

Catawba Valley Rifle & Pistol Club

Standard Operating Procedures

CHANGES IN YELLOW AND BLUE

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1.0 Standard Operating Procedure Purpose Statement

1. The objective of this Standard Operating Procedure (SOP) is to establish range activity guidelines, rules, and an emergency response plan. The end result is to conduct safe live fire activities consistent with the purpose and bylaws of our organization.
2. Upon Adoption by a majority vote of the Catawba Valley Rifle & Pistol Club (CVRPC) executive committee a copy of the SOP will be available to each club member attending the monthly meeting. The Executive Range Officer (ERO) will post a copy in the range sign-in building and the club membership building. The website manager will post the SOP on the club's website.
3. All changes/updates to the SOP must be approved by majority vote of the current executive committee. Any change or update will be posted on the club's website as soon as possible and will be included in the next monthly meeting of club members. The ERO will place the update/change in the range sign-in building and the club membership building.
4. Each member of the Catawba Valley Rifle & Pistol Club (CVRPC) is required to become familiar with and observe the conditions and guidelines of the SOP. All members are expected to educate all family members, approved visitors or guests regarding the SOP and ensure their compliance.

2.0 CVRPC Organizational Chart and executive committee

President

Vice President

Secretary

Treasurer

Executive Range Officer

Elected Range Officer

Past Presidents

3.0 Range Description and Membership

- A. Catawba Valley Rifle & Pistol Club (CVRPC) range facilities are operated to provide a safe environment for CVRPC members to participate in recreational and organized shooting activity or firearms related training, to instill good sportsmanship through friendly competition and to promote positive community relations. The range exists to promote firearm familiarity, handling safety, and marksmanship among our club members and the surrounding communities. The facility is under the supervision of the CVRPC Executive Committee. Daily operation of the facility and ranges are the combined responsibility of the Executive Committee, ERO, RSO's and all CVRPC members.
- B. The CVRPC is a self-sustaining operation. Enough money is necessary to fund daily operations. Revenue is generated by annual membership dues and from the shooting sports events, classes, and other charitable contributions.
- C. The criteria for the Membership Process is online at cvrp.org. Click on Membership tab.
- D. Membership in the CVRPC is a privilege. Members, guests, and authorized family members must exercise strict adherence to this Standard Operating Procedure (SOP) to provide standardized and safe operation on our ranges. Anyone on the range who demonstrates a lack of discipline, safe conduct, or regard for others will be evaluated immediately by any Range Safety Officer (RSO) present for disciplinary action. The Executive Committee may also evaluate any further disciplinary action.
- E. Members are required to guard against trespassers. Trespassers (non-members) discovered firing on the range(s) are regarded as untrained, unsafe, and armed trespassers on private property. They should be told to leave. If they refuse, members should contact law enforcement, inform them of the armed trespasser, and ask for assistance if needed. While waiting for a response, call a cease fire, unload and case all guns and try to obtain the vehicle license number and description of the trespasser. Report the incident to the ERO, who has contact information posted in the sign-in building. Use good judgement.
- F. The CVRPC facility is comprised of six ranges encompassed by a border fence. The shotgun range is located on the northwestern quadrant of the property and is setup for skeet, wobble trap and shotgun shooting. An area of the shotgun range can also be used for shot pattern testing. Skeet and wobble trap shooting can occur at same time. Pattern testing cannot occur simultaneously with either skeet or wobble trap. The 100-yard rifle range is on the southeast quadrant of the facility. It has impact safety bunkers constructed at 25 yards, 50 yards and the maximum range of 100 yards. The 200/300-yard rifle range and indoor range is on the northeast quadrant of the property. The southwest quadrant of the property is the location of the pistol range.
- G. Bulletin board: Members may post the following on the large bulletin board: ads looking to sell or buy, business cards, firearm/2nd amendment related information. Any posting that could be construed as in poor taste or supporting any political agenda is prohibited. The club reserves the right to remove any posting deemed in violation to the mission and standards of the club.

- H. Membership Renewal Policy: Membership runs one full year from May to May. Members are given a grace period until midnight of the regularly scheduled June meeting. Mailed dues must be postmarked by this date and time also. Any member who does not renew after the grace period shall have their membership revoked. You must reapply as a new applicant after this grace period has passed. Dues will be posted on the board in the meeting rooms in the clubhouse.

