

October 15, 2014

**Worland Shooting Complex
Range
Standard Operating Procedures**

Range Discipline, General Rules and Guidelines

These are the rules and Standard Operating Procedures (SOP) of the Worland Shooting Complex. 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. 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, revisited, and/or approved.

The Worland Shooting Complex membership is open to all persons having an interest in the shooting sports who have paid their dues and desire to continue as members. Membership requires that all persons sign a basic indemnification statement, part of which shall include that the person agrees to abide by all by-laws, rules and safety precautions, as well as the range Standard Operating Regulations and Procedures. Membership also requires that persons give the Worland Shooting Complex accurate, up to date identification and contact information to include the following: full name, address, date of birth, phone number, or e-mail. Persons who do not meet, and/or follow these criteria may be rejected for membership or may lose their membership status should the information they provide prove to be incorrect.

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. In addition to the safety rules and precautions listed in this guide, 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.

With the exception of organized tournaments, or the clubs approved activities and events, the use of the range is restricted to members holding a range membership. 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.

For all shooting and shooting sports activities involving members, the club normally gives the highest priority to youth and women's programs and events. Most all other activity and events will be scheduled on a first come, first served basis.

When shooting 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 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.

Any firearms or other property of the WSC 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 or alcohol, then 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. No one is allowed forward of the firing line until all fire arms are unloaded, with actions opened, or the hand gun is securely holstered on the person
- B. Firearms that are not securely holstered will be unloaded and will not be handled while persons are down range. (Example: setting up targets)
- 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.
- E. Everyone is a range officer and will sound off and notify other personnel when they see an unsafe condition. 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.

Organizations, or persons, or members, that wish to use the range for other than the normal, routine, individual shooting activity, shall be issued the request form (enclosure 1), containing the rules, required shooting plan, and general contact information. Once the Board of Directors has the needed information they will approve (or not) and schedule as required, the requested shooting activity.

Some shooting sports and activities may last longer than one day. Therefore when the club is hosting such activities and events, dry camping is allowed on the range. The Board of Directors will issue guidelines as required for such activities.

This SOP will not contain requirements or guidelines for cost or fee's that may be charged for the use of the range. When organizations, persons, or members wish to use the range for special events, tournaments, daily, weekly, or monthly shoots, the Board of Directors will approve and schedule the activity, and inform the personnel responsible for conducting the activity/event, of the approved dates and cost/fee's for the use of the range.

The club shall post signs at all of the ranges where they conduct shooting activities to inform its members of the basic rules and other general information. These signs shall list the basic safety precautions for the designated disciplines of that particular range, such as Shotgun, Pistol, and Rifle etc. The following safety information shall be posted in the area of the front gate.

(Note: Think Gun Safety while on the Range)

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

The following pages of guidelines and requirements are for the various ranges and disciplines that are conducted on the Worland Shooting Complex Ranges. The requirements and guidelines listed below, are in addition to those listed above.

Worland Shooting Complex Range

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 shotgun shooting sports activities, daily, weekly, monthly, special events and tournaments will be scheduled (using the standard request form enclosure 1) 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 Gage is the largest Caliber allowed for use on the shotgun ranges.
- Positively no slugs, or flechettes, or buckshot are 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.
- 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 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 and skeet ranges may be operated at the same time.

Worland Shooting Complex
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The Rifle Range

The rifle range is designed for all rifle, pistol and shotgun fire 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.
- 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.
- Regardless firearms, or caliber or ammo used, members, and/or their guests will be held accountable for any damage that occurs when shooting on the rifle range.
- 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.

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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.

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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 will 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
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Pistol/Hand Gun Ranges

All basic firearm handling and shooting rules previously listed apply to the pistol ranges as well as those listed below.

