

Revised 10/20

Metacon Gun Club Certified Range Officer Booklet

This document outlines the training necessary to become a Metacon Certified Range Officer (CRO). All members must successfully complete the CRO qualification to use the range.

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I. ADVANCE PREPARATION

A. Safe use of Firearms

1. Safety (Is paramount in running the range)
 - a. Four commandments of firearms safety:
 - i. Keep the firearm pointed in a safe direction.
 - ii. Keep your finger off the trigger and outside the trigger guard until your sights are on the target and you are ready to shoot.
 - iii. Keep your gun unloaded until ready to use.
 - iv. Know your target and what is beyond.
2. Safe Distances (.22LR travels 1.5 miles; High Power travels 5+ miles)
3. Carrying Positions:
 - a. Guns are to be cased or holstered until on the firing line.
 - b. If a gun case is not available, the firearm is to be carried unloaded, muzzle up, with the action open

B. Health and Safety Concerns

1. Eye protection

- a. Wear safety glasses while at the range. Lenses should be made of polycarbonate plastic or other shatterproof material. Glasses should have side shields. Standard eyeglasses are better than nothing but will not protect against large projectiles or fragments coming from the side. Use of steel targets will produce bullet splash, which is dangerous to eyes.

2. Hearing protection

- a. Wear hearing protection. Gunfire will affect your hearing. Wearing hearing protection in the form of muffs and earplugs will help protect you and your guests.

C. Handling Firearms That Do Not Discharge Properly.

If you experience a misfire, hangfire or squib, follow the proper safety procedures to clear your firearm. Any firearm that cannot be cleared safely must be removed from the line by the shooter.

E. Range Equipment

1. Target holders
2. Hot buckets

F. Range Officials

1. Certified Range Officer - Every Metacon member who has successfully passed the CRO course.

- a. Has total responsibility for the range and its operation.

- b. Authority is not to be challenged while on the range.
- c. Has the power to remove anyone who violates the range rules. He/she may remove anyone who intentionally damages or destroys Club property.
- d. Will verify that all shooters are members and they are with their guests at all times.
- e. Will verify that all junior team members or other minors have a parent or guardian or a Club member over the age of 21 with them at all times.
- f. A copy of Club bylaws and Club range rules will be maintained in the tower for use by the Certified Range Officer.
- g. Has the authority to close the range in an emergency.
- h. Must file incident reports with the Education and Safety Committee in writing within 48 hours for all serious violations or injuries.
- i. Must enforce the range rules and the bylaws of the Club.
- j. Is allowed to give range commands.
- k. Has the authority to appoint Line Officers.
- l. A Certified Range Officer must always be in the tower if **more than ten shooters** are on the firing line, or if anyone is shooting close to the berm or when the firing line has been moved forward. (Match protocols may differ by discipline)

2. **Line Officer** *(May be appointed by the Certified Range Officer as needed)*

- a. Follows and responds to the Certified Range Officer's commands.
- b. May assume the duties of the Certified Range Officer at the request of the Certified Range Officer.
- c. Will make sure the magazines of the firearms have been removed and that all firearms are unloaded upon the command "Cease Fire".
- d. Will make sure no one touches firearms when shooters are down range.

H. Range Commands

1. Definitions:

- a. A "**Hot Range**" is one where uncased or unholstered firearms may be handled, loaded and fired. Eye and ear protection must be worn. No one is allowed down range when the range is "Hot".
- b. A "**Cold Range**" is one where all uncased or unholstered firearms are unloaded and made safe. **There will be NO handling of uncased or unholstered firearms.** Persons are allowed to be forward of the firing line.
- c. "**Cease Fire**" means all shooters will immediately stop firing, unload all firearms, make them safe and step back from the shooting port/table.
- d. In the event a Certified Range Officer is required to be in the tower, he/she will

remain there until relieved, WHETHER THE RANGE IS “HOT” OR “COLD”.