4.0 General Safety and Range Rules

- 4.1 All ranges and club facilities are for the use of members and their guests only. Guests must remain in the company of a member. The club members are responsible for their guests' actions. Any damage that might occur is the responsibility of the member.
- 4.2 Member may have up to 2 guests shooting on the range simultaneously. They must be on the same range as member. Member cannot shoot while guests are shooting, and guests cannot shoot while member is shooting. Family members (mother, father, children, etc.) are considered guests, but shooting shall still be limited to 2 non-members and member will observe without shooting while guests are shooting.
- 4.3 Outdoor ranges are open for shooting from sunrise till sunset Monday thru Saturday. Outdoor ranges are open 12:00 noon on Sundays and close at sunset on Sunday.
- 4.4 Indoor range is open for use at any time.
- 4.5 Special events requiring shooting and a start time prior to 12:00 noon on Sundays is not allowed.
- 4.6 No alcoholic beverages or containers are permitted on the range property at any time.
- 4.7 Members and their guests are required to clean up any range or target debris before leaving the range. Take your trash with you!
- 4.8 All firearms must be unloaded and clear except when on the firing line, getting ready to fire. (See rule 4.11 for concealed carry handgun exceptions.)
- 4.9 Open chamber indicators are required in all firearms on the indoor range, pistol range, 100-yard, 200 yard, and 300 yard ranges. (See rule 4.11 for concealed carry handgun exceptions. [And safe pistol definitions listed below](#))
- 4.10 On all CVRP ranges [when a cease fire is called on that range](#), firearms must be unloaded, actions opened, chamber flag installed, [bagged or cased unloaded](#), and tabled before anyone is permitted in front of the firing line, and while anyone remains in front of the firing line. [EXCEPTION: SEE 9.2](#)

- 4.11 Open-holstered or holstered concealed handguns carried by licensed concealed carry permit holders are allowed on the range property unless specifically prohibited by a match director during a match. They can be carried but not handled [unless being used at one of the ranges. If holstered/secured the](#) handgun cannot be touched while anyone is down range. If removed it must conform to the regular rules of firearm conditions listed in 4:10.
- 4.12 Treat every firearm as though loaded. Watch that muzzle. There is no excuse for sloppy handling or muzzle violations.
- 4.13 Indiscriminate random fire and firing “from the hip” are prohibited, Examples: bump fire devices, triggers that fire on release, and gadget triggers.
- 4.14 With the exception of legally licensed suppressors and legally licensed short, barreled rifles (SBR), all other Class III items are banned from club premises. Class III items in general are those types of firearms which must be registered in the National Firearms Registration and Transfer Records and are defined in the National Firearms Act. The licensee for permitted Class III devices must carry a copy of his license documentation with the weapon and be able to prove upon request of any other member that the device is in his possession legally. The licensee must be present directly where the permitted device is being used at all times.
- 4.15 All weapons using the .50 caliber BMG cartridge, or any derivatives of that cartridge are prohibited from CVRPC property.
- 4.16 All cannons and exploding targets (i.e., Tannerite) are prohibited from CVRPC property.
- 4.17 Parking in front of firing lines is prohibited.
- 4.18 NO HUNTING is allowed on club property! [“Varmits” that have the ability to cause destruction on the earth berms can be shot, but only in the accepted target areas listed in this SOP. The 10 ft rule from the bottom of the berm is still in effect.](#)
- 4.19 Please observe common shooting courtesy. Let others post and check targets, when necessary, and make room for them to enjoy shooting, too.
- 4.20 No ammunition with a projectile that is attracted to a magnet shall be used on ANY STEEL TARGET. Magnets are hanging at each range/bay for your use.
- 4.21 All regulations concerning care and shooting of metal targets are to be read and observed.
- 4.22 Eye and ear protection must always be worn when a range is in use.
1. 4.23 Authorized targets are those constructed out of paper, cardboard, steel (minimum ¼” thick), and clay type targets. Appendix C 4 can apply.
- 4.24 Always store or secure firearms so they are inaccessible to unauthorized persons at this range.

- 4.25 Always sign in and sign out when on range property.

