckets,
 - v. Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff.
 - vi. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!
7. Verify and make ready rental/retail items (only available in store):
 - a. Lead sleds
 - b. Shooting bags
 - c. Spotting scopes
 - d. Binoculars
 - e. Bullseye Target Camera
 - f. Eye protection
 - g. Ear protection
 - h. Targets

Range - Operating Procedure

1. Range inspection:
 - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
 - b. Correct any problems before opening the range is opened for general use.
 - c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However, if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the store manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
 - a. Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO for a fee.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
 - a. Shooter(s) must have completed the liability waiver and watched the range safety video within the past year.
 - b. Shooter(s) must present a receipt in order to use any of the ranges and be assigned a bench by the RSO. Members will have seen the range safety video as part of the membership application process.
 - c. Friends of volunteers are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
 - d. Family of volunteers are defined as a spouse, and single sons and daughters of the volunteer and/or spouse under the age of twenty-one (21). Any single sons and daughters of the volunteer and/or spouse that is a full-time student under the age of twenty-five (25) shall be construed to be "family." Family of volunteers may shoot for no fees, but only if there are operating range benches available. Paying customers have priority.
 - e. Upon successful current day receipt and safety video - or member card - presentation, RSO assigns a bench to shoot from.
 - f. Any rental items such as a lead sled, shooting bag, spotting scope, or other item, a receipt must be presented and surrendered to RSO prior to RSO issuing rental item. **Members have carte' blanch for available rental items.**
 - g. When a shooter(s) have completed their shooting session and rental items are returned to Store, brass policed and bench area cleaned up, the RSO will return surrendered receipt so that shooter(s) can then present receipt to the store staff for retrieval of a held ID/credit card.

2. In the event of an incident:
 - a. **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.
 - b. **ANY Catastrophic or serious/fatal injury** - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio all RSOs and store manager on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed.
 - c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

Making The Line Hot

1. After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to insure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce: **"PUT ON YOUR EYE AND EAR PROTECTION. "**
3. After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
4. Fly Hot Range Flag (red flag)
5. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shut down until he is free to continue his duty.

Making The Line Safe

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."
3. Go down the firing line and inspect all firearms. Confirm that:
 - a. All firearms are unloaded with detachable magazines removed.
 - b. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
 - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
 - d. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
 - e. Everyone is standing back behind the firing line, away from the benches.
 - f. No one is touching a firearm.
4. Once you are satisfied that it is safe to go down range, fly the cease fire flag (white flag) and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
 - a. Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO gives the command to approach the benches.
 - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
 - c. Keep their safety glasses on down range at all times.
 - d. That now is also a good time to pick up any brass that has fallen forward of the benches and cement pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
 - e. Bring their target frames back if they are done shooting.

Range - Closing Procedure

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Pick up all trash and dispose of properly. Sweep off shooting area if required.
5. Place stools on top of shooting benches.
6. After all shooters have left the range, turn off all lights and electrical equipment.
7. Return spotting scopes and other items to the store to be put away.
8. Close and lock all doors of supply cabinets and other secured storage.
9. Ensure that everyone has left the range.
10. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
 - i. Copy of this SOP
 - j. Incident Reports
 - k. FULL first aid kit
 - l. Tourniquet
 - m. Pens/Pencils
 - n. Sharpie Marker
 - o. Note Pad
 - p. Witness statement sheets
 - q. Rubber Gloves
 - r. Trauma Kit
 - a. Range inspection sheets
11. Check in RSO duty pack.
12. Check in Radio and ensure that it is plugged in to recharge the batteries.
13. Check in RSO vest.
14. Drain and put away assigned range/bay water cooler(s).
15. If a match or private event was held for designated Rifle or Pistol range:
 - a. Perform the appropriate tasks:
 - i. Remove "Event" signage on the range(s) announcing a closed pistol bay/rifle range event.
 - ii. Remove event targets and put them away.
 - iii. Ensure shooting line/stations are cleaned up.
 - iv. Ensure garbage cans and any other debris are emptied into the dumpster.
 - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.

16. Verify and secure rental/retail items (all ammunition only available in store):
 - a. Lead sleds
 - b. Shooting bags
 - c. Spotting scopes
 - d. Binoculars
 - e. Bullseye Target Camera
 - f. Eye protection
 - g. Ear protection
 - h. Targets

Maintenance Manager Responsibilities

The Maintenance Manager is tasked with:

1. Assigning one day per week that all range maintenance will be performed.
2. Scheduling volunteers for the range maintenance day.
3. Tracking Volunteer hours and reporting hours worked to the general manager.
4. Ordering material needed to complete range maintenance tasks.
5. All range maintenance will be performed one day per week as determined by the Maintenance manager.

