Unified Sportsmen's Club

STANDARD OPERATING PROCEDURES

Unified Sportsmen's Club

Standard Operating Procedures – Range

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I. PURPOSE

The purpose of this document is to provide information describing the characteristics of the Unified Sportsmens Club (USC) range, its operations with regard to methods of safety enforcement, maintenance, special events and any other aspects applicable to a shooting range operation. Delivery of necessary safety regulations to both shooters (members and non-members) is described in this manual.

This manual also serves as a guide to Chief Range Safety Officers (CRSO) and Range Safety Officers (RSO) to aid them in monitoring the range.

Reviewing and updating of this procedure by the Range Safety Committee, with final approval by the Board of Directors, will occur as necessary and at a minimum on an annual basis. This procedure is to be used when educational communication concerning safety issues to the shooters (members and non-members) is carried out.

II. RANGE COMPLEX

The Unified Sportsmen's Club range is located in Rexburg, Idaho, 9029 West Highway 33. The range encompasses 520 acres of lava desert consisting of sage brush and lava rock outcroppings. It is surrounded by open land of the same type, with no buildings present outside the 520 acres. To the east is a Madison County Sheriff range bordering the Cowboy Action Shooting Range, and to the west is Rexburg City Police range bordering the Long Range Rifle shooting area.

The following description of the various range parts will show the unusual layout of the range with regard to established firing lines and target lines. Subsequent sections of this manual will detail the safety control mechanisms used to provide safety to the shooters utilizing this range.

The range consists of the following shooting areas:

1. **LONG RANGE RIFLE AREA** – This range has a firing line beginning at 400 yards extending out to 1,600 yards in 100-yard intervals. Shooters shoot the various distances from the designated firing lines, moving forward or backward from target line as required in the match. Only one firing line may be active at a time. There are tip up/down steel targets starting at 600 yards and going to 1600 yards. To use steel targets, shooters need to shoot them at the 1000 yard shooting berm only. There is a standalone target carrier for paper targets at 1000 yard bunker line.

2. **RIFLE RANGE (50 TO 300 YD.)** – This range consists of an elevated 200 and 300 yards firing line with five concrete shooting benches on a concrete pad. Target zones are situated at 200 and 300 yards. Next to this range is a 100 and 50 yards target zones at ground level and to the east of the above elevated range. This range has six concrete shooting benches situated on a concrete pad. Steel targets are placed at the 100, 200, and 300 yard shooting

positions with additional steel targets going out to 600 yards. There is a concrete safety barrier dividing the 200-300 and 50-100 yard shooting areas.

3. **PISTOL/RIFLE RANGE** – There are five ranges (bays) side by side separated by 10-foot berms. The middle three ranges extend out to 50 yards to the target area backed by a high berm. The western bay is a 20/25 yard pistol only bay. The eastern most bay is 15 yards and is for handicapped shooters and is a pistol only bay. High berms are present on both sides of these ranges, as well. Steel targets will only be allowed on the pistol ranges on a case by case basis with explicit approval of the Board of Directors posted on all signs.

4. **MULTI-PURPOSE RANGE** – This range consists of 600 yards with berms on either side. The multi-purpose range is where shooters shoot shotguns and nowhere else on range.

5. **COWBOY ACTION SHOOTING RANGE** – This range consists of approximately 24 shooting zones, many of which contain a building or some other prop. The shooting zones are spread out over a large area. The 3-gun shooters and Wednesday Night Steel shoot ONLY on their designated area which is past Fort Fizzle to fence line.

BUILDINGS PRESENT ON THE SITE

- Clubhouse and steel storage buildings, situated on the main range.
- Numerous western style wood buildings on the Cowboy Action Shooting Range.
- Storage bunker at the Long Range Rifle target line.

RANGE CONTROL – Control of the range for safety purposes will be ACTIVE when a CRSO or RSO is present and PASSIVE when no range officers are present. Passive control places the responsibility for range safety on the shooters themselves through observation and use of the range signs and Range Safety Rules (Appendix 2), which are available at the range sign-in station.

III. RANGE OPERATION

1. HOURS OPEN

The range is open seven days a week from sunrise until sunset. No one is permitted to shoot on the property after sunset unless authorized by the Board of Directors for special or competitive shoots.