5.0 Rifle Range Conduct

- 5.1 Because of the location and close relationship between several ranges, extreme care must be used.
- 5.1a If the shotgun range is being used there can be some occasional shot clear the trees and land on the 200 yd and 300 yd ranges. There is a covered area on each range that offers additional protection to your safety glasses. Safety glasses are required and should be on when you exit the vehicle. See 4.22
- 5.2 Any shooter using the 200- and 300-yard ranges is obligated to ensure that all entry chains and signs are up while using those ranges. Also, if the chains, gates or signs are up and you wish to shoot on the 100 range then you must check in and let the person using the 200/300-yard range know before going anywhere else.
- 5.3 All passenger vehicles must exit on the left side of the 100yd and 200yd ranges. The 4 wheeler, side by side can drive down to check or place targets. You may also walk down. All safety rules of cold ranges in this SOP must be followed anyway you are going to go down range to check or place targets.
- 5.4 No cross firing between the ranges will be permitted. This includes the 100 yd range which now has three separate berms with specific areas to shoot from. There are two tables marked as multiple berms. These will serve as the dividing line between berms. You must fire straight into the berms and/or on steel targets. In the case of the 100/200/300 ranges, the dividing line is the west creek bridge. No one from the 100-yard covered line will fire on targets right of the west creek bridge and no one at the 200/300 will fire at targets left of the west creek bridge.
- 5.5 Any approved match at the 100, 200, 300, that is on the calendar, will automatically shut down all rifle ranges until the match is over. Members, please check the calendar on the website or posted on the board in the clubhouse in advance.
- 5.6 If using the 100-yard range while 200/300-yard ranges are in use, targets at the 3 berms may be set or checked. Only use the east bridge for the 100 yd berm. Use good judgement. If there are multiple shooters at the 100 yd range a cease fire on the 100yd range must be called to check targets at/or all the berms at the 100 range.
- 5.7 If you come to shoot at the 200/300 rifle ranges and someone is checked in at the 100 yd range you must go down and let them know what range you are going to be using. This is a courtesy so shooters at the 100 range will not be startled by gunfire.
- 5.8 The 200-yard firing line shall not be occupied when the 300-yard line is in use. The 300 Ys line cannot be used when the 200 is in use.
- 5.9 Multiple Earth berm backstops are located on each of the 100-, 200-, and 300-yard ranges. No target shall be located and/or shot at greater than 10 feet in front of an earth berm backstop on these ranges. Exception to this 10-foot rule will be targets

placed on top of the berm at the High-Power pit. These targets will be considered safe as the large bank behind the pit has been approved to serve the purpose.

If using the 25 yd berm at the 100 yard range, no approved or non-approved steel targets of any type can be moved off the earth berm the 10 ft. Steel must stay at this berm for safety.

5.10 Do not place metal objects or targets in the berm at angles that may cause a ricochet.

5.11 At the 100 yard range, Steel targets that can be shot on the 25 and 50 yd berms will comply as follows:

Straight wall pistol cases, .22 long rifle, and bird shot. Exception: 357sig is also allowed.

Be careful some steel is .22 long rifle only (3/16" or thinner)

Bird shot will be lead or bismuth only (no steel shot).

No steel targets will be fired upon at a distance less than 25 feet.

5.12 The gate at the 100 yd range shall always remain closed except for the following:

1. When going through to check targets.
2. When going through to conduct maintenance of the range or accessing the 100 Yard storage area.
3. When an event is in process at the 100 yd range and additional parking is needed.

The gate must be closed on completion of each of the above.

6.0 Outdoor Pistol Range

6.1 Steel on pistol ranges is for straight wall pistol cases, .22 long rifle, and bird shot. Exception: 357sig

6.2 Some steel is .22 long rifle only (3/16" or thinner)

6.3 Bird shot will be lead or bismuth only (no steel shot).

6.4 No steel targets will be fired upon at a distance less than 25 feet.

6.5 All approved cartridges for CVRPC may be used on paper targets.

6.6 Slugs may only be used on paper targets.

6.7 On pistols range 1(left side range), hits closer than 25 yards in the dirt are considered safe all the way out to direct berm hits.

6.8 For pistol range 2 (center 50-yard range), no bullet shall contact the ground between the covered concrete firing line and the 25-yard line. All targets shall be positioned so that **all projectiles** must either contact the ground more than 25 yards out or hit the berm directly.

6.9 On pistol range 3 (right side range) no shots will be fired from further back than the end of the separation berm between range 2 and range 3.

