

**Worland Shooting Complex  
Range Safety Manual  
Basic Range  
Standard Operating Procedures**

**Range Discipline, General Rules and Guidelines**

These are the rules and Standard Operating Procedures (SOP) of the Worland Shooting Complex. The rules contained in this SOP are to be used by all personnel for the safe operation of the range in Worland Wyoming for all events and activities. They will be followed unless otherwise directed by an authorized Range Officer, or changed by the Worland Shooting Complex Board of Directors.

These range safety rules and regulations are designed to make the range as safe as possible to operate, as well as to conveniently accommodate as many members as possible, at any given time. The Worland Shooting Complex Board of Directors has the authority and approval from its members to regulate all the operations on the property leased from the City of Worland to conduct activities involving firearms, and archery. The Worland Shooting Complex Board of Directors shall authorize, approve, schedule, and oversee all such conduct involving the range leased from the City of Worland, Wyoming. This SOP, with any changes or revisions, as dated above will supersede all previous rules, directives, motions and guidelines. If this SOP is changed or revised by the Board of Directors, then this SOP will be marked accordingly showing the new date it was changed, revised, and/or approved.

The Worland Shooting Complex range, located at Worland, Wyoming, is known and classified by the NRA Range Source Book as a passive range. This means there is not a Range Officer or duty supervisor on site when the range is open and shooting activities are being conducted. In addition to the safety rules and precautions listed in this SOP, the club will use the appropriate rules and guidelines from the following shooting organizations and authorities: The National Rifle Association, Civilian Marksmanship Program, Single Action Shooting Society, Amateur Trap Association, National Sporting Clays Association, National Skeet Shooting Association, National 4-H Shooting Sports, National Muzzle Loading Rifle Association's Rules, International Practical Shooting Confederation, International Defensive Pistol Association, National Congress of Old West Shooters, National Shooting Sports Manual, any other nationally recognized shooting sports authority when such said activities are being conducted on the ranges.

Of course, all members may bring guests to the range. The authorized guest must stay with the member at all times. Members are responsible for the conduct of their guest.

Members may bring their pets, and other animals to the range (i.e. Horses). All children and animals must be under supervision at all times and are not allowed to move around at will.

When shooting, or shooting activities are being conducted on the range, a junior (under 18) must be supervised by an adult supervisor, or parent, who is a member.

The range is open from sun up to sun down. No shooting will be done at night unless approved by the Board of Directors. Should the range be closed for events or other reasons, the Board will try to notify the members with newsletters, notices posted on the web site, or other means of information media or mail.

The gate to the range will remain locked. Members will ensure that they lock the gate "both" after entering the range, and again after leaving the range. The only exceptions to this are when the Board of Directors have scheduled and approved the various shooting activities, tournaments and matches. This is including but is not limited to the following: weekly trap and skeet shoots, 4-H activities, CMP and NRA matches, and basically any event or activity that the general public or non-members may take part. In these cases, the gate can remain open for the duration of the event/activity.

Safety glasses and hearing protection are mandatory when on the range during shooting, by shooters and spectators. All range members and guests are personally responsible for range safety, and safe shooting. Everyone will wear eye and ear protection when in close proximity of personnel discharging firearms at the Worland Shooting Complex.

WSC firearms, and other High Value WSC property, is NOT to leave the range boundaries without the written approval of the Board of Directors.

The use of contraband, illegal drugs, mind altering prescription medications, and alcohol is prohibited on the Worland Shooting Complex. If you are under the influence of drugs, alcohol, or prescription medication then you do not belong on the range. If you are under the influence of the above, and cannot legally drive on a public road, you do not belong on the range. Members should report any contraband, illegal drugs, or intoxicated behavior to the police, and then to the Worland Shooting Complex Board of Directors. Members, who violate these rules, can lose range privileges, and may face criminal, and, or civil legal consequences.

No one is permitted to shoot at wildlife. Hunting or shooting live animals is prohibited. Even during hunting season, the hunting or shooting of game such as deer, antelope, rabbits, birds, or any wildlife is not allowed without permission of the Board of Directors. The shooting of predators, such as prairie dogs, jack rabbits, coyotes and other such varmints is prohibited unless approved by the Board of Directors. Members who violate these rules can lose their range privileges, and may face criminal or other legal consequences.