2. RANGE PARTICIPANTS

Those individuals who shoot at the range are of two categories, those who choose to pay a yearly dues fee (club members) and those individuals who choose to pay a daily user fee each time they shoot at the range (daily members). Each category of shooter must assume responsibility for their actions and perform required duties each time they come onto the range. Specifically they are:

A. All shooters and non-shooters are to sign in at the sign-in station by the door to the clubhouse, which has on the sign in sheet a liability waiver statement (Appendix 1). Daily member shooters are to insert the fee in the depository box.

B. All shooters and non-shooting guests must wear eye and ear protection on the firing line. No child under age of nine (9) is permitted on firing lines.

C. All shooters are to pick up from the box next to the sign-in station a "Safety Rules Guideline" and review it before going to the firing line.

D. All shooters are expected to behave in an orderly manner, observing and carrying out all safety rules and actions stated on the guideline. They are to obey all RSO commands.

E. No shooter is permitted to bring onto the range or use while at the range alcoholic beverages or illegal drugs. No smoking on shooting ranges, smoke in parking lots only.

F. Responsibility for the use of their firearms and ammunition is solely dependent upon the actions of the shooter. They are only permitted to shoot at targets authorized by USC such as steel targets. Shooting unauthorized targets will bring a $500 fine and/or expulsion from range.

G. At all times shooters are to carry out those practices required at this range, as explained in Appendix 2.

H. When a shooter is using an area of the range, the shooter is required to hoist the red shooting warning flag for all to see. This flag is provided at each firing line on the range and attached to a flag pole. There are flag(s) at the 50-100 and 200-300 yards range to take down to the orange pipe(s) sticking out of the ground for when any shooter is changing target(s). Shooters of each range need to move away from their firearms and step behind the yellow line(s). Then retrieve red flag(s) and bring back up to the line and place back in holder(s). Only after everyone has returned to the firing line can shooters handle their guns. There is a concrete safety barrier separating 50-100 and 200-300 yard ranges.

I. Shooters are to remove their trash and targets from the range when they leave.

J. Shooters are only allowed to shoot on designated ranges that are open, they are not to shoot on closed ranges or in those areas that are gated with special signs indicating methods of access (see Section 3 "Range Security" below). In addition, it is the shooter's responsibility to make sure their rounds impact within the confines of the range area where they are shooting. Targets **shall not** be placed on top of any back berm, on the ground or any side berm or wall.

K. All-terrain vehicles (ATV) are permitted for handicapped shooters to change out their targets.

3. RANGE SECURITY

Security at the range is carried out by the use of gates, security cameras, signage (and shooting flags), and locked doors on buildings when not in use. Safety officers trained to discipline specific standards are available at the ranges for which they are trained.

A. Gates – There is a gate between the central shooting area of the range and the Cowboy Shooting Area, which consists of open desert with approximately 24 shooting zones and varying firing lines. Shooting in this area must be supervised by a Range Safety Officer (RSO) who has been trained by National Rifle Association (NRA) instructors and who are familiar with this particular range. There is a monthly cowboy match, and is supervised by a safety officer trained

in the rules specific to this discipline. Safety control over this area requires that at all other times of the month the gate is kept closed. If a member of the public desires to shoot at some other time on this range, they must call one of the individuals listed on signage posted on the gate, to arrange a time that they can use this area.

The second area where gate control is used for safety is the entrance to the shooting zones situated along the 1,000-yard range. Long-range rifle practice and matches are regularly held on this range, at which time the general public and club members may attend. RSOs trained by certified National Rifle Association (NRA) instructors conduct these matches. At other times, members wishing to use this range must call one of the individuals listed on signage posted on the gate, to arrange a time that they can use this area. In addition, no pistol or shotgun shooting is permitted in this area.

B. Security Cameras - Video recording security cameras are placed in strategic areas around the outside of the clubhouse for surveillance of key areas of interest where individuals may be identified in acts of vandalism or some other form of mayhem on the range.

C. Signs and Shooting Flags – Located on all shooting areas are range rules informing all shooters of the safety measures they must practice when using the range. In addition, at each shooting area, a red shooting warning flag must be hoisted whenever a shooter uses the range, thereby notifying others that the range is in use.

D. Building Locks – The clubhouse, storage buildings, bunker on long range, and the Wells Fargo building on the Cowboy Action Shooting Range are secured by locks when not in use.