- 6.10 Targets placed on any part of the pistol ranges shall be positioned so that shots fired do not impact the pistol range separation (side) berms except during club approved competitions.
- 6.11 No multi-projectile ammunition (shot shells) shall be used on the club's target stands.

7.0 Indoor Range

- 7.1 The indoor range is for .22 long, .22 long rifle, .22 short rimfire and air guns or air rifles only. No centerfire guns or other rimfires are allowed.
- 7.2 Turn on indoor range lighting and ventilation before shooting. The ventilation shall remain on while shooting.

8.0 Muzzleloaders (black powder) safety operating procedures

- 8.1 Watch the firing line and the loading bench for possible problems.
- 8.2 THERE IS NO SMOKING ALLOWED ON THE MUZZLELOADING FIRING LINE OR BY THE LOADING BENCHES. SMOKERS MUST BE AT LEAST 15 FEET FROM THESE AREAS. The range safety office will establish a safe smoking area.
- 8.3 Any well-constructed muzzleloader in safe firing condition is allowed on the CVRPC ranges.
- 8.4 All muzzleloader loading will be done on a separate bench or table, but they are to remain visibly uncapped (such as 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. Powder containers are not to be brought up to the firing line.
- 8.5 All powder will be loaded from a separate powder measure or from premeasured charges or pellets. NO LOADING WILL BE DONE FROM HORN OR FLASK! Powder containers must be closed except when dispensing and at the loading area.
- 8.6 Firearms will not be primed or capped until the shooter is on the firing line. Capping and priming must be done at the line. Only small quantities of priming powder are allowed on the firing line.
- 8.7 When the firearm is being loaded or carried the muzzle will be pointed up. When the firearm is primed or capped the muzzle WILL NOT be raised above the horizontal and will always be pointed at the backstop.
- 8.8 Firearms WILL NOT be handled when the line is cold.
- 8.9 Watch out for flintlock or revolver side flash.
- 8.10 Treat every firearm as if it is always loaded.
- 8.11 If the shooter has a problem, they should ask the Range Safety Officer (if present) for assistance, if no RSO present, then follow NRA guidelines on a hang fire and keep muzzle downrange for 2 minutes. Firearms are not to be removed from the line until any misfires or hang fires have been cleared.

9.0 Skeet and Five Stand Ranges

- 9.1 Only shot shells loaded with lead or bismuth shot no larger than 7 ½ shall be used on shotgun ranges.
- 9.2 Shotguns at the skeet and **five stand** ranges are not required to display open chamber indicators. The conditions allowed are bolt locked back or a opened break action when not shooting. **You are still expected to be aware of the direction of your barrel.**
- 9.3 Shotguns are not to be loaded until the shooter is on the firing **station** and prepared **to fire at both the skeet and 5 stand ranges.**
- 9.4 **If using the skeet range** make sure you lock and shut down the houses, reload the clay machines, and shut the breaker off to the high and low houses when you are done shooting.
- 9.5 **If using the five-stand range** uncover all throwers regardless of ones you might think you are going to use. This is in case someone left a thrower on, and you push the wrong button on the controller.
- 9.6 **Turn power on to each thrower being used. Arm the thrower to load it while staying out of the area of the exit point of clay.**
- 9.7 **Unplug the controller from the charger and follow the directions on the sheet provided by the controller.**
- 9.8 **Shoot the menu that is shown on each station. They are there for a reason. You do not have to shoot that order, but you must shoot only the throwers that are on the menu. Failure to do so may result in you shooting the throwers.**
- 9.9 **All participants will shoot the same stand before moving to the next. This will be deemed the approved safe method at this time.**
- 10.0 **To shut down the five stand, first disarm and shut the power off on station F (thrower in the house), then go to each thrower and disarm, shut the power off, and put the cover back on the thrower. Please make sure the cover is all the way on the machine in its entirety. Plug the controller back into the charger. If you used voice control, please make sure you set it back to manual or turn voice control off.**
- 10.1 **Please load throwers when you are finished shooting. DO NOT PUT MORE THAN 5 OR 10 CLAYS IN EACH SLOT OF THE THROWER. MAKE SURE YOU PUT THE CORRECT COLORS BACK IN THE THROWER. Clays are in the locked area under the platform.**
- 10.2 **Both the skeet range and the 5 stand can be used at the same time. If the 5 stand shooters need to go downrange for any reason such as making the range operable or to reload clays into the machines, or if anyone at the skeet range needs to go down range past the pole then call a cease fire for both ranges. No handling of any firearms at either range during the cease fire. Put your shotguns on the rack.**
- 10.3 **There are cash boxes located at the 5 stand and the skeet covered area. Please take advantage of these.**