The following materials are prohibited to be used as targets: including, but not limited to: containers that have hazardous material inside (i.e. paint cans), or bottles, or any type of glass item, or any type of container that may be under pressure. (i.e. spray cans). Explosive targets are prohibited unless approved by the Board of Directors. Personnel will not shoot at the number boards (yard markers), the target frames or target holders. Only items and material that are designed and intended to be shot at, shall be used as targets. All targets shall be kept inside the boundaries of the range and placed in such a manner that all projectiles, be it from rifle, pistol, shotgun, or arrow, shall land and remain inside the range as best can be expected. Example: steel targets shall be placed with the top leaning forward, so the splatter goes into the dirt. All shooters will plan and aim all shots so that the projectiles will be kept inside the berms or designated shot falling areas. Persons who shoot or handle weapons carelessly, recklessly, or dangerously, or fail to follow these guidelines may lose their range privileges and their membership could be cancelled.

Since the Worland Shooting Complex is a passive range and a range officer or a duty supervisor is not normally on the range during hours of operation, the following safety precautions and gun handling procedures shall be observed at all times.

- A. The downrange and or target area shall be checked and cleared before any shooting commences. Never shoot when personnel are in front of the firing line. No one is allowed forward of the firing line until all fire arms are unloaded, with actions opened, or the handgun is securely holstered on the person. Everyone will be behind the firing line and or firearms before any shooting begins.
- B. Firearms that are not securely holstered will be unloaded and will not be handled while persons are down range. (Example: setting up targets) This means no one will be touching firearms, scopes, bi-pods, magazines, or ammunition while people are downrange.
- C. Handguns may be loaded and carried by personnel but must remain securely holstered while conducting shooting activities, unless that specific discipline requires said handgun to be unloaded, (example: cowboy action shooting, SASS)
- D. Take out what you bring in. It is the shooters/members responsibility to police brass and keep trash off the range. If you place a target, then remove that target and place it where it belongs once you're finished on the range. This is your range, please it leave better than you found it.
- E. Everyone is a range officer and will sound off and notify other personnel when they see an unsafe condition. All Shooters are Safety Officers. Review and follow all Rules in this SOP (safety manual). Safety is your responsibility, not someone else's! The first person on the range will act as a range officer and coordinate the firing line concerning down range access for target review and placement.
- F. When shooting activities are being conducted by a specific discipline such as weekly skeet or trap shoots, 4-H Shooting Sports, or an NRA/CMP match, or any similar type of shooting activity, the designated range officer will have absolute control of the firing line, and is responsible for the safe operation of the activity/event.
- G. Regardless of firearms, or ammo used, or activities conducted, members/guests can be held accountable for damage that occurs due to misuse.

**The following safety information shall be posted in the area of the front gate.**

**(Think Gun Safety while on the Range)**

**ALL SAFETY RULES ARE WRITTEN IN BLOOD**

1. Treat all guns as always loaded. Handle all firearms accordingly
2. Never let the muzzle cover anything you are not willing to destroy.
3. Consciously keep the muzzle pointed in a safe direction at all times.
4. Keep your finger off the trigger until your sights are on the target.
5. Be sure of your target and what is beyond.
6. A “firearms safety”, is a mechanical device that can fail.

The club will post signs of basic rules as appropriate at all of the various ranges under its control. Simple guidelines and reminders on these signs is sufficient. This SOP will contain all rules and guidelines and shall be followed by all.

The following guidelines and requirements are more specific in direction for the various operations and disciplines that are conducted on the Worland Shooting Complex Ranges. The requirements and guidelines that follow, are in addition to those previously listed.

These rules and guidelines include the disciplines and range specific procedures to be followed to ensure the safe and effective operations of the Worland Shooting Complex.

As always, if there are any problems or questions concerning these guidelines, or any rules in this safety manual, please bring it to the attention of the WSC Board of Directors.