2. Range Commands:

- a. To go “hot”.
 - i. “Is the line ready to go hot?” (Look for a response from all other shooters. Make sure they have had opportunity to put on eye and ear protection. Be sure nobody is down range. **NEVER ASSUME** that everybody heard you! Get a CLEAR response from everyone.)
 - ii. “The line is HOT!” (Commence firing)
- b. To go “cold”.
 - i. “Is the line ready to go cold?” (CONFIRM that all shooters on the line have acknowledged your question and have made all guns empty and safe. Don’t ASSUME that everyone heard you - CONFIRM IT!)
 - ii. “The line is COLD!” (Hearing protection is no longer needed)
- c. To call a “Cease Fire”.
 - i. “CEASE FIRE!” (The buzzer mounted in the tower or any yellow button buzzer located at the various shooting positions may also be used.)
 - ii. Note that the command to CEASE FIRE may be issued by any person on the firing line at any time if an unsafe situation develops. All shooters **MUST** immediately stop firing, unload and make their firearms safe. Firing will not resume until the unsafe situation has been resolved.

II. ON-SITE PREPARATION

- A. Prior to the range activity, check range for cleanliness and safety in the following areas:
 - 1. Check for clear zones of fire
 - 2. Check backstop and surrounding areas
 - 3. Check for hang gliders
- B. Emergencies
 - 1. Telephone - phones are located in the clubhouse and outdoor range tower or cell phone.

III. CONCLUSION OF ON-SITE ACTIVITY

- A. Check and clean up the range inside as well as outside.
- B. Pick up and properly dispose of all spent casings.
- C. Put range equipment away and **empty range trash barrels** if needed
- D. Close Range

IV. ADMINISTRATIVE FOLLOW-UP

- A. Incident Report (if necessary)
- B. Accident Report (If necessary)
- C. Damaged Equipment Report (if necessary)

Note: While all ranges and the parking lot are video monitored, you are urged to report any incidents to Education and Safety or to any BOG member. Reporting will help clarify your involvement in the chain of events.

METACON GUN CLUB RANGE SAFETY RULES (revised 12/18)

THE PURPOSE OF THESE RULES IS TO PROVIDE MAXIMUM SAFETY DURING THE USE OF THE METACON GUN CLUB, INC. THE FACILITY IS INTENDED FOR THE SOLE USE OF ITS MEMBERS AND THEIR INVITED GUESTS. CLUB FACILITIES ARE OPEN TO THE PUBLIC FOR SPECIFIC EVENTS ONLY. IT IS ALSO OPEN TO CERTAIN AGENCIES AS APPROVED BY THE CLUB MEMBERS AND THE BOARD OF GOVERNORS. BEYOND THE SPECIFIC RULES SET OUT BELOW ALL MEMBERS, GUESTS AND OTHER PERSONS UTILIZING THIS FACILITY ARE REQUIRED TO CONDUCT THEMSELVES IN A SPORTSMAN-LIKE, CIVIL, AND LEGAL MANNER. THESE RULES APPLY TO ALL INDIVIDUAL MEMBERS, GUESTS, OR GROUPS USING THIS FACILITY.

A. GENERAL CONDUCT

1. No intoxicating beverages or illegal drugs of any kind, nor any person under their influence, shall be permitted on Club property. Any person impaired by any substance so as to be judged unsafe shall be barred from Club property and activities (By-law 18.2). Note, some prescription drugs and over-the-counter drugs (such as antihistamines) can cause impairment. **Note: Club property starts at the road.**
2. No one may handle loaded firearms in Club facilities or on Club property except when on the firing line. No exposed firearms may be carried **at social functions** except by uniformed officers of the law (By-law 18.3). All exposed firearms (unless holstered) will be unloaded and have their actions open when not being used on the firing line except for Certified Instructors and Certified Coaches and students while training. There will be no live ammunition used in classroom training sessions.
3. **Members shall be totally responsible for the actions and obligations of their guests and any misbehavior by a guest will result in disciplinary action against the member.** Probationary members may not have guests. Regular members may have a maximum of two guests with them **on the property** per visit. The member and guest combination may not occupy more than two firing- line positions at one time if any other members are waiting to use them (By-law 18.1). (Note: Family Members are not counted toward the total of guests. Family members are defined as the spouse of a Regular Member or any children of the member if they are less than 21 years old and living with the member) (By-law 3.1.7).
4. All members shall visibly display their Club identification on their person when on Club property (By-law 18.7).
5. **Club members must register their entry cards at least once per visit when they enter the range property even if a door or gate is open.**
6. Any violation of these rules that results in an unsafe condition or willful damage to property will subject the individual to possible disciplinary action in accordance with Club By-law 14.0.
7. All non-members attending sponsored events are subject to all club rules, including any additional rules that are specific to the event. The Certified Range Officer in

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charge of the event is responsible for enforcing all applicable rules.

