

Catawba Valley Rifle & Pistol Club

Standard Operating Procedures

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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

- 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 monies are necessary to fund daily operations. Revenue is generated by annual membership dues and from the shooting sports events, classes, and other charitable contributions.
- C. 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 for any further disciplinary action.
- D. 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 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.
- E. The CVRPC facility is comprised of six ranges encompassed by a border fence. The shotgun range is located on the north western 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.
- F. 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.

- G. Membership Renewal Policy: Membership runs one full year from May to May. Members are given a grace period of midnight of the meeting following the June meeting. 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 clubhouse.

4.0 General Safety and Range Rules

- 4.1 All ranges and club facilities are for use of members and their guests only. Guests must remain in the company of a member. The club member is 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 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 a start time prior to 12:00 noon on Sundays must be brought before the membership at the monthly meeting.
- 4.6 No alcoholic beverages or containers are permitted on the range property at any time.
- 4.7 Members and their guest 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.)
- 4.10 All firearms must be unloaded, actions opened, open bolt indicator installed and tabled or cased when a cease fire is called before anyone is permitted in front of the firing line, and while anyone remains in front of the firing line. It is NOT permissible to handle any firearm while any person is downrange.
- 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 if someone is down range at any of the ranges listed in 3.0 E. As noted above in rule 4.8 and 4.9, all un-holstered weapons must be cased or tabled with an “empty chamber indicator” in place whenever anyone is down range.

- 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!
- 4.19 Please observe common shooting courtesies. 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 be worn at all time when a range is in use.
- 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.
- 5.2 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 yard range then you must check in and get permission from the person using the 200/300 yard range before going anywhere else.

- 5.3 Use of the 200 and/or 300 yard ranges is permitted only when the forward ranges are not in use or when prior permission is given by the 100 yard line user(s) when the 100 yard line users are shooting from behind the baffles at the tables and not to the right of the firing line. All vehicles must exit on the left side of the range.
- 5.4 No cross firing between the ranges will be permitted. You must fire straight into the berms and/or on steel targets to prevent left and right ricochets that could endanger other shooters on other ranges. In the case of the 100/200/300 yard lines, 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 In the case of a scheduled Match in progress on the 100/200/300 yard ranges and a shooter wishing to use the 100 yard line, the following procedure must be followed: The shooter must first obtain permission from the Match Director to shoot from a position at the 100 yard barricades. Then, the member must shoot and stay at one of the four shooting positions that are behind the barricades. If the match is at 100 yards the shooter (also at the 100 yard range) must only fire when the match shooters are permitted to fire and follow all other range commands of the match. In the case of matches at 200/300 yards, the both parties may fire independently of each other. Match director or staff must call a cease fire at the 100 yard range before proceeding down range.
- 5.6 If using the 100 yard range while 200/300 yard ranges are in use, targets may be set or checked only using the east bridge at your discretion. Use good judgement.
- 5.7 If you come to shoot at the 100 yard line, then please use the barricade end first. This will leave the right side open in case someone wants to shoot from the 200/300 yard range and maximize usage of the range facilities.
- 5.8 The 200 yard firing line shall not be occupied when the 300 yard line is in use.
- 5.9 Earth berm backstops are located on the 100, 200, and 300 yard ranges. No target shall be located greater than 10 feet in front of an earth berm. No target shall be fired upon that is located greater than 10 feet from the earth berm backstops. The only exception to this 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 will stop the bullets.
- 5.10 Do not place metal objects or targets in the berm at angles that may cause a ricochet.

6.0 Outdoor Pistol Range

- 6.1 Steel on pistol ranges is for straight wall pistol cases, .22 long rifle, and shot shells. Exception: 357sig
- 6.2 Some steel is .22 long rifle only (3/16" or thinner)
- 6.3 Shot shells 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 misses on plates and hits on paper must either contact the ground more than 25 yards out or hit the berm directly. Hits beyond 25 yards out and on the range 2 berm are considered to be safe.
- 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 paper 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 THE 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 loaded at all times.
 - 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 hangfires have been cleared.

9.0 Skeet Range

- 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 wobble trap ranges are not required to display open chamber indicators. The actions must be open or broken down when not on stage or firing.
- 9.3 Shotguns are not to be loaded until shooter is on the firing pad and prepared to fire.

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 the 200/300 YARD RANGE TARGETS.
 - 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 steel they damage.

11.0 Members who are found to be in violation of the above rules, from 4.0 thru 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 have no voting rights nor will be a part of the executive committee. Members should contact any 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 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 is in need of 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 the one overriding concern of the RSO at all times. It is the responsibility on 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 and record it in the RSO logbook located in the clubhouse; remember to stipulate who, when, where and why.

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 direction 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 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
 - 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 a board member so an incident report form can be filled out.
5. Never use the words “There has been a shooting”. 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 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 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 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 officer board 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 instructor are required to provide proof of up to date liability insurance to keep on file.
4. 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.
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 wavier.
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

Appendix C: Club events or Authorized Matches

1. It is the intention of the CVRPC to attract and host organized shooting and competition matches.
2. 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.
3. All matches will be run on a cold range. Firearms will only be loaded under the direction of range officer.

4. Approved club events or matches can supersede or modify any or all rules if approved by Executive Committee.
5. 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 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).
6. 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.
7. Match director 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.
8. 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 match director does not meet these criteria than an NRA RSO shall be present.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. If a CVRPC member is working as a non-competitor at a match, then club work hours can be accrued and reported, up to the maximum yearly allowance for his age group. 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.
15. 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 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 the club and CVRPC officer board.
3. Youth program leader must provide a scope of current liability insurance to keep on file.
4. 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 lamp, turn 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 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. Lower orange button operates the LED lamp. Press once to turn 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 of \$3000. Its intended purpose is to provide a tool 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 at any time for the above purposes.
2. Guests of members may use it in place of a member. At the members direction and members supervision.
3. Minors under the age of 18 may also use it to help range members or match directors. This must be under range member supervision and should be limited to helping with work parties, going for supplies, helping set targets or other errands for a match.
4. The safe operation of the four-wheeler is of paramount concern, not only for the cost of repairs but of the liability connected with injury. Any member seeing any one driving in a reckless manner should bring it to the attention of the person using the vehicle, or the supervising member present.
5. Check the oil and gas before each use and use only the Kawasaki oil which will be at the range.

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 range 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.