

STANDARD OPERATING PROCEDURES



BUFFALO CREEK GUN CLUB, Inc.

Revision 5.0

Standard Operating Procedures

Buffalo Creek Gun Club, Inc.

PO Box 796
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www.bcgc.us

Revision 5.0

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Last Reviewed December 12, 2022

President _____

Vice President _____

Secretary _____

Treasurer _____

Executive Officer _____

Training Officer _____

Membership Officer _____

Range Officer _____

Member-At-Large _____

A Signed Copy on File with Board of Directors

Table of Contents

<u>Purpose</u>	3
<u>General</u>	3
<u>Range Safety Officers</u>	3
<u>Membership ID Card</u>	4
<u>Work-Bond and Workday Credits</u>	4
<u>BCGC Board Authorized Matches</u>	4
<u>Duties of Officers</u>	5
<u>Range Safety Rules</u>	6
<u>Range Usage Rules</u>	7
<u>Range Operations</u>	8
<u>NRA Hygiene Guidelines</u>	9

Appendix

<u>Definitions</u>	A
<u>Range Commands</u>	B
<u>Opening and Closing the Range</u>	C
<u>Range Inspection Checklist</u>	D
<u>Gatekeeper SOP</u>	E
<u>Membership SOP</u>	F
<u>Match Director SOP</u>	G
<u>Range Communications</u>	H
<u>Emergency Procedures</u>	I-1
<u>How to Call for Help in an Emergency</u>	I-2
<u>Range Fire Emergency and Equipment Usage</u>	I-3
<u>Safety Incident Report Form</u>	I-4

Purpose

Range Standard Operating Procedures (SOPs) provide guidelines for safe conduct of shooting activities and range operations consistent with the purposes for which the range was designed, and include shooting range rules, emergency response plans, and other necessary information for range operation. This SOP is for internal use only and is not intended for use in any criminal or civil proceeding.

General

- Buffalo Creek Gun Club (BCGC) members, guests and public shooters are responsible for safety while at the range, and must adhere to the rules and guidelines of this document. All BCGC range use is covered by these SOPs, and are available in the Gatekeeper job box, or BCGC website at <http://www.bcgc.us>
- **Code of Conduct: No person, either shooting or observing, will communicate with others on the range in a threatening, harassing, or abusive manner.** Such action may result in punishment as deemed appropriate by the Board of Directors and may include Suspension or Termination from BCGC, in accordance with the BCGC Bylaws.
- Members are responsible for checking the “Schedule of Events” to determine the availability of the range for personal use. Scheduled matches and events always have priority.
- Lock combinations for entrance gate and target houses are for the exclusive use of members and must not be given to non-members. Guests must be accompanied by a member possessing a Membership ID Card (see page 4).
- The Locked Entry/Main Gate to the range must remain locked except when entering, exiting or when a match or scheduled event is taking place to allow non-members entry to and exit from the range on match days.
- Members have the authority to inquire about membership status of anyone using the range. Members are expected to discourage and attempt to stop any and all violations of safety rules or destruction of property when observed. Infractions shall be reported to the Board of Directors. Include name(s) and/or physical description of the offending person(s) along with license plate number and description of vehicle(s).
- Membership ID Cards must be displayed at all times while on club property.

Range Safety Officers

- Range Safety Officers (RSOs) are individuals who have been certified in the National Rifle Association (NRA) Basic Range Safety Officer Course, and are responsible for the safe handling and shooting of firearms and air guns anywhere on the range property, during scheduled events and open shooting. RSO actions, and the actions of all users, are guided by the range SOPs. The RSO is the BCGC official on the firing line to ensure safety and to help shooters, but not to teach shooters how to shoot. BCGC RSOs have the responsibility to review and uphold the Range Usage Rules, Range Safety Rules, SOPs and By-laws of BCGC.
- Chief Range Safety Officers (CRSOs) train, coordinate and supervise RSOs, and develop range SOPs which are directed and approved by the Board of Directors.

Membership ID Card: Membership ID Card provides unlimited annual access to the range when the membership dues and Work-Bond are fulfilled each year.

Work-Bond: A sum of money (\$150/annually as of January 2019) paid, or earned by annual Workday Credits.

Workday Credits: Workday Credits may be used to offset the cost of the Work-Bond for the following year. Club members who perform a minimum 8-hour workday for the club (within the current year) will receive \$75 credit per workday (limited to \$150 per year) to be applied toward the cost of the following year's Work-Bond. Workday credit(s) can be earned in a number of ways:

1. Perform gatekeeper duty on weekends during the open public season.
2. Working at the range with designated work parties.
3. Working at a club sponsored event.
4. Serving as Match Director (MD) or assisting MDs with special duties as requested.
5. Working at home or around town on an approved project for the club which meets the time requirements.
6. Serving on the BOD.
7. Club members may present other options for meeting the workday credit to a board member for consideration by the Board. Any club member may elect to pay the annual Work-Bond each year in lieu of workdays.