4. RANGE AND CLUBHOUSE USE

Except for regularly scheduled monthly events, it is the requirement that anyone wishing to hold a special event (Appendix 3) such as a competitive shooting match, firearms training program or any other activity related to the shooting sports must request permission from the Secretary at least 30 days prior to the date they wish to conduct the event. The Secretary, if permission is given, must then record this event on the "Clubhouse Calendar" on the club website and on the bulletin board by the clubhouse door. If for some reason the Secretary believes he/she needs Board of Directors approval for this match, he/she is to inform the applicant and then contact the Board. See Appendix 3, "Special Events Request" form, which must be used for requests.

5. INSTRUCTORS

Every instructor must carry $1,000,000 coverage with USC as a rider and every instructor pay USC $5 per student over 17 unless the student is a current member of the club. A NRA certified instructor for that particular discipline needs one (1) NRA RSO per two (2) shooters on the line at all times excluding the instructor and one (1) RSO behind ready line for that particular event.

6. RANGE DEVELOPMENT

For consistency in safety, any plans to modify the range design or to add new structures, berms and/or new shooting areas must be presented in writing to the Board of Directors for their approval. The Board has one month after presentation of the project at a meeting to approve or deny the application unless there are mitigating circumstances preventing the Board from making the final decision, such as cost and/or safety analysis or some other required study.

7. EMERGENCY PROCEDURES

During range operating hours there may or may not be an RSO present on the range. The following considers both situations and what is to be carried out in each.

A. RSO PRESENT

If an RSO is present, in the event of an injury, the RSO is to do the following depending upon the type of injury. Refer to Appendix 4.

B. NO RSO PRESENT ON THE RANGE

1. MINOR INJURY – If a shooter or non-shooter sustains a minor, non-life threatening injury, it is assumed that they will give first aid to themselves. This aid may also be carried out by others who may be with them at the range.

2. MAJOR INJURY - If this type of injury occurs, the injured person, or those with him/her, will have to call 911 and render assistance to the victim until help arrives. The "Safety Rules Guideline" sheet (Appendix 2), available to all shooters when they sign in, contains an area covering emergencies, including the phone number of the CRSO for them to call in case of an emergency so that range management can be notified of the incident. The CRSO, and others he/she may call, are to make every effort to get to the range as soon as possible.

C. RANGE EMERGENCY FIRST AID KIT – This kit is to be immediately available to the RSO during his/her service at the range. The kit is to be replenished after each use and it is to be inspected for completeness of content by the CRSO or Designated RSO once monthly.

8. FIRES

There is the possibility of a fire involving any part of the range, buildings, or sagebrush from thunderstorms or illegal shooting of objects causing a fire. If a fire occurs while an RSO is present, call 911 first, then he/she will have immediately available a fire extinguisher of adequate size to immediately stop a beginning field fire or building fire. The RSO is to have with him/her in his/her vehicle such a fire extinguisher. In addition, fire extinguishers are present at the clubhouse. Any fire at the range at all, all ranges will be closed down until emergency is over.

If the fire becomes uncontrollable, the RSO is to immediately call 911 for assistance, after this call he/she is to call the Chief Range Safety Officer (CRSO) and a board member. The phone numbers for these individuals are to be with the RSO. Fire department should verify fire is out otherwise a hot spot may reignite the fire.

If no RSO is present, it becomes the responsibility of anyone who is on the range to call 911 and, at their discretion, attempt to extinguish the fire. Also, as explained on the "Safety

Rules Guideline" (Appendix 2), this individual is to call the CRSO immediately to let him/her know about the fire.

9. *SPECIAL EVENTS*

A special event (Appendix 3) is defined as a shooting match, firearm demonstration, firearms training course, or other shooting activity that is not considered part of shooting competition conducted on a regular basis by club members and daily members. Examples of regular competition are the SASS cowboy matches held on the third Saturday of the month, non-routinely scheduled 3-gun matches, mid-range and long range matches and tournaments, tactical matches and Wednesday Night Steel. These types require shooting supervision by a qualified range officer representing the specific type of shoot for a cowboy shoot, 3-gun, tactical, Wednesday Night Steel, mid and long range matches. The youth groups and scouts will pay $100 deposit, if they show up the deposit will be returned.