Maintenance Volunteer Procedures

1. Assigning one day per week that all range maintenance will be performed.
2. Scheduling volunteers for the range maintenance day
3. Tracking Volunteer hours and reporting hours worked to the general manager.
4. Ordering material needed to complete a range of maintenance tasks.
5. All range maintenance will be performed one day per week as determined by the Maintenance manager.

Shotgun Manager Responsibilities

The Shotgun Manager is tasked with:

1. Assigning one day per week that all shotgun maintenance will be performed.
2. Assign job duties to shotgun crew.
3. Design a weekly/monthly and annual maintenance program and ensure this program is followed, tracked and recorded for range management.
4. Recruit, train and maintain a volunteer group.

Shotgun Opening Procedures

1. Retrieve the shotgun keys from the store and unlock all of the shotgun equipment.
2. Ensure that all of the trap and skeet machines are stocked ½ - full depending on range events of the day.
3. Use test coin to test all machines at least once to verify in proper working order.

Shotgun Range operations

1. The Shotgun range is open during regular public range days.
2. Users will first report to the Main Store and check in.
3. First time users or users not familiar with the range will watch the Shotgun users. video to learn how to operate and maintain equipment.
4. Users will pay the designated fee per coin to be used with range equipment.
5. Users will wear eye and ear protection at all times while on the shogun range.
6. Users will report any deficiencies found immediately to the Store Manager.
7. Users will pick up after themselves before, during and after using the shotgun range.

Shotgun Closing Procedures

1. Test all equipment at least once to verify in proper working order.
2. Ensure that all machines are stocked ½-full for the following days activities.
3. Ensure that all cabinets are locked and secured.
4. Ensure that all equipment is put away.
5. Ensure all trash cans are emptied.

Shotgun Maintenance Procedures

1. Test all equipment at least once to verify in proper working order.
2. Lubricate the rollers as required.
3. Sweep, mop, rake all areas.
4. Clean windows
5. Remove all debris.
6. Walk the field and inspect for.....

Archery Manager Responsibilities

Duties and Responsibilities:

1. Conduct weekly inspections of archery ranges.
2. Walk and visually check the range for deficiencies and safety hazards.
3. Communicate and coordinate with maintenance manager deficiencies and safety hazards.
4. Maintain accurate records for range deficiencies, safety hazards, attendance, rewards, and training.
5. Issue range passes for hours volunteered.
6. Assignment of duties for archery staff.
7. Archery staff duties will be emailed by 1700 the Friday before opening day.
8. Archery staff will be notified by 1700 the day before a special event.
9. Report violations of SOPs, equipment deficiencies, and safety hazards to the General Manager or Director of Operations.
10. Attend staff meetings monthly via Skype, Google, or Zoom.

Archery Opening Procedures

1. Archery Volunteer should inspect the target range and walk through path and report and deficiencies found immediately.
2. Let the store clerk know if the Archery Range is safe to open as scheduled.
3. Replace any damaged, missing components as needed and ensure there are no safety hazards that need to be addressed prior to opening to the public or special event.

Archery Use Procedures

1. All archery users must check in at the main store first.
2. Archery fees are \$10.00 per user for main range and \$10.00 per person for hunting Trail.
3. The Main archery range is located for Target practice and zero.
4. The walk-through hunting trail is located
5. Only one person per lane at a time on the main archery range

Archery Closing Procedures

1. All Archery Volunteers should inspect the Archery ranges to ensure that all guests have left.
2. Inspect for any damage or safety hazards present that would prevent operation and report any deficiencies found immediately.
3. Police any trash left behind from the days use.
4. Use the Archery Closing check sheet to ensure all tasks are completed and submit to the store drop box.

Archery Maintenance Procedures

1. Archery Maintenance will be performed once per week/month as prescribed by the Archery Manager.

User Group Manager Responsibilities

1. Review all user group applications and approve or disapprove user groups based on standards outlined by the SOPs
2. Review all range and classroom requests by user groups on a first come first serve basis and enter them into the calendar in a timely manner.
3. Investigate any user group violations and take corrective action and or training/coaching needed to avoid future occurrence.