BCGC Board-Authorized Matches

- The Training Officer, Match Directors and High-Power Officer are authorized to conduct competitive matches and practice sessions at the discretion of the BOD. Authorized and certified Range Safety Officers (RSO) and certified Safety Officers (SO) shall have full authority over all shooting activities conducted at the range. They may use modified range rules for the purpose of conducting these matches or practice sessions. ([see Appendix G](#))
- All scheduled use of the range shall take precedence over any individual activity.

Requirement for BCGC Matches:

- Provide safe, educational and enjoyable shooting activities for BCGC members and guests
- Match Directors must follow specific Match Director's SOP ([see Appendix G](#))
- Obtain the number of participants for training records as required by BCGC designation as an Educational Charity 501(c)(3)
- Accurate record of participant's scores for respective databases (NRA, IDPA, etc.)
- Timely collection of BCGC match fees

Duties of Officers (not provided for in Article VII of the By-Laws)

- **Newsletter Officer:** The Newsletter Officer shall be responsible for e-mailing the BCGC newsletter to all current members listed on the membership roster as supplied by the Membership Officer. The newsletter shall be emailed at intervals as specified by the Board of Directors – currently four times a year. A paper newsletter shall be mailed only to those members explicitly requesting it.
- **Junior Executive Officer:** The Junior Executive Officer shall be responsible for the organization and instruction of individuals, under 18 years of age, in the care and maintenance of firearms. Instructions in safe handling and proper shooting technique shall be provided with a goal of instilling confidence in the student to enable competition in the local, state, and national shooting events.
- **High-Power Officer:** The High-Power Officer in coordination with the Executive Officer shall determine appropriate dates and arrange for adequate notification to the public of respective events. The officer is responsible for selecting High-Power Match Director(s) for each event and instructing the Match Director(s) on necessity of using the accounting form(s) provided by the club.
- **Grant Coordinating Officer:** The Grant Coordinating Officer shall be responsible for asking the Board of Directors to prioritize Board approved Club and Range projects at the beginning of each year so grant deadlines from all appropriate agencies can be met.
- **Armorer:** The Armorer shall be responsible for the safe storage and cleaning of all BCGC firearms.
- **Range Manager:** The Range Manager shall be responsible for managing all Public Access to the Camp Fickes Shooting Range, to include ensuring adequate coverage of Gatekeepers on “Open Public Weekends”.
- **Range Orientation Officer:** The Range Orientation Officer shall be responsible for New Member orientation.
- **Match Directors:** Must hold a current NRA Range Safety Officer (RSO) certification and other specific match specific certifications as required (i.e., IDPA match directors must hold a current IDPA Safety Officer (SO) certification).

Range Safety Rules

1. **Treat every gun as if it were loaded.**
 2. **Always keep the gun pointed in a safe direction.**
 - The only safe direction is muzzle pointed down range at the berm while on the firing line.
 - Muzzle must never break the 120-degree rule (+/- 60 degrees in any direction of down range) while the shooter is on the firing line.
 3. **Keep finger off the trigger and outside the trigger guard until your sights are on target.**
 4. **Be sure of your target and what is behind it.**
 - All shots must land in the designated impact berm, if not stopped by a target such as steel.
- **When a Cold Range is Called:**
- Do not touch or handle firearms.
 - All firearms must be holstered, cased, bagged or unloaded with actions open and/or an empty chamber indicator inserted.
- **When a Hot Range is Called:**
- Eye and Ear protection are required at or near the firing line.
 - Firearms may be removed from the case, bag or holster only on the firing line, with the muzzle pointing downrange at the berm.
 - Shooters may fire when ready.
 - Anyone may call a cease fire.
- **Transporting Firearms to and from the Firing line:**
- Firearms must be holstered, cased, bagged or firearms must be held muzzle up with actions open and/or an empty chamber indicator in place.
- **In addition, everyone must follow all Range Usage Rules, and all Match Specific Rules.**

Persons not complying with Range Safety and Usage Rules will be subject to:

- **Members may be Suspended or Terminated in accordance with our by-laws.**
- **Non-members may be required to leave the range and may not be allowed back.**
- **Violating the Range Rules may result in a Ticket or Criminal Charges.**

Enjoy the range and use a liberal amount of common sense.