10.0 Care of Metal Silhouette Targets

10.1 The club presently has several thousand dollars invested in metal silhouette targets of the following types:

10.1.1 Care should be taken so that extra HOT loads/cartridges do not damage **any of the steel TARGETS on any of the ranges.**

10.1.2 No ammunition with a projectile that is attracted to a magnet shall be used on ANY STEEL TARGET. Magnets are hanging at all ranges/bays for your use.

10.1.3 Club members are responsible for replacing the steel they damage.

11.0 Members who are found to be in violation of the above rules, from 4.0 through 10.0, shall be subject to disciplinary action as determined by the Executive Committee. That disciplinary action may include, but is not limited to, suspension of membership privileges or removal from the Club's Membership list without refunding of dues. Non-members, guests, or family members in violation of any of the above regulations will be asked to leave the club immediately.

12.0 Range Safety Officer (RSO) Requirements

All Catawba Valley Rifle & Pistol Club (CVRPC) range use is covered by Standard Operating Procedures (SOPs). These SOPs define what every member must know to use a CVRPC range. These SOPs, written for all members, are available at the CVRPC website at www.cvrp.org, on the bulletin board, or contact the various executive committee member for a copy. SOPs governing Range Safety Officer (RSO) range operations are addressed below and are available from the same sources. Each RSO (whether elected by members or appointed by Executive Range Officer) is responsible for making sure they have the latest rules and guidelines available. Keep in contact with range postings or website: it is your responsibility to keep up to date.

12.1 Range Safety Officer – Role and Responsibility

12.1.1 Executive Range Officer (ERO) and Range Safety Officers (RSO) will be comprised of volunteers selected from the CVRPC membership with NRA Basic Range Safety Officer certification. Selection of the elected range

officer will be made by the majority vote of the club members at the annual meeting. Executive Range Officer can appoint extra range officers as needed to ensure safe operation of CVRPC. These appointed range officers do not have a vote on any executive committee matter. They have the same voting rights as members. Any interested member should contact an executive committee member for consideration.

- 12.1.2 An RSO will not be compensated for time or expenses incurred while performing their duties as RSO. Any RSO may be stripped of his or her RSO status for a cause deemed sufficient by the executive committee at a regular or special meeting of the executive committee.
- 12.1.3 The executive committee shall set a minimum number of hours an RSO is expected to spend on the club's range overseeing range activities and checking range equipment safety. At present this is 12 hours per year.
- 12.1.4 All RSOs will be supervised by the ERO. It is the responsibility of the ERO to establish a line of communication with the RSOs and use this to keep the RSOs informed of any developments, changes or concerns regarding facility operations. The match directors will provide ERO with access to current copies of course descriptions, range commands and schedules of the CVRPC sponsored shooting activities. The ERO will report to the executive committee at every meeting regarding event and RSO matters and will report to the club president any problem, incident or concern the ERO deems needs immediate attention.
- 12.1.5 RSO duties will be stipulated by the executive committee. It is the goal of these duties to maximize range safety. Safety is always the one overriding concern of the RSO. It is the responsibility of the RSO to be familiar with the SOP, all range rules, course descriptions of events or matches and range commands to provide continuity and consistency while overseeing range activity. RSOs are required to provide the executive committee with current contact information which will include a telephone number and an email address. RSOs are also expected to communicate any problem, incident, rule violation, disciplinary action, or necessary repair(s) etc. to the ERO in a timely manner.

13.0 Unsafe/Uncooperative Shooters Procedure for RSO's

- 13.1 Correct the unsafe situation immediately.
- 13.2 If someone has moved downrange when the range has not been declared SAFE, immediately call a cease-fire, and call the person back to the firing line.
- 13.3 If a shooter is pointing a firearm in an unsafe direction, immediately have them correct the problem. This may be done verbally or, if close enough, physically. Make sure you don't make a bad situation worse by startling the offender.