## **Worland Shooting Complex Standard Operating Procedures**

### **Basic Rules and Guidelines for Shotgun Ranges**

In addition to other basic directives listed in this **SOP**, the following shall apply when conducting shooting practice sessions, registered shoots, tournaments, matches, and all shooting activities at the Worland Shooting Complex Shotgun Ranges. All shotguns shooting sports activities, daily, weekly, monthly, special events and tournaments will be scheduled (using the standard request form) and approved by the WSC Board of Directors. All personnel conducting said activities shall do so in accordance with the rules, guidelines, and standard operating procedures, as appropriate, from the following organizations as applicable, National Sporting Clays Association, National Skeet Shooting Association, Amateur Trap Association, National 4-H Shooting Sports, Boy Scouts/Cub Scouts, National Shooting Sports Manual, National Muzzle Loading Rifle Association's Rules, (the shotgun section), Single Action Shooting Society, or any other nationally recognized shotgun (discipline) shooting sport authority that the Worland Shooting Complex has the equipment to conduct. The basic idea is simple. The Skeet shooters will follow the Skeet Shooting Association rules, the Trap shooters will follow the Amateur Trap Association rules, the 5 stand shooters will follow rules listed in the Sporting Clays Association rules for 5 Stand, and the 4-H youth will follow the rules of the 4-H Shooting Sports, etc. Should conflicts of the rules occur, or disagreements between members, directors, or Range Officers take place, then those conflicts and issues shall be brought to the WSC Board of Directors to be resolved.

- 8 Gauge is the largest Caliber allowed for use on the shotgun ranges.
- Positively no slugs, or flechettes, or buckshot is to be fired on the shotgun ranges
- Positively no tracer, incendiary, flare, signal star, pyrotechnic, or any C. S. gas or smoke canister type of ammo is to be used on the shotgun ranges
- The shotgun range is to be used only for patterning and or aerial shooting at clay targets. Shot only is to be used. No solid, or expanding, or explosive projectiles.
- The use of shot sizes larger than # BB lead, or #F steel is prohibited
- Shotgun actions will be kept open at all times until at the firing station for your turn. This includes Semi Auto action, pump action, break open actions, such as over & under, as well as doubles barrels.
- Always check to ensure the gun is unloaded when coming off line or station
- Each shooter is responsible for picking up their empty hulls after firing.
- The trap, skeet, and 5 Stand ranges may be operated at the same time.

# Instructions for Skeet Range Tokens



High House

Token House

Low House

1. Open the low house window, you will see a yellow extension cord. Plug it into the cord hanging just below the coin-op box. On the south side or the low house is a switch to turn on the power for the skeet thrower.



Low House Window



Token house Coin-Op



High House Window

2. High House (East side) there is a bar with a loop on the end to reach up to a pin on the window. Carefully open the high house window (PLEASE DO NOT LET IT DROP) The power switch for the high house is on the east side.
3. At the present time tokens can be purchased. Questions or problems regarding the skeet range should be directed to the Board of Directors.
4. Make sure you are ready to begin shooting before you put in your tokens. Each token is worth 25 birds.
5. There are 2 toggle switches on the bottom of the coin-op. DO NOT TOUCH EITHER OF THESE AS IT COULD CLEAR THE BIRDS OUT PLUS THE OTHER SHOOTERS THAT MAY HAVE PUT IN TOKENS." NO REFUNDS"
6. When you are done: shut the power off, Hang the cord back in the low house, Close the window, Carefully close the window on the high house , Shut the power off and lay the bar down on the east side of the high house.

## **Worland Shooting Complex Standard Operating Procedures**

### **The Rifle Range**

The rifle range is designed for all rifle, pistol and shotgun fired arms and ammunition. All fire arms, including machineguns, and all calibers are allowed up to and including the 50 caliber BMG. The rifle range is normally used by members and their guests to sight-in rifles and pistols, for general plinking, target shooting as well as for competitive shooting events such as NRA and CMP matches. It can be used for any event suitable for such purposes. All basic safety precautions, firearms handling, and shooting rules previously listed apply to this range as well as those listed below.

- The use of tracer, incendiary, pyrotechnic, or explosive ammunition is forbidden.
- All firing will be conducted from the 700 yard line unless otherwise approved by the Board.
- Armor piercing ammunition shall not be used on any of the clubs steel targets
- The 50 BMG calibers shall not be fired at any steel targets belonging to the Worland Shooting Complex. Only paper targets should be used for this caliber.
- Steel targets are not to be shot with high power pistols and rifles closer than 200 yards. All steel targets will remain 200 yards or further from the firing line.
- All firearms will be fired so that the projectiles will remain inside the boundaries of the rifle range to the best of the shooters ability to do so.
- The placement of all targets, both steel and target boards, (from 0 yards to 700 yards,) and the benches on the firing line, will be regulated by the Board of Directors, so as to ensure safe shooting practices, minimize cross fires, ricochets, blind spots, and other potential hazards. Not all targets will be accessible for shooting, from all benches.