Range Usage Rules

1. **Prohibited ammo types are, but not limited to:** (1) .50 BMG, (2) Tracer Rounds, (3) Exploding Rounds, (4) Incendiary Rounds, (5) Shot Shells
2. **Prohibited targets are, but not limited to:** (1) Wildlife, (2) Rocks, (3) Trees, (4) Damaged or Soft Steel, (5) Steel Targets closer than 10 yards, (6) Explosive Targets, (7) Ground Targets, (8) Clay Targets
3. **Prohibited firearms and accessories are, but not limited to:** National Firearms Act (NFA) items without proper Tax Stamp(s)
4. **Only one firing line may be used at a time.** The Short-Range common firing line is aligned with the down-range posts of the permanent range cover. A firing line in front of the common firing line may be used only if all shooters present agree and all other range rules are followed. Upon arrival of other shooters, the common firing line is immediately in effect.
5. Keep Cold Range periods brief. Target preparation and analysis is done behind the firing line to minimize time needed for a Cold Range.
6. Shooters under 18 years of age must be accompanied and supervised by an adult.
7. Non-members shall be under the supervision and direction of the member(s) present unless they have special range use permission. Members shall be responsible for the conduct of their guest(s).
8. Members are to ask those not displaying a current Membership ID Card or Camp Fickes Day Pass the reason for their presence.
9. When shooting from any firing point on the Jim Starr Long Range, all shooters are required to close the safety gate and sign the log-in book, located by the Jim Starr Long Range marker.
10. If there is a conflict in the use of the Jim Starr Long Range, the individual(s) currently engaged in long range shooting shall have an additional hour, starting at the time of contact, to complete their activity before relinquishing the firing line choice to another participant. Individual(s) using the long-range berm for short range shooting must relinquish the range promptly. Scheduled use of range takes priority.
11. No shooting while impaired by drugs or alcohol. Alcohol may only be consumed away from the firing line after all shooting is completed for the day, and all firearms are unloaded, cased and placed in vehicle(s) or otherwise secured.
12. No camping or open fires are permitted on range property without board approval.
13. No smoking on the range property except inside a vehicle.
14. Pets are only allowed on range property when the range is closed to shooting.
15. All food waste and containers must be taken home to help avoid nuisance animals. All other trash is placed in trash bins or taken home, including trash generated from targets.
16. All brass, empty casings and wads must be picked up regardless of type or caliber.

Range Operation

Signing in Shooters

1. ALL users of the Jim Starr Long Range are required to sign the log book by the Jim Starr Long Range Marker including the date of visit, your name, and start time at the range.
2. All persons present on the range facilities must display their Membership ID Card or other proof of range usage authorization.
3. All guests must have a Release of Liability (ROL) on file for the current year, and be accompanied by the BCGG sponsoring member. Each BCGC member assumes responsibility for ensuring their guests abide by BCGC SOPs. A maximum of three guests may accompany each member, subsequent guests must pay the public shooter fee.

Making the Line Hot

1. Make sure all shooters have returned from hanging targets, target frames or changing targets and are behind the firing line. Check again to ensure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce:
"Eye and ear protection required. The Range is Hot, shooters may commence firing when ready."
3. RSOs are responsible to monitor the firing line activities to ensure safety.

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, (a couple of minutes for shooters to fire their last round), then announce:
"Cease Fire; We are making the line safe. Unload all firearms and remove detachable magazines. Open your firearm's action and/or insert empty chamber indicator, and step back away from the benches. Do not touch any firearm until further notice. Stay behind the firing line until the firing line has been made safe."

3. RSOs make the firing line safe by inspecting all firearms to confirm that:
 - a. All firearms that are not either holstered, cased, or bagged are unloaded with detachable magazines removed, actions are open and/or empty chamber indicator in place. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
 - b. Muzzleloaders are unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed with the frizzen open and the hammer down).
 - c. Everyone is positioned back behind the up-range posts of the permanent range cover while the RSO inspects firearms for proper cold range conditions.
 - d. No one is touching a firearm.

4. Once satisfied that it is safe to go down range, the RSO announces:

"The Line is Safe; The Range is Cold. Shooters may now go down range and change targets. No handling of firearms until further notice."

5. RSOs also remind shooters to:
 - a. Take staplers down range with them if they are putting up new targets, and bring targets back if finished shooting.
 - b. Now is also a good time to pick up brass, empty casings, and wads forward of the firing line.