- 13.4 Many unsafe acts take place quickly and may correct themselves before you have a chance to react to them (“sweeping”, for example). Ever after such an event, it is still your responsibility to inform the offender of the problem and explain that repetition will result in his removal from the range.
- 13.5 A warning should usually be given to unsafe shooters, but, if in your opinion, the offense warrants, you may evict a shooter without a warning. Keep the range safe!
- 13.6 Do not argue with shooters. Anyone who refuses to take directions from you, as a Range Safety Officer, should be politely asked to leave the range. If a shooter refuses to leave, call a CEASE-FIRE, make sure the line is safe, and call Executive Range Officer or President. Contact numbers are located inside the sign-in area and club membership building bulletin board. Be sure to record the event on a Club Incident Report (found in the RSO logbook).

14.0 Emergency Procedure for Normal Range activities not related to Events or Matches

4457 Rifle Range Rd
Conover NC, 28613

NOTE: This address is for emergency personnel

1. Call for help – 911
2. Give 911 dispatcher necessary information including address.
 - a. Location of incident on club property
 - b. Your name, number and what happened. Tell the 911 operator that there has been an accident. Then
 - c. How many people in need of aid & condition of those needing aid.
 - d. Location of person who will direct help to the scene (station a person at gate and open gate if possible)
3. Take notes (write down what happened, to whom, and where it happened)
4. After the incident is resolved, contact the ERO or an Executive Committee member so an incident report form can be filled out.
5. [Using the description that “There has been a shooting” could slow help down as paramedics would wait for law enforcement to arrive.](#) Tell the 911 operator there has been an accident.
6. Inform 911 operator that all firearms are unloaded and safe.
7. If you are by yourself or with a guest, someone tell the 911 operator what range you are located at. The Emergency Medical Services and Fire Department have access to our range and have mapped all areas.

15.0 Emergency procedure for special events, classes and matches approved by the club.

A safety brief including the emergency procedure following will be given at all events, matches or classes. This emergency procedure, or an Executive Committee approved emergency procedure is all that will qualify for special events, classes, and matches.

Note: Every event, class or match will have different circumstances based on the range used. (Match, class, event, or site specific) Follow these guidelines along with the NRA RSO safety brief and emergency procedure guidelines.

In the event of a medical emergency such as a competitor, participant or spectator being injured during an event, match or class, RSOs should continue their duties as defined in the range SOPs

The match/event RSO who is in charge will clear all guns FIRST.

Competitor/student/participants firearms will be cleared and bagged or put in vehicle. Be aware that the injured person may be forward of loaded guns so special care must be taken when clearing guns. Follow RSO's direction.

Remember the match director, event coordinator or class instructor will designate separate personnel to call 911, go to gate (if possible), meet first responders, clear all ranges on CVRPC property of live firearms, perform emergency medical help at the level of a volunteer's ability, and someone to take notes. If you are not able to go to the gate let the 911 operator know what range the incident is at. The Emergency Medical Services and Fire Department now have access and have mapped our range. Match director will make sure that all emergency plan volunteers have radios supplied by CVRPC (radios for pit should not be on the emergency channel). Note: Whole range will be cold. No one leaves or enters until directed by match director or range safety officer. If someone attempts to enter before emergency personnel respond, then have them park at the club house so they do not block access.

CVRPC has radios that must be used for events, classes and matches. It is part of this Emergency Procedure.

There are trauma kits (red bags) in the bottom of the first aid cabinet located in the meeting area of the club house. Please check one out before your event starts and check back in when finished. There are two in case of two events on the same day.

No firearms involved in an accident should be moved, RSO will make the firearm safe by activating any safety, unloading, and making sure muzzle is in a safe direction. Leave firearm as close to accident location and position of firearm as found as possible after safety protocol is followed.

16.0 Emergency Evacuation procedure for clubhouse during meeting, class, or events.

- 8.1 In the event of any emergency that requires the exit of all people from the clubhouse, these steps shall be followed.
 - 8.1.1 Call 911
 - 8.1.2 Designated person or personnel shall assist in removing all people occupying clubhouse in an orderly fashion to the covered area at the 300-yard line. No Exceptions
 - 8.1.3 If there are any shooters present at 300-yard line make that line safe and have firearms bagged immediately.
 - 8.1.4 Have a designated person bring an attendance sheet, signed waiver sheet, or your record of attendance to the 300-yard covered area to do a roll call to verify everyone is accounted for.
 - 8.1.5 Once everyone is accounted for follow Emergency procedure as stated in CVRP SOP Chapter 15.