## **Worland Shooting Complex Standard Operating Procedures**

### **The Rim Fire Range**

The Rim Fire Range is designed for small caliber rifles and pistols. Its use is limited to low power and low velocity firearms and ammunition. All basic firearm handling and shooting rules previously listed apply to this range as well as those listed below.

- Positively no tracer or incendiary ammunition is to be used on this range.
- No center fire rifle, pistol, or shotgun will be used on this range.
- Maximum velocity for any projectiles (ammo) is 1400 feet per second.
- Maximum weight for the projectile is 50 grains.
- The largest caliber bore diameter allowed is .230.
- Muzzle loading firearms are not normally used on this range.
- Regardless of caliber or ammo used, members may be held accountable for any damage that occurs to range property when shooting on this range.

## **Worland Shooting Complex Standard Operating Procedures**

### **The 100 Yard Range/Pit**

The 100 yard range/pit is designed for most all rifle, pistol and shotgun fire arms and ammunition. The only exception is that the 50 caliber BMG shall not be fired in this pit. The 100 yard pit's use is limited by its small size and width, and length. Only a few members can use the 100 yard pit at the same time. Its advantage is that it can help deflect the wind to a small extent. The 100 yard pit is normally used by members to fight off the wind and its effect on the size of the groups they can shoot at 100 yards. It can be used by the members, or anyone for most any event that will fit in the small area. All rules previously listed and all basic firearm handling and shooting rules of both the rifle and pistol ranges, apply to this range, (pit) as well as those listed below.

- The 50 caliber BMG is not to be used in the 100 yard pit.
- The 100 yard pit may be the safest place to shoot tracer, incendiary or flare ammunition, when ground is clear of weeds and grass, and is wet, and is authorized by the Board of Directors.
- Steel targets are not normally used in the 100 yard pit (exception for the 22 rim fire silhouette targets). The use of other steel targets must be approved by the board.
- Muzzle loading firearms may be used in the 100 yard pit.
- All guns will be fired so that the projectiles will remain inside the berms of the 100 yard pit.



## Worland Shooting Complex Standard Operating Procedures

For all of the

### Pistol/Revolver/ Tactical/ Practice/ Hand Gun Ranges

**All basic firearm handling and shooting rules previously listed apply to the Pistol/Revolver/Hand Gun Ranges as well as those listed below.**

The Worland Shooting Complex has two pits that are specifically designated for the use of Pistols, Revolvers and Hand Guns. The following is a list of guide lines and rules that apply to all Pistol/Revolver/Hand Gun ranges under control of the Worland Shooting Complex. In order to support proper training and education (self-defense classes) as well as the competitive shooting sports, shooting disciplines such as the IDPA, IPSC, and Cowboy Action Shooting must be approved by the board of directors, and such events will be scheduled as often as possible on these ranges.

Rifle Carabines, Pistol caliber rifles/carabines shall not be used on the pistol ranges unless approve by the Board of Directors. This includes A R 15 Type Pistols. Below is a sample of signs that can be put on the pistol ranges.



Positively no high power rifles are to be used on these ranges unless approve by the board of directors. Examples include but are not limited to, 30-30, 243, 5.56, 7.62x39, 45-70, 7mm mag, 30-06 etc.

Only pistols/revolvers/handguns can be used on these ranges steel targets, unless otherwise approved by the Board of Directors.

The steel targets on these ranges are for medium and light performance ammo, and only such calibers as 32, 38, 9mm, 40 Smith & Wesson, & 45acp, and low velocity 44 special 45 colt will be used on them.

Maximum velocity of any caliber to be used on these ranges steel targets is 1100 fps. Make sure your ammo does not damage the steel targets.

The largest caliber pistol/handgun that may be used on these ranges steel targets is 45. Regardless of caliber or ammo used, members and/or their guests will be held accountable for any damage or injuries that occur when shooting the steel targets on these ranges.

Tracers, incendiary, and armor piercing ammo is prohibited on these ranges.

All firing will be conducted so the projectiles will remain inside the berms of these ranges.

Minimum distance personnel will be when shooting at these ranges steel targets is 7 yards, (21 feet) from the target.

**Worland Shooting Complex**  
**Standard Operating Procedures**  
**For the**  
**Tactical Handgun Range**

**All basic firearm handling and shooting rules previously listed apply to the  
Pistol/Revolver/Hand Gun Ranges as well as those listed below.**

Only Handguns, Revolvers, or Pistols will be used on this range.

