



Standard Operating Procedure: Milton Range- General Operation

10853 North Milton road Milton, WI 53563

Revised 02/27/2022

Section 1: Purpose

The purpose of this SOP is to outline the rules and regulations governing the use of the RCRPC outdoor gun range located at 10853 North Milton Road Milton, WI 53563.

The following range rules and regulations are established to ensure the safety and discipline for individuals utilizing the range as well as the safety of our neighbors and surrounding properties.

Section 2: Note

Following is a list of definitions used throughout this document and have the expressed meaning as stated:

“RCRPC” – Rock County Rifle and Pistol Club

“Club” – Rock County Rifle and Pistol Club

“Member” – RCRPC member in good standing

“Shooting Assistant”- Member approved by the board that has recognized firearm training and is assigned to assist 1 or more shooters

“Board” – RCRPC Board of Directors

“SOP” – Standard Operating Procedure

“CRSO”- Chief Range Safety Officer

“RSO” – Range Safety Officer Oversees range safety when the range is open

“RM” Range Master- RCRPC trained Safety Officer. Can also assist RSO Supervisors

Section 3: Modifications

Changes to the rules and procedures in this SOP must be approved by a majority vote of the Board of Directors. All members must be notified at least 30 days prior to the effective date of any changes to the rules or procedures of this SOP. Editing, grammar, punctuation, or format changes made by the Range Administrator, Rules Committee and/or the SOP Committee, are exempt from notification and approval requirements provided they do not change the intent of the affected sentence, paragraph, or section.

Section 4: General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop, and if they continue to violate the rule or rules, report the incident along with the violator’s name, if possible, to the RSO on duty or Range Administrator.

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All Members are required to complete the Milton Range Orientation , prior to any use of the range.

All Non-Member Guests, using the RCRPC outdoor range must, each time they visit the range, be escorted by their member sponsor to the venue to be used. The RSO, Range Master, will review the SOP with them before they shoot on the range.

Section 5: Definitions

Administered Range Safety Firing: Range Master step-by-step control of firing on the specified range that results in the positive control of the direction of fire such that projectiles leaving a firearm will impact the intended target and backstop.

Firing Line: The part of the range where shooting benches are placed designated as a live fire activities area.

Live Fire Activities: An activity that involves the firing of a gun . Individuals involved in a live fire activity include the shooter, RSO and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

Range Safety officer (RSO): An NRA certified Range Safety Officer that is RCRPC approved and is charged with monitoring and enforcing the rules when required by a specific SOP.

Rapid Firing: firing more than two shots in a one second period. Currently limited to the 50-foot range only.

Uncontrolled Firing: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooters shoulder, or in a secured stand, or any other type of firing in which the firearm is not aimed by having the shooters eye aligned with the firearm sights and the sights aligned with an approved target.

Cease Fire: The command that shooter stop shooting, firearms are cleared of all ammunition and placed on the shooting bench with actions open and muzzle pointed down range.

Hot Range: Active range (no cease-fire in effect), where guns may be handled and fired.

Cease Fire Range: Cease-fire is in effect; all shooters are to remain away from the shooting bench after following the proper cease-fire procedure. No handling of firearms is permitted while a cease-fire is in effect.

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Section 6: Restrictions

The following are strictly prohibited on the RCRPC outdoor range property:

1. Cell Phone ringers. To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting of wildlife.
3. No shooting cross-range
4. No shooting from in front of the firing line (unless included in the board approved SOP for the special range use)
5. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medication) that will affect his/her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The RSO will deny range access to anyone that is or appears to be in violation.
6. Fully automatic firearms are prohibited.
7. Slide-fire stocks or any other device that mimics automatic fire are prohibited.
8. 50 BMG caliber firearms are prohibited, per our conditional use permit for the town of Milton.
9. Firing of armor-penetrating, incendiary or Tracer ammunition is prohibited
10. No bullet impacts off the range, into buildings, signs, storage containers, sheds or any other structure or range feature that is not a club approved impact area.
11. No disruptive activities, such as loud music or unattended children on the firing line.
12. No loaded firearms are allowed on club property other than the firing line under hot range conditions.
Exceptions to this are for members and non-members who are properly licensed concealed carry individuals, and law enforcement personnel with firearms holstered.
13. The 50-100-yard range is intended for long range shooting only.
14. Any firearm that has not been previously sighted in to where the bullet will impact the target must be bore-sighted or by laser sighting system and may be test fired on the 50-foot range.
15. No firearms will be fired on any of the outdoor ranges, using loads that will generate over 4000 foot pounds (5423 newton meters) of bullet energy.

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Section 7: Allowable Firearms

1. Rifles (shoulder fired) – all calibers, except for those identified in the Section 6: Restrictions.
2. Handguns – all pistol calibers
3. Shotguns –

- a. shooting slugs at targets,
- b. patterning shot-shells on 50 foot range only.