NRA Hygiene Guidelines

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

Definitions

1. Ammunition: Includes all types of ordnance and munitions, explosives, pyrotechnics, and components.
2. Approved firing: Deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.
3. Automatic Firearm: Any firearm classified as a “machine gun” under the National Firearms Act (NFA) and designed to fire more than one round with a single trigger pull.
4. Berm (Backstop/Impact): A device constructed to stop or redirect projectiles fired on a range. This is usually an earthen structure, placed between 16 and 20 feet in vertical height, built in accordance with NRA recommended standards.
5. Berm (Side Containment): An embankment used between shooting ranges to divide them, or positioned to restrict projectiles to a specific area. These are built to establish shooting lanes and usually eight feet or more in vertical height.
6. Cease Fire: Definitive command to stop shooting immediately.
7. Clear: Command that indicates an area of responsibility or control is clear of danger.
8. Cold Range: A cease fire is in effect. Do not touch or handle firearms. All firearms must be holstered, cased, bagged or unloaded with actions open and/or an empty chamber indicator inserted.
9. Damaged Ammunition: Ammunition that is too damaged to permit safe firing.
10. Down Range: This is a training area forward of any firing position or line within which the firing of live ammunition is being conducted. All personnel are forbidden from entering or passing through such areas when in use.
11. Dud: Munitions and ammunition that have been fired, have failed to function as designed, and as a result are of potentially hazardous or unpredictable condition.
12. Firing Line: This is a dedicated distance where shooters and students are positioned to engage targets downrange, no one is permitted forward of the firing line while firearms are unholstered or otherwise placed in an unsafe configuration.
13. Handgun: A term used to describe Title 1 firearms with barrels generally less than 16 inches in length and not having a buttstock or fore grip, including pistols and revolving cylinder types, held in either one or two hands.
14. Hang Fire: A malfunction of ammunition characterized by the initial appearance of a misfire, followed by eventual ignition of the ammunitions’ propellant sometime later.
15. Hot Range: No Cease Fire is in effect; firearms may be handled and fired.
16. IDPA: International Defensive Pistol Association
17. Impact Area: The area behind a target or bullet trap where projectiles are expected to impact. This term may also refer to an area down range at an outdoor range where projectiles will impact if not captured by a backstop or target. All personnel are forbidden to enter or pass through this area when in use.

18. Instructor: An individual who is certified or recognized instructor by an accepted certifying board. Responsible for providing instruction to students, conducting demonstrations, and operating firing ranges.
19. Long Gun: A firearm designed to be fired from the shoulder with a buttstock, generally having a barrel more than 16 inches long if rifled and 18 inches if smooth bore.
20. Malfunction: A failure of a firearm to function properly or operate in designed manner.
21. Membership ID Card: Membership ID Card provides unlimited annual access to the range when the membership dues and annual Work-Bond are fulfilled each year.
22. Misfire: A malfunction of ammunition where neither the primer nor powder charge ignites when struck by the firearm's firing pin. The indicator for a misfire is when the shooter presses the trigger on a loaded firearm and only a click is heard.
23. Range Flag: This is a clear marker that the range facility is open and "hot".
24. ROL: Release of Liability
25. RSO (Range Safety Officer): NRA Certified and/or designated individual responsible for implementation and application of safety on the range.
26. Short Barreled Rifle: A Title 2 Firearm meeting all other requirements to be a rifle, but having a barrel of less than 16" in length.
27. Shotgun: A firearm designed to be fired from the shoulder with a buttstock and smoothbore barrel that fires shot shells possessing a varying number of round pellets. Some barrels are designed to use with rifle slugs, and be rifled. Some shotguns may have a pistol grip in lieu of a shoulder stock.
28. SO (Safety Officer): IDPA or SCSA Certified individual responsible for implementation and application of safety on the range during an IDPA or SCSA shooting event.
29. SCSA: Steel Challenge Shooting Association
30. Shot Shell: A shotgun cartridge loaded with shot. Shot are small, generally spherical projectiles made of lead, but steel, tungsten or bismuth is frequently used.
31. Squib Load: Ammunition that is struck by the firearm's firing pin and only partially functions. When the shooter presses the trigger, the shooter hears a "pop" accompanied by reduced recoil. Bore obstruction may be present.
32. Stoppage: An unintended interruption in the cycle of operation of a firearm.
33. Suppressor: A device intended to reduce the sound signature of a firearm and classified as a "silencer" under the NFA.
34. Target Line: This is the designated area in which targets are set for engagement and it is backed by the down range berm or backstop.
35. Work-Bond: A sum of money (\$150/annually as of January 2019) paid, or earned by annual workday credits.

Common Range Commands

Command: "CEASE FIRE"

Purpose: To stop all shooting routinely or, in the case of an emergency, immediately.

Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within trigger guard, unload and clear the firearm and wait for further instructions.

Command: "RANGE is CLEAR"

Purpose: To inform the firing line that the range is safe.

Action: RSO is telling all shooters that all firearms are unloaded followed by a "Range is Cold" or RSO is telling all shooters that the Down Range is clear followed by a "Range is Hot" command.

Command: "RANGE is COLD"

Purpose: To inform the firing line that the Range is Cold.

Action: Do not touch or handle firearms. All firearms must be holstered, cased, bagged or unloaded with actions open and/or an empty chamber indicator inserted.