8. All firearms used at the Metacon Gun Club must be legally owned or licensed -- as appropriate.

B. GENERAL RANGE RULES

1. Always keep firearms under control and pointed in a safe direction.
2. Always keep your finger off the trigger and outside the trigger guard until your sights are on the target and you are ready to shoot.
3. Always keep your gun unloaded until ready to use.
4. Know your target and what is beyond.
5. Members who bring guests must remain with them at all times. When the member is shooting, their guests must stay with the member. All guests must be supervised by a member while on the firing line.
6. Any firearm that is deemed a safety hazard shall be removed from the firing line.
7. Regardless of when or by whom the "CEASE FIRE" command is given; all firearms will be unloaded immediately upon the command. The actions must be opened and remain open until further commands are given.
8. No one may go forward of the firing line to change or retrieve targets, pick up brass or any other purpose unless the range has been verified as "cold." All firearms must be either cased, holstered, or unloaded, benched, and have their actions open. **THERE SHALL BE NO HANDLING OF FIREARMS ON A COLD RANGE, OR WHEN ANYONE IS FORWARD OF THE FIRING LINE.**
9. Clean up all target materials when finished with them. **DO NOT USE ALCOHOLIC BEVERAGE CONTAINERS, COMPRESSED GAS CONTAINERS, GLASS OR EXPLODING TARGETS** at any time.
10. Spent cartridge casings, ammo boxes, or other trash must be picked up and disposed of properly before the member leaves the range.
11. **DO NOT** place target materials on Club property that is not designated or designed to hold targets.
12. Drawing from a holster is allowed if the holster is mounted at the waist on the shooting hand side of the body. There is no drawing from a cross draw or shoulder holster except as approved by the BOG
13. No "rate of fire enhancement" devices are allowed at any time on any firearm. "Rate of fire enhancement" means any device, component, part, combination of parts, attachment, or accessory that: 1. uses energy from a firearm's recoil to generate a reciprocating action that causes repeated function of the trigger, including a bump stock; 2. repeatedly pulls a firearm's trigger through the use of a crank, lever, or other part, including a trigger crank; or 3. causes a semiautomatic firearm to fire more than one round per operation of the trigger, where the trigger pull and reset constitute a single operation of the trigger, including a binary trigger system

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14. If, during a scheduled match or organized practice, there is a conflict between these rules and the rules of the governing body of said match or practice, the Board of Governors may issue an exception on a one time or permanent basis.
15. The following are not permitted on the range: Any ammunition that is designed, sold or labeled as “armor piercing”, exploding targets, mortars, grenades, military tracers, rocket/grenade launchers or cannons.
16. Shooters are responsible for checking the range for safety before use.
17. Any firearm that discharges without the trigger being activated must be removed from the range until it is repaired.
18. Buildings and Grounds personnel performing necessary work will have priority over shooting activity.