User Group Opening Procedures

1. Arrive at least 30 min before class starts to make ready the facilities, unlock classrooms and bathrooms to be used for approved use.
2. Meet your student at the entrance and guide your students to the correct area to be used.
3. Maintain control of your students during their entire visit. **YOU ARE RESPONSIBLE FOR THEIR ACTIONS.** Take appropriate action as needed to ensure your continued use of the facilities without supervision.

4. Ensure you inform you students of the range rules and responsibilities.
5. Review the 3 firearm safety rules with students.
6. Have students sign all range waivers of liability BEFORE class starts and submit all forms to the office/Drop Box.
7. Conduct a range safety brief **BEFORE** any activities begin. Be sure to review and include emergency procedures and general safety plan.

User Group Responsibilities

1. Use only the areas you have been scheduled and approved to use.
2. Inspect the area you will be using before and after usage and report any defaults to range management so that they can be addressed.
3. If any range deficiencies are found that prevent you from conducting SAFE operation contact the Range Manager immediately
4. Never conduct your class if lightning or heavy wind or dust is present. Cease all operations until safe weather is present.
5. Be sure to follow and respect all rules outlined in the user group agreement.
6. Have an approved safety plan in place and follow it.
7. Never exceed a 1-5 ratio of students on the line at anytime while conducting live fire.
8. Have an approved emergency first aide kit present during all training.
9. Have on hand a copy of the Joe Foss Shooting Complex Emergency Action Response Action Plan and review the information as part of the safety brief with students before training begins.
10. Test all radios and cell phones prior to class start to ensure open lines of communication are present.
11. Maintain control of your guests at all times.
12. Ensure that everyone is following all commands at all times and is conducting themselves in a professional manner.

User Group Closing Procedures

1. Ensure that you clean your area and return it back the way you found it or better.
2. Escort your guests to the exit to ensure that they have all left and that there is no one remaining on property before you leave.
3. Lock all doors that you had access to. Ensure all alarms are set and all trash is taken out.
4. Send an email with student counts to the General Manager (generalmanager@joefossshootingcomplex.com) for billing purposes.
5. Please include in your email any deficiencies to the facilities, students, safety incidents, dismissals or other irregularities no matter how small.
6. All Safety related incidents must be reported, investigated, and addressed to determine if changes to existing SOPs are necessary to prevent future occurrences. Students behavior in classes may also dictate future personal use of the Joe Foss Facilities.

Safety Incident Report

Documented by: _____ Date: _____

Name of person(s) involved: _____

Indicate type of incident: Accidental Discharge Personal Injury Other
 Near Miss Property Damage

| Put a check (✓) under the appropriate response | YES | NO |
|---|-------|-------|
| Was the person(s) involved a member of Shooters Ranges? | _____ | _____ |
| Was the accident the result of firearm/equipment malfunction? | _____ | _____ |
| Did the accident seem to be the result of improper / disregard for / lack of training / lack of firearm and safety education? | _____ | _____ |
| Was First Aid administered? | _____ | _____ |
| Was 911 or other emergency personnel called to the scene? | _____ | _____ |
| Was CPR or use of the defibrillator required? | _____ | _____ |
| Were bodily fluids/biohazardous materials properly cleaned up? | _____ | _____ |
| First-Aid kit need refilled? | _____ | _____ |
| Biohazard Kit need refilled? | _____ | _____ |

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to the Shooters Ranges management for investigation.