IV. CHIEF RANGE SAFETY OFFICER (CRSO) AND RANGE SAFETY OFFICER (RSO) DUTIES

Both categories of range safety officers are appointed by the Board of Directors and their duties are created by the Range Safety Committee with final approval of these duties by the Board of Directors. Refer to the Bylaws section of this manual for further information concerning the Range Safety Committee and these range officers. The Board of Directors, through this manual, give the CRSO and RSO the authority and responsibility to enforce range rules and regulations.

1. DUTIES – CHIEF RANGE SAFETY OFFICER

A. Along with the Range Safety Committee, the lead CRSO makes changes to the Standard Operating Procedures manual and conducts with this committee a yearly review of the manual.

B. The CRSO is responsible for the overall safety of the range.

C. He/she is responsible for teaching NRA certified Range Safety Officer training classes. In addition, the CRSO is to make sure that all actively serving RSOs are kept up to date regarding changes of any kind at the range.

D. The CRSO is to be available to handle any range emergencies when called upon to do so. If the CRSO cannot be available, he/she is to call a Board member or other designated club member to take his/her place when they are not available.

E. The CRSO has the ultimate responsibility to see that all range safety rules are strictly enforced.

F. Range maintenance is to be overseen by the CRSO.

G. The CRSO must keep a current list of all active RSOs serving at the range. These RSOs are to have Range Safety Officer designated on their membership card. .

H. Perform all the duties of an RSO when necessary.

2. *DUTIES – RANGE SAFETY OFFICER*

A. When able, supervise active range firing lines, carefully watching and directing the shooters using appropriate range commands or by observation without commands.

B. To make sure all shooters and non-shooters wear appropriate eye and hearing protection while on the firing line.

C. Immediately stop and take other corrective measures against any shooter breaking the safety rules and endangering others. If necessary, the RSO may have to expel such a shooter from the range. Such infractions by a shooter, whether they end in expulsion or not, are to be reported to the CRSO, Range Safety Committee and Board of Directors via the Incident Report located in Appendix 4. This report is to include the shooter's name and phone number for follow up.

V. RANGE SAFETY RULES

The concept of shooter education at the range consists of the shooter's interaction with the CRSO and RSO, signage at the range reflecting the rules and regulations they are to obey, the "Safety Rules Guideline" handout available at the sign-in station, and safety education held at the general membership meetings. The following encompasses the safety rules and regulations used at the range as displayed on the signage and the handout noted above.

NOTE – Enforcement of these rules will be either ACTIVE or PASSIVE depending on whether or not a CRSO or RSO is present on the range.

- **ACTIVE Enforcement** – A CRSO or RSO is present on the range observing shooter activities and correcting problems. Presence of CRSO or RSO along with Range Rules signs serves as ACTIVE enforcement,
- **PASSIVE Enforcement** – No CRSO or RSO is present on the range. Ultimately, the shooter is responsible for his/her actions, as acknowledged by signing on the Sign-in Sheet, which includes a liability release statement. Both the shooter's responsibility and range signs server as PASSIVE enforcement.

1. SHOOTING RULES - All firearms are loaded and unloaded at the firing line while maintaining safe muzzle direction. The specific rules posted at every range.

2. GENERAL RANGE RULES – As posted on the range.

3. PROHIBITED AMMUNITION – Signs are posted at various locations to make certain the shooters know what type of (bullet) ammunition they cannot use before going onto the range. Do not use tracer rounds, armor piercing ammo, incendiary rounds, steel core/jacketed bullets or tannerite. No 50 BMGs are allowed without special permission and only in winter months.

VI. SAFETY EDUCATION

Unified Sportsmen's Club realizes the importance of educating and keeping the general shooting public informed about firearms and range safety. As noted in the opening paragraph in Section V, RANGE SAFETY RULES, there are various ways this is accomplished. One includes a handout available at the sign-in station on the range for all shooters to take with them. It is intended that these individuals will take the handout home and reread it a number of times, learning the various rules. This form is located in Appendix 2.