C. OUTDOOR RANGE RULES

1. There shall be a Certified Range Officer in the Tower if there are **more than ten (10)** shooters on the firing line, OR if anyone is shooting close to the berm OR when the firing line has been moved forward (unless the range is closed for use in a scheduled event).
2. Shooting hours are from 8:00 AM until sunset Monday through Saturday, and from 11:00 AM until sunset on Sunday. Exceptions require prior approval from the Board of Governors.
3. All shooters and other persons in the immediate vicinity of the outdoor range should wear eye and ear protection when that range is in use.
4. **Club owned steel targets** (typically used at organized events) will not be used with center fire rifle cartridges, shotgun slugs, or buckshot unless authorized by the governing body (Silhouette, Class III, Action shooting, etc.). Club steel targets will not be placed closer than 10 yards from the firing point unless center fire rifle cartridges are being used, in that case the minimum distance to the steel targets will be 75 yards. The club owned steel targets installed at the 100 yard and 250 yard lines may be used with center fire rifle cartridges as discussed in C.5 below.
5. **Club owned and personally owned steel targets** are limited to center fire cartridges with impact velocities / energies up to 30-06. They may not be shot with high velocity / higher energy rounds, such as 22-250, 7mm Mag, .50 BMG, .408 Cheytac, 300 Win Mag or .338 Lapua cartridges. Steel core bullets may never be shot at steel targets.
6. **Personally owned steel targets** may be used with center fire pistol cartridges, buckshot and rimfire cartridges if targets are set at least 10 yards from the firing point. The minimum distance for use with shotgun slugs will be 50 yards and the minimum distance for center fire rifles will be 100 yards. Targets must be constructed appropriately for the ammunition being used with them. They must be constructed so the actual bullet impact area is completely flat and smooth, with no bends or cratering and the frame of any such target must be constructed so it does not increase the possibility of “bullet splash” coming back toward the firing line. Such targets will be placed with the impact surface parallel facing the firing line and vertical or slanted

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downward. All steel targets shall be removed from the range when the shooter is finished.

7. Personally owned targets of any type may **not** be set up at the extreme right and left firing positions (#1/2 and #21/22).
8. No target may be placed directly on the berm or on the ground. Bowling pin targets must be at least 50' from the firing line.
9. Shotguns shooting bird or buckshot will not be used with club-owned target frames. Shotguns using slug rounds may be used.
10. The ridgeline to the north of Metacon is sometimes used to launch hang gliders. Members need to be aware of this potential and should observe the ridgeline during target changes. If a hang glider is observed in the Safety Zone (the area below the top of the ridge and between the Heublein Tower and the glider launch area, as viewed from the firing line), then a Cease Fire should be called, and the range should remain cold until the hang glider has left the Safety Zone.
11. You may not shoot at any wildlife on the Club property.
12. Keep all non-shooting guests behind the emergency cease-fire line (Yellow line). Inexperienced shooters must be supervised by the member while in the range area. If the member leaves the firing line for any reason, the guest(s) must stay behind the emergency cease-fire line and must not handle any firearms until the member returns. If a younger guest cannot be supervised by an adult during the member's absence, the underage guest should remain outside the range fence until the member returns. If a member is serving as CRO in the tower on the outdoor range and has guests, the guests will remain behind the emergency cease-fire line until the member is free to supervise them again.
13. No target may be taller than 5 feet.
14. Any shooter who's fired round hits within 10 feet of the shooter will be removed from the line for the rest of the day. (An incident report must be filed)
15. All shooting on the 100-yard outdoor range will be directed to impact the berm in the location between the red & white range "barber poles". **No shots are to be fired outside these limits or in the direction of the poles or at range distance signs.** Shooters using center fire rifles (auto or semi-auto) are asked to coordinate their activity insuring that only one shooter is firing rapid bursts at any given time.
16. **All firearms in 50 BMG caliber must be equipped with a legally registered sound suppressor.**
17. The following apply to the targets at ~250 yards:
 - A. A defined shooting lane is marked by right and left range limit markers (orange poles) set at 100 and 200 yards. The shooting lane is visible from Ports 2 - 4.
 - B. Keep rounds in the shooting lane. Do not shoot at the orange range poles.
 - C. Steel targets are the official 250-yard targets and will produce an audible sound when struck.

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D. **Members are not allowed down range to service these targets.** Contact B&G should an issue arise. **No personal or paper targets are permitted on the 250-yard targets.**

E. Full auto fire is **not permitted** on the 250-yard range.

F. Members are required to register in the 250-yard logbook. Indicate your name, time, and date. Also specify the number and type of rounds to be fired.

***Note:** Long range shooting is typically best done by using a sling and/or engaging targets from a bench rest or by some type of supported prone, sitting or kneeling position.