Appendix A: RSO Training

CVRPC will follow the standard set by the NRA Range Safety Officer course.

Appendix B: Miscellaneous Training Classes

1. All for profit instructional classes on CVRPC property must be approved by the club membership and Executive Committee before they are established.
2. All for profit classes must be led by a current CVRPC member. Other people may be involved in class instruction, but a CVRPC member must be the lead instructor to insure all CVRP range rules and policies are followed.
3. Class instructors are required to provide proof of up-to-date liability insurance to keep on file.
4. The class instructor will be responsible for contacting the ERO to post the class on the club calendar to verify reservation of the range for the required time. In the event of any failure for the proper posting or communication of the reserved range, the standard SOP procedures will be followed. The class instructor will have the responsibility for safety during their class
5. Class instructor(s) will have a safety brief with all participants and staff before each class begins. The safety brief will include an emergency plan, and the role each participant will perform in the event of an emergency. Also, during the safety brief participants will be

- asked if anyone has any medical conditions or severe allergies (ex. Bee stings, food allergies, etc.) that need to be taken into consideration. Follow CVRPC Emergency Procedure Plan if yours has not been approved by the executive committee.
6. Class instructor will be responsible for having each person attending the class or event, whether they are shooting or not, to sign the CVRPC waiver.
 7. Class instructor will turn in a \$20.00 fee per participant to the club for use of the range per class held. Class instructors may arrange a different range usage fee with the club if they wish but it must be approved by the membership and officer board.
 8. All approved classes will have an NRA RSO present during any shooting activities.
 9. There are trauma kits (red bags) in the bottom of the first aid cabinet located in the meeting area of the club house. Please check one out before your event starts and check back in when finished. There are two in case of two events on the same day.
 10. Once the class starts the gate is required to be locked.

Appendix C: Club events or Authorized Matches

2. It is the intention of the CVRPC to attract and host organized shooting and competition matches.
3. All matches and members wishing to direct matches on CVRPC property must be approved by the club membership and executive committee before they are established.
4. Match directors, please pick the months wisely so that we do not tie up the ranges for other members during hunting season. Also try to only shut down the range that you have to for a limited time to open it back up to members as soon as possible.
5. All matches will be run on a cold range. Firearms will only be loaded under the direction of range officer.
6. Approved club events or matches can supersede or modify any rules that are needed to run the match, while still in a safe manner. Any modifications will have to be approved by the Executive Range officer and Executive Committee.
7. Match directors will have a safety brief with all competitors and match staff before each match. The safety brief will include the medical emergency plan approved by the Executive Committee, and the role each staff member will perform in the event of an emergency. Also, during the safety brief competitors will be asked if anyone has severe allergies (ex. Bee stings).
8. Match director will be responsible for getting the match waiver signed by everyone on the range during the match whether they are competing or not.
9. Match directors will be responsible for contacting the ERO to post the match on the club calendar to verify reservation of the range for the required time. In the event of any failure of the ranges being used not being listed on the calendar the standard SOP procedures for multiple shooters on the rifle ranges will be in effect. Match directors have the responsibility for safety during their match.

10. The match director should be an NRA RSO or a certified range officer in the match discipline. Certification shall be through a nationally recognized shooting sport and approved by ERO. If the match director does not meet these criteria, then an NRA RSO shall be present.
11. If there is no other RO that meets the clubs RO requirements for matches, the match director will not be allowed to shoot. This situation will leave no RO in charge while match director is shooting.
12. All resultant income is to be considered as club property. Any payments made to other organizations that may be co-sponsoring a match on CVRPC property will be paid by the treasurer, or by the match director with prior approval of the treasurer.
13. Match fees shall be set so that there will be a planned modest donation of 30% to the club. No more than 70% shall be paid out to competitors. A match director may ask the club to help with the expense of establishing a new match and supplies for a short time as long as correct match reports are turned in with 30% of entry paid back to club.
14. In order to track money spent and income generated, a match expense report form and waiver must be turned in after every match. The expense report must be filled out and signed by a match director and turned in to the treasurer by the next club meeting.
15. The match director will be allowed to keep up to \$500 on hand as petty cash between matches, and these funds will be tracked on the expense report.
16. A non-CVRPC member may assist the match director in running a match but should not be the party responsible for handling the money. Any non-members assisting in running a match must be familiar with the CVRPC range rules, and this will be the responsibility of the match director.
17. If a CVRPC member is working as a non-competitor at a match, then club work hours helping run the match can be accrued and reported, up to the maximum yearly allowance. However, if a club member is also a competitor in the match, his time *during the match* cannot be counted. Time spent setting up, tearing down, or performing post-match reporting tasks can be counted by a member even if he is a competitor in that match.
18. There are trauma kits (red bags) in the bottom of the first aid cabinet located in the meeting area of the club house. Please check one out before your event starts and check back in when finished. There are two in case of two events on the same day.
19. Once the match starts the gate is required to be locked.