In addition, the following activities will occur:

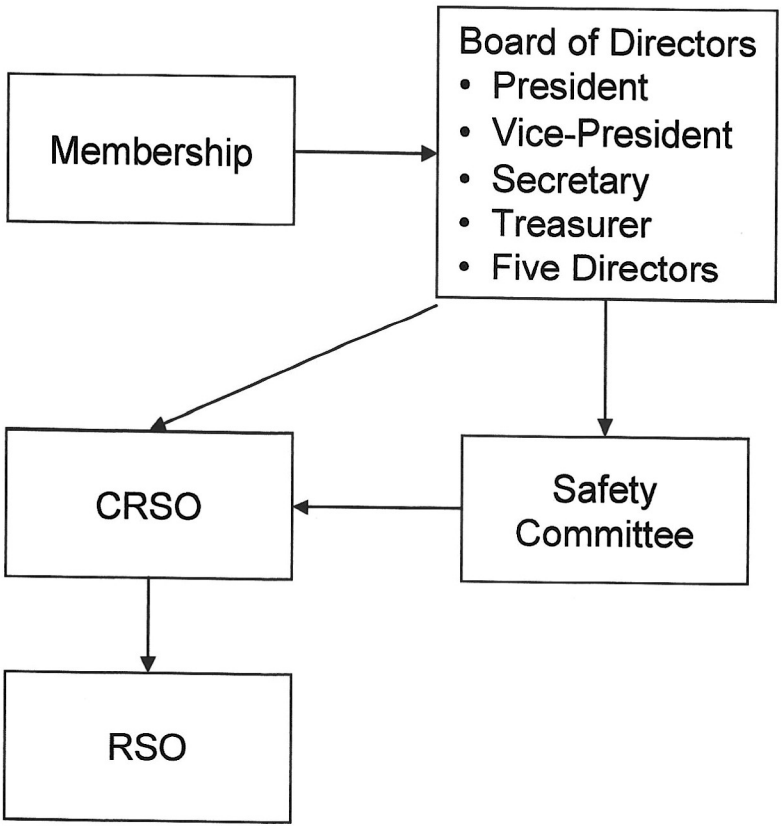
1. All new and renewing club members who pay online, sign that they have read the Safety Rules Guideline. Members who pay with cash, check, or Venmo shall retrieve a Safety Rules Guideline paper where shooters sign in.
2. At each general membership meeting safety issues are discussed with reference to the range rules and regulations.
3. Safety is discussed by the CRSO and RSOs while serving on the range with the shooters.
4. Range signs are placed at the sign-in station and on all active shooting range areas which list the range safety rules.
5. Red shooting flags are posted and are to be hoisted on active shooting ranges for the purpose of informing all individuals entering the range that the firing line is in use. There are flag(s) at the 50-100 and 200-300 yards range to take down to the orange pipe(s) sticking out of the ground for when any shooter is changing target(s). Shooters of each range need to move away from their firearms and step behind the yellow line(s). Then retrieve red flag(s) and bring back up to the line and place back in holder(s). There is a concrete safety barrier between the ranges.
6. Range safety briefings are carried out before each special shooting event as with competitive matches. The range safety briefing is the responsibility of the match director and any applicable NRA rules to follow. The match directors will be RSO, first aid, and CPR trained.

VII. RANGE MAINTENANCE

Range maintenance is overseen by the CRSO and the RSOs with volunteer help from additional club members. This maintenance involves range upkeep regarding target backer maintenance, firing line maintenance, and various aspects of building and road maintenance. Any other type of maintenance when needed is also carried out. It is the job of the members of the Twin Butte Bunch to maintain the cowboy range with input from the CRSO. It is the job of the members of the Long Range and Tactical shooting disciplines to maintain the Long Range with input from the CRSO. Periodic range cleanup days are scheduled for club volunteers to participate in general range cleanup and maintenance.

VIII. ORGANIZATIONAL CHART AND CLUB BYLAWS

ORGANIZATIONAL CHART –



CLUB BYLAWS

SEE ATTACHED DOCUMENT.

I hereby certify that these SOPs have been adopted by the USC.