Comments: _____

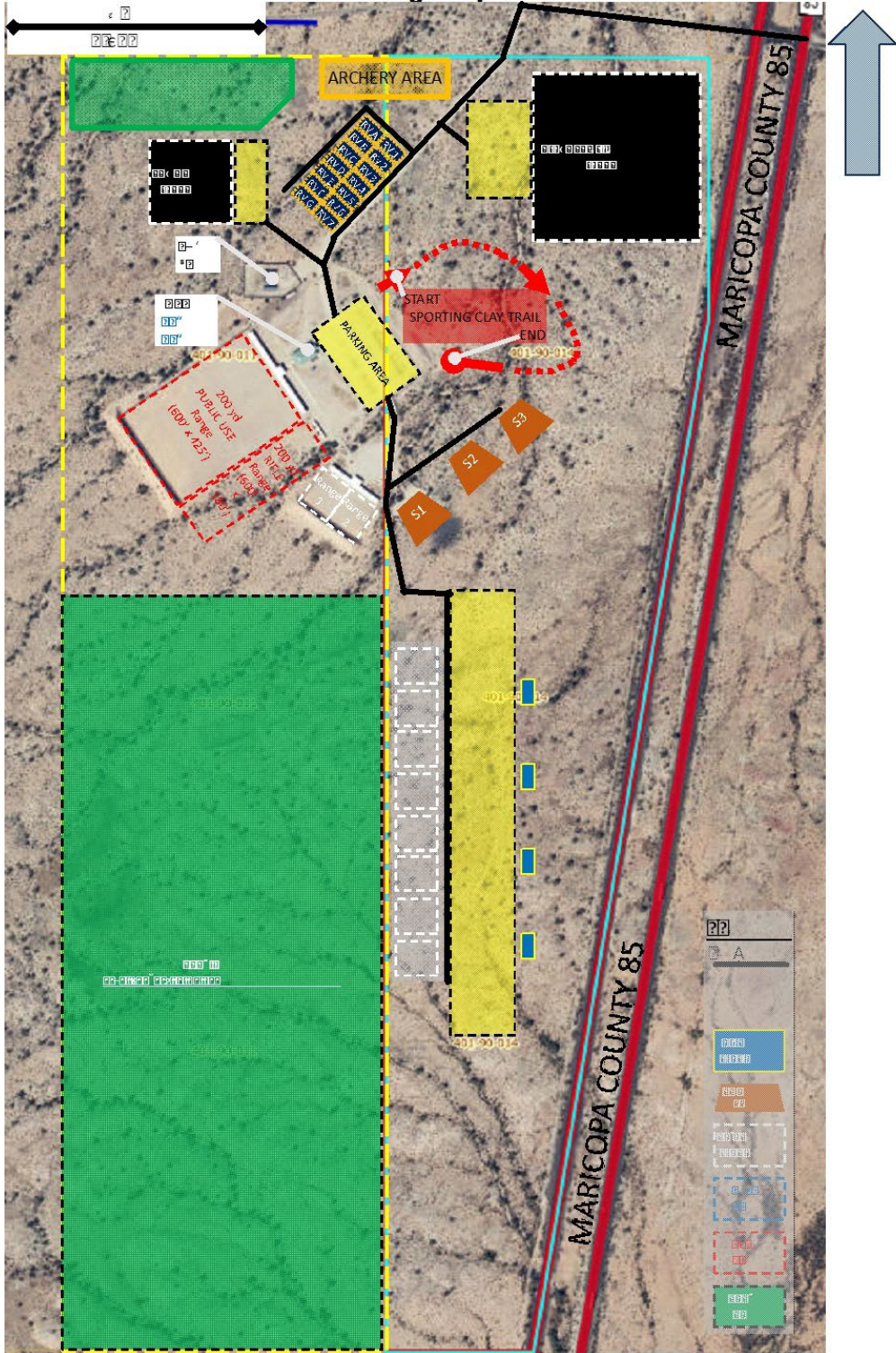
(Add additional blank pages if necessary)

Replacement and Repair Costs

The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees:

| What | Fine/Fee |
|--------------------------------------|-----------------------------|
| Baffle Strike | \$10 |
| Target Stand Damage | \$50 + Replacement Cost |
| Spotting Scope Damage | \$50 + Replacement Cost |
| Binocular Damage | \$50 + Replacement Cost |
| Chrono Damage | \$50 + Replacement Cost |
| Bullseye Camera Damage | \$50 + Replacement Cost |
| Facility Structures | \$200 + Actual Repair Costs |
| All other equipment not listed above | \$50 + Replacement Cost |

Appendix A



General Manager: David Laird

Duties and responsibilities:

1.

Director of Operations: Clayton Wilcox

Duties and responsibilities:

1.

Main Range Daily operation:

- 1. Main range is open to the public provided we have minimum staff levels of one CRSO and 2 RSO's during operation**
- 2. Main range has a maximum distance of 200 yrds**
- 3. The main range must have the red flag in the up position when in use and down when not in use**
- 4. Target stands must remain in their appropriate areas when not in use and in proper working order.**
- 5. Only one rifle may be used on each bench/ all other firearms must be cased, holstered or stored in the rifle stand.**
- 6. Up to 2 pistols may be benched at any one time. All other firearms must be cased or holstered.**

Pistol Bay 1 Daily Operation:

- 1. Pistol Bay 1 has a maximum distance of 50 yrds**
- 2. Pistol Bay one may have Rifles/ shotguns or pistols used.**
- 3. Shotguns must use slugs with our target stands/ User groups may use their own wooden target stands to conduct classes with bird shot or OO buck.**
- 4. All target stands must remain in storage when not in use.**