Appendix D: Youth Programs

1. Range usage for youth programs is welcome and encouraged. All youth programs must be led by a current CVRPC member.

2. Members wishing to hold a youth program at CVRPC must be approved by the club and CVRPC Executive Committee.
3. Youth program leader must provide a scope of current liability insurance to keep on file.
4. The youth program leader will be responsible for posting range days on the CVRPC calendar to reserve the range.
5. Youth program leaders will be responsible for having everyone on the range sign a waiver.
6. During range usage, all youth events will have a NRA RSO or someone certified with an accurate safety certification approved by the Executive Range Officer.
7. There are trauma kits (red bags) in the bottom of the first aid cabinet located in the meeting area of the club house. Please check one out before your event starts and check back in when finished. There are two in case of two events on the same day.

Appendix E: CVRPC Radio Instructions

1. Radio should be charged in desk charger until the RED light turns GREEN.
2. Top right knob is on/off and volume control.
3. Center knob is Channel Selector. When Channel Selector is used, the channel selected is announced through the radio speaker.
4. Set the radios to desired channel. Each radio must be on the same channel to communicate with each other,
5. Push to Talk button is on the top left side. Press and hold while speaking. Release to listen.
6. Upper Orange button opens the SQUELCH. Seldom used.
7. The lower orange button operates the LED lamp. Press once to turn it on. Second press LED begins to flash. Third press turns LED off.
8. In case of difficulty ensure the antenna is secure, the battery pack is fully charged, and locked in place.
9. These radios are programmed to the US standard FRS (Family Radio Service) frequencies. Any other standard FRS radio should be able to communicate with these radios on Channels 1 through 16.

Appendix F: 4-wheeler rules

The purchase of the four-wheeler the range owns was a sizeable investment. The purchase of the Side by Side was a much larger investment. Their intended purpose is to provide tools, to check range property, help with work parties, move targets, move materials, provide transportation for setting of targets, and transportation for handicapped range members. Its use is not intended for racing or pleasure riding on the range property. With that in mind the following rules will apply.

1. Range members may use the four-wheeler side the side at any time for the above [intended](#) purposes.

2. The safe operation of the four-wheeler and side by side is of paramount concern, not only for the cost of repairs but of the liability connected with injury. Any member seeing anyone driving in a reckless manner should bring it to the attention of the person using the vehicle, or the supervising member present. Also, should be reported to the ERO.
3. 4-wheeler: Check the oil and gas before each use and use only the [proper](#) oil which will be [in the 100 yd range building](#).
4. Side by side: Check the oil and gas before each use and use only the correct oil which will be marked for the Side by side.

Appendix G: NRA Hygiene Guidelines

All users of the Catawba Valley Rifle and Pistol Club facilities are strongly encouraged to follow these guidelines to ensure minimal exposure to lead particulate.

1. 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.
2. Wash your hands and face with soap and water after leaving the range or cleaning area before eating or drinking.
3. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

This Standard Operating Procedure (SOP) is intended to provide a consistent and documented set of rules that govern the range safety

officers and serve as minimum guidelines to be followed by all users of the Catawba Valley Rifle and Pistol Club.

Organizations that use the range facility owned by Catawba Valley Rifle and Pistol Club shall provide to Catawba Valley Rifle and Pistol Club a copy of their Standard Operating Procedures for verification that their range SOP meets or exceeds this minimum range SOP.

If an organization does not have any written Standard Operating Procedures, that organization shall adhere to this SOP.

If an organization's range SOP does not, as a minimum, meet these procedures, that organization shall adhere to this range SOP.

Safety is never to be compromised.