President 10/16/25 Date

Vice President 10/16/25 Date

Secretary 10/16/25 Date

Treasurer 10/16/25 Date

IX. APPENDIXES

1. **Sign-In Sheet with Waiver of Liability**
2. **Safety Rules Guideline (Handout)**
3. **Special Events Request Form**
4. **Incident Report**

APPENDIX 1 –
Sign-In Sheet With Waiver Of Liability

My signature below indicates that I have read the USC range rules and that I understand them and agree to abide by them. I further agree to abide by the following:

- Practice gun safety at all times, including the wearing of eye and hearing protection
- No alcoholic beverages on the range at any time (includes all shooters, guests, and spectators)
- No abuse of USC property (such as shooting holes in steel targets, removing props, etc.) or a $500 fine and/or expulsion from range
- Keep the range and surrounding area clean (pick up brass, trash, etc.)
- Always behave in a sportsmanlike manner. If this is abused, the parties involved must leave the range premises
- Continued abuse may result in loss of membership or range use and no further admittance to the range
- Contact with county personnel and surrounding landowners concerning the range or USC in general is by designated officers ONLY. No other contact is allowed except with special permission from the President or Vice President.

Waiver of Liability

Notice: By executing this document you are considered a day member and waive certain legal rights on behalf of yourself and your family. You should read this document carefully before you sign it. In consideration for being permitted to observe, engage and participate in shooting and other firearm-related activities at the USC range in Madison County, Idaho, I, the undersigned do hereby agree to waive, indemnify, and hold harmless the USC, its officers, members, agents, and/or employees from any and all claims, demands, causes of action, liability, judgments, costs, and attorney fees arising out of, claimed on account of, or in any manner predicated upon my participation in shooting sports on the USC range. I further acknowledge that shooting activities can be very dangerous and involve a substantial risk of serious injury, death, and property damage. I hereby assume full responsibility for such risk or bodily injury, death, or property damage because of negligence of myself or others, while in or upon the USC range or while participating in, watching, or otherwise involved in any manner with any associated shooting activities. I further agree to indemnify and hold harmless the USC, its officers, members, agents, and/or employees and waive liability for any additional claims, suits, or actions for personal injury, loss of consortium, and property damage for which my heirs, executors, administrators, agents, and each of them may hereafter acquire against the USC, its officers, members, agents, and/or employees to the extent that such claims, suits, or actions derive from injury, damage, or death that occurs in connection with shooting or related activities at the USC range.

USC shall not be responsible for lost, stolen, or damaged property. USC shall not be liable for accident or injury caused by careless conduct, failure to obey laws or ordinances, or failure to obey the rules of the facility by the person signing below and/or their dependents (not including normal wear and tear) and shall reimburse USC for actual costs (including labor costs) to repair damaged, stolen, or destroyed property.

Notice: *Using the range without signing this sign-in sheet will constitute trespass (I.C. 18-7088) and will make the person subject to arrest.*

Date	Printed Name	Signature	Phone	Member #	Day-Member	Amount Paid

APPENDIX 2 –
Safety Rules Guidelines

Safety rule guidelines are in the sign-in box.

A. Sign-in – Upon entering the range the very first area you are to visit is the sign-in station located to the left of the clubhouse door. You must sign the liability waiver and the rest of the required columns next to your name. If you are a daily member you must deposit a daily fee in the designated cash deposit box or use Venmo or USC's QR code. All others with you who are non-shooters must also sign the liability waiver sheet, but they do not pay the daily fee. Each individuals, name must be signed in on the sheet, family designation is not acceptable. Failure to sign-in will result in expulsion from the range.

B. Range

1. Come to the range with all of your firearms unloaded.
2. You will only load your firearm on the firing line, keeping the muzzle pointed down range. If a Range Safety Officer (RSO) is controlling the line you will obey all commands.
3. You may only unload your firearm on the firing line, keeping muzzle pointed down range.
4. Your firearm(s) is (are) to be unloaded before you leave the firing line and go to your vehicle.

C. Authorized Targets and Non-authorized Targets -

1. Any type of commercial or home-made paper targets.
2. No metallic targets are allowed, unless permitted by the CRSO or RSO ahead of time.
3. Clay targets are permitted for shotgun shooting and only on Multi-Purpose Range.
4. Targets that move are not allowed, unless permitted by the CRSO or RSO.
5. Use of "Trash" targets such as cans, glass or plastic bottles, etc., will result in $500 fine and/or range expulsion.