Only Steel Targets will be used on the Tactical Range

Paper Targets are not allowed on the Tactical Handgun Range.

The Targets are not to be moved on the Tactical Handgun Range.

Magnum Loads, & Armor Piercing, Tracer, and Incendiary projectiles are prohibited on this range.

Do not set up your own targets. Use only the steel targets provided.

Do not shoot at the barricades on the Tactical Handgun Range.

Do not fire from behind the firing line. You must walk down to the firing line to engage your targets.

Minimum distance personnel will be when shooting at this ranges steel targets is 7 yards, (21 feet) from the target.

**Worland Shooting Complex**  
**Standard Operating Procedures**  
**For the**  
**Practice Handgun Range**

**All basic firearm handling and shooting rules previously listed apply to the  
Pistol/Revolver/Hand Gun Ranges as well as those listed below.**

This range is for general handgun practice and plinking.

Only Handguns, Revolvers, or Pistols will be used on this range.

No Magnum Loads or High Velocity Ammunition will be used on the steel targets of the Practice Handgun Range.

Incendiary, Tracer, and Armor Piercing Ammunition is prohibited on this range.

Do not fire from behind the firing line. You must walk down to the firing line to engage your targets.

Minimum distance personnel will be when shooting at this ranges steel targets is 7 yards, (21 feet) from the target.

## **Worland Shooting Complex Range Rules Standard Operating Procedures**

### **Long Range Shooting 1000 yard Berm/Firing Points**

The Board of Directors must give approval before anyone can conduct shooting activities from the 1000 yard berm. Normally, only the CMP or NRA High Power Rifle or NRA Black Power Rules are used when conducting long range shooting events/ activities involving the use of the pits. Should other procedures or discipline rules be used (such as for a gong shoot) then it must be noted by the person or organization on the WSC application request, and approved by the Board of Directors. This is to ensure an understanding by the Board of Directors concerning the activities that are to take place, and that all safety requirements have been met.

Standard safety rules must be adhered to when shooting on the 1000 yard berm including:

- Visibly check the pistol ranges, shooting pit, 22 range, rifle range, out house, and skeet/5 stand range, and ensure no persons or vehicles are in those areas just prior to beginning of any firing or shooting preparations.
- Signs or vehicles must be placed in each road that is on each side, of the 1000 yard berm, to ensure no one can pass when firing and shooting activities from the 1000 yard berm is being conducted.
- Communication must be established between the firing line (1000 yard berm) and the pits, and personnel and vehicles must be behind the firing line, or safely in the pits, and the command 'pits are sealed' is given, prior to the start of firing.
- Note: "The trap range" is the only range that can conduct operations when long range shooting events/activities are taking place on the 1000 yard berm.

## **Worland Shooting Complex Standard Operating Procedures**

### **Black Powder Range**

**The general rules and guide lines listed previously in this SOP apply to the Black Powder Range well as the following.**

- Only Lead Bullets are to be used on this range. No metal jacketed projectiles.
- Only Black Powder, or Black Powder Substitute will be used for propellants on this range. No Smokeless Powder ammo!!
- No one is to go down range. Shoot only from the firing line/berm. Do not go forward of the firing line!!!
- Shoot only at the metal targets on this range.
- No High Power Smokeless Loaded Rifles, Pistols or Shotguns are to be fired or used on this range, including 17 & 22 Caliber Rim fire ammo

## **Worland Shooting Complex Standard Operating Procedures**

### **The Archery Range**

**The general rules and guide lines listed above in this SOP apply to the archery range as well as the following.**

- The Worland Shooting Complex shall follow the most up to date guidelines, rules, and recommendations of the IFAA & NFAA as applicable to our situation and needs.
- Firearms, including air rifles and pistols shall not be used on the Archery Range.
- Only targets and back stops that are intended for archery will be used. No cans, bottles, or breakable targets.
- Only those personnel authorized by the board of directors will drive vehicles on the archery range. Everyone else will walk, in order to minimize damage to the trails.
- Do not point the bow/arrow at any one, and do not handle or draw bow/arrow while people are down range. (i.e. checking/sitting targets)
- Since "Archery" (Bows & Arrows) are dangerous, and can be used as weapons, all of the basic safety guidelines previously listed for firearms shall apply to archers and the archery Range, as applicable.
- The use of Broad Heads, and Broad Head arrows is forbidden. They are too destructive to the clubs targets.
- \* Cross Bows are permitted for use "except" on the small animal targets.