- Positively no high power rifles are to be used on the pistol ranges. Examples include but are not limited to, 30-30, 243, 45-70, 7mm mag, 30-06 etc.
- Only pistols can be used on the pistol ranges steel targets.
- Magnum pistol calibers are not to be shot at steel targets on the pistol ranges.
- The largest caliber pistol that may be used on the pistol ranges steel targets is 45.
- Maximum velocity of any caliber to be used on the pistol ranges steel targets is 1100 fps. Make sure your ammo does not put dents in the steel targets, or other wise damage the steel targets.
- The steel targets on the pistol range are for medium and light performance ammo such as 32, 38 special, 9mm, and 40 Smith and Wesson and 45acp, and low velocity cowboy action ammo.
- **Minimum** distance personnel will be when shooting at the pistols ranges steel targets is 7 yards, (21 feet) from the target.
- Pistol caliber rifles, (i e cowboy action & 357, 44-40, 45 Colt, etc.) can only be used on paper targets. Pistol caliber rifles (including 22 rim fire) will not be used on the pistol range steel targets. Cowboy action Shooting Events can be conducted with permission of the board of directors.
- Regardless of caliber or ammo used, members and/or their guests will be held accountable for any damage that occurs when shooting the steel targets on the pistol ranges.
- Tracers, incendiary, and armor piercing ammo is prohibited on the pistol range.
- All guns will be fired so that the projectiles will remain inside the berms of the pistol ranges.
- Muzzle loading firearms, both pistol and rifle may be use on the pistol ranges. Muzzle loading rifles will not be used on the pistol ranges steel targets.

Worland Shooting Complex Range Rules
Standard Operating Procedures
Long Range Shooting Procedures
800,900, & 1000 yards.

The Board of Directors must give approval before anyone can conduct shooting activities from the 1000 yard berm. Normally, only the 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 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 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.
- A sign must be placed at the entrance to the Worland Shooting Complex informing members that the range is in use for the long range shooting event/activity.
- Note: "The trap range" is the only range that can conduct operations when long range shooting events/activities taking place on the 1000 yard berm.

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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.

Worland Shooting Complex Rules and Request Forms (Enclosure 1)

All shooting events, tournaments, activities, and shooting matches for all ranges and shooting disciplines must be approved by the Worland Shooting Complex Board of Directors and be scheduled on the calendar. This includes, but is not limited to weekly, and monthly shoots on all ranges, "Shotgun, Rifle, Pistol, etc," when an individual or group of people wish to have that particular range reserved for their use. If a range is not reserved, then it must be shared by all. If the range is reserved, then that individual or group of people has priority. Also, when the range is reserved for shooting events and activities, then the gate can be left open for non-members to enter during the time the range is reserved. All shooting events, activities and disciplines will use the standard rules and course of fire. Events and activities other than standard courses of fire and disciplines, (example a gong match or a combat match) must be approved by the Board prior to the start of the shooting activity or event. If a non-member should request the use of range for an event or activity, then a member must sponsor that non-member/group/organization.

For All Ranges as Applicable

Prior to the shooting activities:

- A notice should be placed either on the internet site, in the club news letter or in the local paper, informing the public/members that a shooting activity will be conducted and which exact range will be in use and for how long.
- A sign should be placed at the entrance to that range area informing members that the range is in use for the activity (other ranges or areas may need to be roped off to prevent entrance)

Standard safety rules must be adhered to including:

- Communication must be established between the firing line 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. All persons must follow the directions of the Range Officer.

During the shooting activities

- The Range Officer will give the commands and control the firing line.
- The Range Officer will collect any fees for submission to the Club and will be responsible for proper use of the clubs targets and equipment as well as good order and adherence to standard safety rules.

Following the shooting activities:

- All garbage and target debris must be policed and put in the dumpsters provided.
- All range equipment, targets and target board carriers must be put away. All safes, sheds and houses must be locked and secured. A note communicating the number of shooters and any fees must be submitted to the Club no later than 30 days following the shooting activities.

Worland Shooting Complex, P.O. Box 894, Worland, WY 82401

**Worland Shooting Complex Event Request
(Encl: 1) Application**

Person or Organization_____

Contact Person: _____ Phone_____

Local Sponsoring Member_____ Phone_____

Range Requested, (Pistol, Rifle, Shotgun?) _____

Event Title_____

Event Date: _____ Time From: _____ To: _____

Any Special needs or Comments, (**attach extra pages if needed**)

Safety Officer or Representative:

I _____, representing the above am agreeing to follow all appropriate rules for said event as well as any attached range rules & guidelines.

Local Sponsoring Member:

I _____, representing the Worland Shooting Complex am agreeing to make contact with the above persons and will help assure that all appropriate rules and safety precautions are followed and upheld.

(Board of Directors use only)

Date Received _____ By _____

Board of Directors Approved / Denied

Special instructions or comments (**attach extra pages if needed**)

President or designee_____