D. Firearm Handling – Every time you pick up a firearm you will treat it as loaded.

E. General Range Rules – The following are to be carried out at all times:

1. Eye and hearing protection are required by all persons on or near the firing line.
2. All firearms are to have their muzzles pointed down range at all times.
3. No discharging of firearms except on the firing line.
4. There are flag(s) at the 50-100 and 200-300 yard range to take down to the orange pipe(s) sticking out of the ground for when any shooter is changing target(s). A concrete safety barrier is dividing the ranges for shooters to safely shoot and place and retrieve their targets. All shooters of each range must unload their firearm and with the action open need to move away from their firearms and step behind the yellow line(s). Then retrieve flag(s) and bring back up to the line and place back in holder(s). Only after everyone has returned to the firing line can shooters handle their guns.
5. Do not use tracer rounds, armor piercing ammo, incendiary rounds, steel core/jacketed bullets or tannerite. No 50 BMGs allowed on range without express permission of the CRSO and in wintertime.
6. Absolutely no alcohol or illegal drugs are permitted on the shooting range.
7. All vehicles, cars, ATVs etc. are never to be driven to the top of berms.
8. At no time are you to go beyond the two designated gated areas (Cowboy Range and 1,000 yard Range) without calling one of the individuals listed on signage posted on the gate, to arrange a time that they can use this area.
9. Keep firm control of pets (leashes required) and kids. No children under nine or non-shooter are permitted on the firing lines.
10. When transporting long guns from your car, keep muzzles pointing up or in cases.

F. VANDALISM – Property destruction of any type on the range involving any range structure including not only all buildings but range structures such as target backers, signs, firing line tables and any other structure pertinent to the range will be punished under Idaho Code **18-7001, Malicious Injury to Property**. The use of rounds discharged from a firearm to destroy property will carry additional penalties. Be aware there are **security cameras** in various locations on the range.

G. RANGE OPERATING HOURS – The range is open at sunrise and closed at sunset. No shooting without special permission is permitted anywhere on the range at night after sunset.

H. EMERGENCIES – PLEASE CALL 911 IN THE EVENT OF AN EMERGENCY REQUIRING ASSISTANCE, IF NO RANGE SAFETY OFFICER PRESENT. ALSO CALL DIRECTOR NUMBER ON BULLETIN BOARD BY CLUBHOUSE DOOR.

APPENDIX 3 –
Special Events Request Form

1. Applicant's Information

_____ _____ _____

Name Telephone E-Mail

2. Event Information

_____

Name of Event

_____ _____ _____

Date Time Number of Participants

Firearm Discipline for Event: Rifle _____ Shotgun _____ Handgun _____

Sponsoring Organization (SASS, NRA, etc.): _____

3. Club Resources Requested

Is the use of the clubhouse requested? Yes ____ No ____

Types of targets: _____

Names and qualifications of RSOs (use back if more space is needed):

Name Qualification

_____ _____

_____ _____

_____ _____

4. Insurance Information

Is there insurance coverage for the event? Yes ____ No ____

If yes, name of insurance company: _____

Is this a firearms training program? Yes ____ No ____

If yes, are the instructors insured? Yes ____ No ____ N/A ____

If yes, name of insurance company: _____

5. Attachments

Attach a description of the event to this form.

In conjunction with the CRSO, prepare and submit a safety plan.

6. Approvals

Application is: Approved _____ Denied _____

_____ _____

Chief Range Safety Officer Date

APPENDIX 4 – Incident Report

1. Shooter's Information

Name _____ Telephone _____ E-Mail _____

2. Reporting RSO/CRSO Information

Name _____ Telephone _____ E-Mail _____

3. Incident Information

Date of Incident _____ Time _____ Location on Range _____

Description of Incident (Please include which range rules were violated.)

_____

_____

_____

Were there injuries? Yes _____ No _____ If "Yes," describe who was injured and the nature of the injury:

_____

_____

_____

Injured Person's Name _____ Telephone _____ E-Mail _____

Were there witnesses? Yes _____ No _____ If "Yes," list their information below:

Witness's Name _____ Telephone _____ E-Mail _____

Witness's Name _____ Telephone _____ E-Mail _____

Witness's Name _____ Telephone _____ E-Mail _____

Was remedial action taken against shooter? Yes _____ No _____ If "Yes," describe below:

_____

_____

Was protective equipment worn (if applicable) Yes ____ No ___

CRSO/RSO Printed Name _____ Signature _____ Date. _____

Use back of this page or additional pages if more information is needed.