Command: "RANGE is HOT"

Purpose: To inform the firing line that the Range is Hot.

Action: Firearms may be taken from the case, bag or holster only on the firing line, with the muzzle pointing downrange at the berm and shooters may fire when ready.

Command: "STOP"

Purpose: To notify an individual shooter(s) to stop a potentially dangerous situation and wait for further instructions from the RSO.

Action: The RSO may or may not call a general Cease Fire depending on the situation. An RSO attends to the situation.

Preparing the Range for "Live Firing" at a Rifle Match

- There are approximately 40 Range Commands used in Rifle Matches. For a complete list of commands, see the **NRA High Power Rifle Rules** found on the internet.

International Defensive Pistol Association (IDPA) Range Commands

The IDPA Range Commands to start a stage are:

- **Range Is Hot**
- **Load and Make Ready**
- **Are You Ready?**
- **Standby**

The IDPA Range Commands during a stage are:

- **Finger**
- **Muzzle**
- **Stop**

The IDPA Range Commands to end a stage are:

- **If Finished, Unload and Show Clear**
- **If Clear, Slide Forward or Close Cylinder (Revolver)**
- **Pull Trigger or (Skip to Holster if Revolver)**
- **Holster**
- **Range is Clear**

Opening the Range (General usage for Match Directors and Gatekeepers)

1. Unlock and open main gate; locking the padlock back in place.
2. Range logbook is located in the job box on the short range. The Range Officer will complete a Range Inspection Checklist monthly (see appendix for form) and place it in the Range Logbook. Members may note concerns in the Range Logbook or contact the Range Officer for urgent issues.
3. Notify the Range Officer if there has been any significant sliding of the berm.
4. Ensure that there are no hazards (large hard objects) or obstructions between / on the firing line, range floor and berm.
5. Inspect the target lane markers to make sure they are readable. Make sure target bases are functional and inspect for damage. Make notes on the checklist where repairs are required. Ensure that the firing line is in order (i.e., benches and stools are functional, and in the proper position, no debris cluttering the area).
6. Ensure that there are no hazards / obstructions between the firing line and the impact area.
7. Verify that first aid kits are in Gatekeeper booth and Stat House.
8. If during the range inspection areas are found that need attention, if possible, correct any problems before opening the range. If a problem is found that cannot be corrected immediately, determine if the range can be run safely with the existing problem. If the range cannot be operated safely, do not open the range, and report the problem to the Range Officer.
9. Return or replace supplies used from the First Aid Kits, or Gatekeeper's area. If replacement supplies are needed notify the Range Officer.
10. Ensure that all target frames are in good condition and replace backer boards as needed.
11. Ensure that porta-johns have toilet paper and note on the checklist / inform the Range Officer if they need to be emptied.
12. Ensure that all fire extinguishers are accessible, have a proper charge and current inspection date. Note any issues on the checklist and inform the Range Officer if problems are found.
13. The common tool box, located inside the Gatekeeper's job box, should have a basic set of tools. If these tools are loaned to members, make sure they are returned.
14. Ensure all trash is disposed of properly.

Closing the Range (General usage for Match Directors and Gatekeepers)

1. Make the line safe for the last time. All firearms must be holstered, cased, bagged or unloaded with actions open and/or an empty chamber indicator inserted before declaring the line safe and allowing shooters downrange.
2. Maintain observation of the line until all non-members have removed their firearms from the range.
3. Replace stools, sandbags and rests on or under the shooting benches.
4. Pick up all trash and dispose of properly.
5. Close and lock all doors of the supply cabinets and target sheds.
6. Ensure that non-members have left the range.
7. Gatekeepers complete the reconciliation sheet. [\(Refer to the Gatekeeper's SOP\)](#)
8. Close and lock the main gate.

Range Inspection Checklist

Inspected by _____ Date _____

Put a check if OK, a NO if problem noted

Opening

Closing

Backstop/Impact Area Inspected for Tunneling/Sliding	_____	_____
Target Numbers in Place and Readable	_____	_____
Target Frames/Bases in Good Condition	_____	_____
Ready/Spectator Line Marked (if used)	_____	_____
Firing Points Clean and Numbered	_____	_____
Shooting Benches/Tables in Working Order	_____	_____
Gatekeeper Booth in Working Order	_____	_____
First-Aid Kits Filled/Accessible	_____	_____
Range Rules Posted with Copies Available	_____	_____
Bulletin Board - Out of Date Material Removed	_____	_____
Trash Receptacles Empty	_____	_____
Brass and Empty Casings Picked Up	_____	_____
Inspect Fire Extinguishers Quantity and Charge	_____	_____
Check Common Toolbox and Tools	_____	_____
Check Staplers and Staple Supply	_____	_____
Check Supply of Target Frames	_____	_____
Check Supply of ROLs and Pens	_____	_____
FRS/GMRS Radios charged, working, set to Channel (1) Code (0)	_____	_____
Range Water Truck Readied	_____	_____

Comments: _____

BCGC Gatekeeper SOP

Be at the Range by 8:30 and ready for a 9:00 opening. When you arrive at the main gate there should be a large sign near the large tree just inside the gate on the right. It needs to be placed over the "fence post" under the large tree at the intersection of the main road and our road. Please bring this sign back inside the fence when you leave.