D. INDOOR RANGE RULES

1. Pistol Caliber Carbines are allowed on the indoor range in the following calibers only: 9MM, .40, .45 ACP, and .38 Special. Full-auto fire is prohibited except with BOG approval. All other rifle use is restricted to .22 long rifle except as approved by the BOG.
2. There shall be no handling of loaded firearms except while in the shooting port or during an organized event authorized by the BOG.
3. Shooting will be done from the firing ports only, except for organized events authorized by the BOG.
4. Black powder or black powder substitutes are not allowed on the indoor range.
5. Shotguns are not allowed on the indoor range.
6. Eye and ear protection are mandatory on the indoor range
7. Only BOG-approved ammunition is permitted on the indoor range (currently the velocity is limited is 1100 fps for center fire.) **Hyper velocity .22 long rifle ammunition may be used in rifles and handguns. .22 magnum and .17 rimfire is restricted to handguns only.**
8. **TARGETS MUST BE HUNG NO CLOSER THAN 25 FEET FROM THE SHOOTING PORT (RED LINE) SO ALL BULLETS IMPACT ON THE BACKSTOP.** Shooting on the indoor range will be limited to one target at a time **placed directly in front of the shooter** except for organized events authorized by the BOG.
9. Only paper/cardboard target or target materials authorized by the Board of Governors are allowed. Hanging self-sealing targets may be used on indoor range and can be attached to the target carriers. Only .22 LR may be used with these targets.
10. The exhaust fans must be in operation when shooting is active
11. If a carrier wire is knocked down or damage is done to a target holder because of a bullet strike, the shooter is required to report the incident to the B & G Committee (via phone) BEFORE leaving the building.
12. Club members shooting on the Indoor Range must have completed the indoor range checkout, as established by the Education and Safety Committee.

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E. CLASS III RULES

1. All Club members shooting Class III firearms at the club and all non-members (other than police officers shooting department-issued Class III firearms) shooting Class III firearms in a Club match **must have completed the club's Class III checkout**. Non-member Class III shooters participating in a Club match are required to display the ID card issued by the Class III Director upon completion of the checkout program.
2. A non-owner (other than a police officer shooting department-issued Class III firearm) shooting a Class III firearm in a club match must have been checked out on that firearm (or the same model firearm) and has used such firearm in at least one practice session before entering the match.
3. All pistol caliber or rim fire machine guns will be limited to controllable burst lengths.
4. There is a two second burst limit on rifle-caliber machine guns, with each burst followed by a pause of at least two seconds. If a longer burst length required to function check a firearm the Certified Range Officer will close the firing line and the shooter will advance to within 25 yards of the berm. Only one shooter is allowed down range at a time for a function check.
5. Belt-fed rifle caliber machine guns (with the exception of .22 rim fire models) will only be fired using a bipod or tripod. If tripod mounted, the tripod will be mounted on the ground. If bipod mounted, the gun will be fired from the prone position or from the bench.
6. No submachine guns may be fired in the indoor range **except** at BOG approved matches using only approved/chronographed ammo that does not exceed 1,100 ft per second.
7. Magazine fed machine guns will be fired only from points 5 through 18 while belt fed machine guns will only be fired from points 9 through 14 to ensure rounds contact the berm and stay within right/left range limitations.
8. Runaway gun procedures are codified by the Class III Director and are part of the Class III Check out.

F: Archery Range Rules

1. All archers must sign an Archery check out form and pass a shooting qualification test before shooting privileges are granted.
2. All archers are expected to uphold Metacon's policy regarding guests and conduct.
3. Range hours are sunrise to sunset daily.
4. Archers may use broad heads and crossbows on their personal targets – not club targets.
5. Club provided targets and target stands are the property of Metacon and need to be treated with respect. If damage is found, please promptly report it to Education & Safety or the Board of Governors.

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6. Privately owned targets are allowed on the outer shooting lanes.
7. Persons waiting for time on the range will be permitted a round on a first come - first serve basis.
8. Absolutely no sky-drawing. Bows are only to be drawn at the shooting line and in the direction of targets.
9. Archers are not to proceed down range to retrieve arrows until **all crossbows have been uncocked** - they are acknowledged by the other archers and a cease fire has been declared
10. When pulling arrows out of a target, stand to one side and ensure that no one is directly behind you.
11. The bow string on crossbows move rapidly and can cause significant injury to improperly placed fingers or thumb – keep fingers out of the way.
12. Crossbows are constructed with a lot of weight on the forward end, making the balance for off-hand shooting more difficult. NOTE: Kneeling and sitting positions and the use of shooting sticks will result in better accuracy.