Retrieve the Job Box key from locker #30 in the Stat House. (Combination 5808)

Start both Fire Fighting Vehicles (lockbox code 1975) & let run for a minute; turn the vehicles off but leave the key in the ignition for your duty day, then place the keys back in the lockbox prior to leaving the range. DO NOT LOCK THE VEHICLES.

There should be plenty of ROLs in the large clip boards and a Saturday and Sunday reconciliation sheet in an envelope in the dry box inside the Job Box. There are four aluminum clip boards - two large and two small. The large clipboards have ROLs. The small clipboards have the receipt books. Make sure the public's YELLOW receipt has the Camp Fickes stamp on it. Place the WHITE original in the envelope with that day's reconciliation sheet. Make sure to date your invoices. The money bag should have \$50 in it when you arrive and \$50 in it when you leave. There is also a small medicine bottle that has change for the sale of water, ear plugs etc. Please keep this money separate from the Range fees. Only the Daily Access Range fees go into the manila envelope. We MAY have items available as a convenience but all shooters are responsible for bringing their own items such as targets, staples, water, etc.

Make sure there are target frames with good target backers set up at various target points on the Short-Range. Additional targets frames and backers can typically be found in the Short-Range equipment shed. (Combination 5808)

Please keep a Gatekeeper on the firing line and be as courteous as possible while at the same time keeping all shooters as safe as possible. It will be difficult to watch both firing lines and the booth with only two Gatekeepers, so put your priority on the Short Range as you see fit. It is preferable to have three Gatekeepers on all weekends that both ranges are open. While you are an active Gatekeeper do not engage in any personal shooting activities while there are public shooters on the firing lines.

- Cross shooting is not allowed. That is – do not allow shooters on the 50 yd line to shoot at targets on the 25 yd berm. Likewise, do not allow shooters on the 25 yd line to shoot at targets on the 50 yd berm etc.
- Instruct shooters to keep ALL shots in the appropriate berms.
- Do not strike the railroad ties, skip shots off the ground or shoot over the berms. There are cut up railroad ties that can be used to support appropriate targets to protect the railroad ties that we use to hold the target frames.
- When using the range supplied target frames, all bullets must impact the paper targets below the top cross brace of the target frame and no lower than 24" below the top cross brace.

BCGC Gatekeeper SOP (continued)

Single Adult fee is \$25 and a Family is \$45. Active and Retired Military receive \$15 off their daily fees. A FAMILY is considered to be a husband and/or wife and children under 18 years of age.

A family may only use a maximum of two shooting positions. There must be at least one parent supervising the activities of a child at a shooting position. One parent may not supervise more than one child actively firing at any one time.

Please have the customer fill out and sign the ROL then you sign it as the witness. When you first greet them let them know that they will need their driver's license to complete the ROL. Complete a simple invoice with the customer's name, date, your initials, item and "Paid Cash" or "Paid Check" and check # in the bottom section. For "item" indicate the number of adults (at \$25 each) or families (at \$45 each) - include the number of guests in each family and total the items. Keep the white original and give them the yellow copy.

**** VERY IMPORTANT Please have checks made out to: BCGC ****

Please fill out the reconciliation sheet for your day with your names and phone numbers in the boxes. Place all of the ROLs, receipts, checks, cash and reconciliation sheets in the manila envelope and leave it in the job box.

Make sure that all public guests are aware of the 4pm closing time and politely keep them to the schedule.

When the Range is clear for the day, police the Range, booth and parking areas, dump all trash into the dumpster, replace backers as needed and remember to put the Job Box key back in locker #30.

BCGC Membership SOP

The initiation fee for regular membership is \$70, the annual membership dues are \$75. If you wish to have a Membership ID Card, the annual work-bond is \$150 paid in advance each year (total \$295 with new application and \$225 for annual renewal). Club members have the opportunity to perform workdays to offset the cost of their annual work-bond whereby the pre-paid work-bond will be transferred year-to-year for members who perform their workdays (refer to SOP "[Work Bond and Workday Credits](#)" for more details). The pre-paid work-bond will be refunded to members who make the request when they leave the club, have continuously remained a "member in good-standing" and their work-days are complete for that year. A "member-in-good-standing" is a BCGC member who has never allowed their membership to go into "arrears".

The BCGC applicant shall have a club sponsor (current club member) who can attest to your firearms and safety background. If you do not have a sponsor or if your sponsor has no direct knowledge of your firearms and safety background then you must contact the Membership Chairman to discuss the issue before you may obtain full membership. New members shall present themselves (and preferably their sponsor) to the Board of Directors (BOD) during a monthly BOD meeting at 6:30 PM on the third Tuesday of each month. Check the website at <http://www.bcgc.us> for location and to verify day and time.

Member Planet is an online presence used by BCGC to receive applications, collect dues, organize events and manage club business.

All new members must complete the Membership Application online prior to attending the BOD meeting.

Links to Member Planet can be found on the BCGC website. There are links for New Members, Annual Renewal, Annual Renewal by Check, Renewal for Life, Endowment and Charter Members.

An active National Rifle Association (NRA) membership is **MANDATORY**. **Your NRA Membership Card must show an expiration date beyond the current membership year.** NRA memberships may be purchased through our BCGC NRA recruiter.

A link to the Release of Liability (ROL) waiver can be found on the BCGC website.

The ROL must be renewed by every member, each year. All spouses, dependents and guest must have an ROL on file for the current year before visiting the range.

A Range Orientation and Examination can be found on the BCGC website. This form is to be completed by new applicants and renewing members along with the ROL.

Member renewals are due as of January 1st. Dues not paid by January 31st (or as extended by the BCGC BOD) are considered delinquent and a late fee of \$50 will be assessed.

BCGC Membership SOP (continued)

Membership ID Cards are mailed out at the end of January except for those members that received them at the Annual Membership Meeting. The new gate code goes into effect in mid-February. Members will be notified of the date the new gate code goes into effect. New Membership ID Cards are sent only to members who have renewed and are in good standing with the club.

New members joining at or after the August BOD meeting will have their membership carried through the following year.

Immediate family members are included under an individual's club membership (spouse and dependents under 18 years of age). Dependents under 18 years of age (juniors) must be accompanied by an adult club member when using the range. Spouses and dependents may not use the range without the Member being present. If a spouse chooses to become a full member, the initiation fee will be waived. All other conditions of membership apply.

Members may take up to three guests to the range at any one time. Guests visiting the range more than three times are encouraged to become members of BCGC.

Match Director SOP

1. Online Match registration and fee payment are required through Member Planet (link on BCGC website).
2. Late participants may be accepted at the discretion of the Match Director. Match fee will be paid at that time by check (**payable to BCGC**) or cash.
3. On the evening prior to a match, the High-Power Officer in coordination with the Match Director may cancel a match if registration numbers do not meet the minimum requirements. A minimum of six (6) participants is necessary to run a High-Power Match. Other match minimum requirements are at the discretion of the Match Director. Cancellations will be posted on the BCGC website Marquee and match fees will be refunded.
4. Match Director(s) operating within the Safety Rules of a Nationally recognized shooting sport, which is endorsed by BCGC, may modify the BCGC Range Safety Rules as appropriate during the shooting event/match.
5. Registration/score card must be completed and legible for all participants.
6. High-Power Match participants' score cards will be placed in an envelope (found in Match Director's locker in Stat House) and labeled High-Power Score Cards with date and Match Director's name. All other match scores will be recorded on the BCGC website at <http://www.bcgc.us>
7. Match Income/Expense Form for all matches must be completed and placed in a separate envelope along with all of the late entry fees and labeled Fees and Match Income/Expense Form, date and Match Directors name.
8. The Executive Officer or designee will obtain the "High-Power Score Card's" envelope and record the participant's scores with the NRA within 30 days.
9. The President or designee will obtain the "Fees and Match Income/Expense Form" envelope for recording in the BCGC books.

Range Communications

Family Radio Service (FRS), General Mobile Radio Service (GMRS) and Ham Radios

Members and public shooters are encouraged to carry and use an FRS or GMRS radio at range for communication between the Jim Starr long range and gatekeepers during public shooter days and weekend competitive events to ensure quick action should an emergency occur.

Below are the channels that BCGC will use to communicate while at the range and in the event of an emergency.

- **FRS/GMRS Radios:** **Channel 1, Privacy Code 0 (Zero)**.
Note: Privacy Code is the same as Security Code, Sub Code, Interference Eliminator Code, or Privacy Line (PL) and Code 0 (zero) is labeled as (off) on some radios.

- **Ham Radios (2-meter band):** **144.100 MHz (licensed users only)**

Two FRS radios and one 12v car charger are located in the gatekeeper job box. It is recommended the gatekeepers charge the radios for 30 minutes in their personal vehicle to ensure service throughout the day.

Emergency Procedures

In the event of an Emergency please follow these procedures:

- Call a Cease Fire immediately if an injured person is near the firing line or down range. Ensure all firearms are unloaded and clear.
- Take charge of the situation, or delegate the person best qualified to be in charge. Determine seriousness of injury/illness/situation. If the emergency is a Range Fire follow [Range Fire Emergency \(appendix I-3\)](#)
- Secure the scene.
- Send responsible person to Call for help if required (see instructions in this document on [How to Call for Help in an Emergency \(appendix I-2\)](#)) and notify the RSO if one is present.
- Render aid, within scope of training. **First-aid kits are located in the Stat House and in the Gatekeeper Booth.**
- Direct help to location. Post person by the main gate to direct emergency personnel.
- Secure the injured person's belongings, gear, firearm, etc.
- Take notes as soon as practical. Safety Incident Report sheets are located in the appendix of the SOP - [Safety Incident Report \(appendix I-4\)](#).

First Aid Procedures

ALL persons rendering first aid should be aware of the precautions surrounding blood borne pathogens in the event of an accident and use proper hand hygiene and precautions if in contact with body fluids.

How to Call for Help in an Emergency

Camp Fickes Shooting Range is in Jefferson County and is served by the **North Fork Fire Protection District** and **Jefferson County Sheriff**.

- **Remain Calm**
- Travel to the nearest area where cell phone service is available. **Call for help**, then return to the Entrance Gate to meet emergency services and guide rescue personnel to injured person(s).
- **Emergency 911**
- **Jefferson County Sheriff 303-277-0211**

Coordinates:

The Entrance Gate: Latitude: 39.349382N - Longitude: 105.368332W - Elevation: 7728'

The Stat House: Latitude: 39.338227N - Longitude: 105.362794W - Elevation: 7852'

Address: **Forest Service Road 550C**

Be ready to share the following Information with 911 dispatch personnel:

- Identify yourself. 'I am _____ calling from Camp Fickes Shooting Range'
- Phone number from which you are calling.
- What happened and how many injured. Do not say that there has been a shooting. Tell the 911 operator there has been an accident. The term shooting may get the SWAT team dispatched.
- Condition of the injured and first aid that was rendered
- Directions to Camp Fickes if needed

North Fork Fire Protection volunteers are familiar with the location of Camp Fickes Shooting Range. In the event directions are needed see below.

Directions: From Hwy 126 turn west on dirt road Forest Service (FS) Road 550, approximately 1 mile south of the North Fork fire station. Travel approximately 7 miles (bear right at the fork at around 5 miles, and stay on FS 550). Turn left on FS 550C (unmarked). Look for the brown gate and Camp Fickes sign.

Range Fire Emergency and Equipment Usage

In the event of a fire on range property, the most important consideration is the safety of all people on the range. Please follow these procedures:

- [Emergency Procedures \(appendix I-1\)](#)
- [Call for help in an Emergency \(appendix I-2\)](#)

Additional Procedures specific to Fire Emergencies:

If the fire is not containable: Evacuate both ranges making sure all persons on both ranges are notified of the evacuation.

If the fire can be safely contained:

- Keeping yourself and others safe is of primary importance.
- Assign people to retrieve and operate both fire fighting vehicles if needed
 - Fire fighting vehicles (1) on the short range (1) on the long range
 - Ignition keys are in lock boxes on left fenders of both vehicles
 - Lock combination is on back of BCGC Membership Card
 - Illustrated pump operating instructions are located near pump located in back of vehicles
- Instruct all that are not willing or unable to fight the fire to evacuate the range
- Fight the fire with remaining people on the range using available shovels and fire extinguishers located at stat house on the long range and gate keeper's booth and firing line on the short range.
- Assist and follow directions of Fire Crews and First Responders upon their arrival

After everyone is clear of fire danger, the BCGC person in charge files a Safety Incident Report:

- [Safety Incident Report \(appendix I-4\)](#)

Safety Incident Report

Documented by _____ Date _____

Put a check under the appropriate response

YES

NO

Was the person(s) involved, a member of the BCGC? _____

Was accident the result of firearm/equipment malfunction? _____

Was First Aid Administered? _____

Was 911 or other emergency personnel called to the scene? _____

Is further cleanup needed for bodily fluids/biohazardous materials? _____

First-Aid Kit need refilled? _____

Give as much detail as possible for the incident being reported.

- Specific location of incident at the range.
- What was the nature and extent of the injury?
- How many persons involved in the incident? List names and contact information.
- Describe how the injury occurred.
- Describe first-aid given and by whom.

Comments: _____

All incidents must be reported to the BCGC board for investigation. Board contact information is found on the BCGC website at <http://www.bcgc.us>