Section 8: Range Master And RSO

Range Master is a club-authorized and trained Safety Officer that has a formal firearms training (including live fire) certification or Range Safety Officer credential from a national organization like the NRA, CMP, Law Enforcement or US Military.

RSOs have certification by the NRA for activity SOPs that require supervision by an RSO.

RSOs are required as part of open shooting at the RCRPC outdoor range. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- Ensuring that all members and guests adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The RSO will address the individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The Range Master may call a “Cease Fire” and address the entire line at his/her discretion.
- Escorting anyone (including members) off the range if the person(s) are deemed a safety risk to others on the range.
- Require anyone shooting on the range to be given additional training prior to being allowed to shoot on the range again.
- Reporting to the Range Administrator, Range Safety Board, or Board Member, any incidents on the range to include:
 - o Accidental discharge
 - o Personal injuries such as slide bites, forehead scope hits, etc., that draws blood.
 - o Trespassers – to include wildlife, pets, and unauthorized people.
 - o Any other incidents deemed reportable.

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Section 9: Range Rules

See the Outdoor Range Rules document.

All rules outlined in that document are in effect on this range and supported by this SOP.

Section 10: Liability Waiver and Age Restrictions

All guests using the RCRPC range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- NO unattended children allowed on the property.
- Shooters through age 11 must be accompanied and directly supervised by a **non-shooting** member parent/ legal guardian. Shooter's ages 12 thru 17 must be accompanied by, and can shoot simultaneously with, a member parent/legal guardian as long as they have passed and can present a hunter safety permit, are a Junior Member,
- Individuals ages 18-20 will be permitted to use the rifle range for rifles.
- Individuals under the age of 21 must be accompanied by a member 21 or older to fire pistols on the range.

Section 11: Range Training Requirements

All members using the RCRPC outdoor range must complete an on-site range orientation. The required orientation will consist of training set up by a Club appointed trainer and on-site range familiarization , completion of the RCRPC required Milton Range orientation.

All guests of the RCRPC outdoor range must review the SOP with the RSO each time they visit the range. The Member hosting the Guest will escort them to the venue to be used and confirm with the RSO on duty that they received a brief familiarization of the range before beginning any activities.

Section 12: General Range Rules

1. Everyone is required to adhere to the written Range Rules and Range SOP.
2. All scheduled events use of the range shall take precedence over any individual.
3. All vehicles shall be parked in the designated parking area, unless authorized by the RCRPC board of directors.
4. Range is to be used as posted, and as directed by the RSO.
5. RCRPC members must sign in at the RSO Center prior to using the range and must have their I.D. Button in their possession, and visible, to allow the RSO on duty to identify them as a member while on the range.

6. Guests must sign in at the RSO Center, pay the required fee and complete the waiver form is necessary to be allowed access to the range

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7. Members may have up to four (4) guests with them. Only two (2) of those guests may shoot at the same time. Members are responsible for all actions of their guests.
8. Shooters through age 11 must be accompanied and directly supervised by a non-shooting member parent/legal guardian.
9. Shooters age 14-17 must be accompanied by, and can shoot simultaneously with a member parent/ legal guardian.
10. Only authorized targets may be used on the range, paper targets can be purchased from the club.
11. The RSO Center and down range target area must be cleaned up by the shooters prior to leaving the range.
12. Rifles can be sighted in the 50-foot range.
13. Shotguns can be patterned on the 50-foot range when fired at a patterning board.
14. Safety Glasses and Hearing protection are required prior to entering and while on the range.
15. Live fire activity times are designated by the Town of Milton conditional use permit.
16. All firearms must be unloaded and cased when taken to and from the firing line.
17. Follow the “Cease Fire” process when that command is called.
18. Firing in a careless manner will not be tolerated. Only shooting at the allowed target is authorized.
19. RSO commands and range rules are to be followed at all times.
20. At least one RSO is required for each range in use.

21. The 50 foot range is run separately from the 100 yard range. An **Emergency** “Cease Fire” will apply to all ranges simultaneously. The 100/50/25 yd. range or the 50 foot range may be “made safe” by the RSO independently of each other for non-emergency reasons such as target retrieval, picking up brass, etc.
22. The RSO on duty will be equipped with first aid supplies, basic tools, and a radio or cell phone for communications with other RSO’s or the clubhouse.
23. If you move something put it back, if something is broken, report it. If you make a mess, clean it up.
24. No unapproved videos or photography will be allowed.
25. All special events must be approved by the Range Administrator and will be governed by their own set of standard operating procedures.

Section 13: Procedures for unlocking and locking gate .

By authorized personnel only.

Section 14: Eating, Drinking and Smoking on the property

Eating and drinking of non-alcoholic beverages will be limited to the parking lot, Clubhouse and areas outside of the range safety lines. Smoking is allowed only in the parking lot and clubhouse deck.

Section 15: How to open and close a range for live fire.

A) 100 yard range/50 foot range

- i) Make sure that the Trap Range is not in use and close the barrier, Trap Range closed sign will be showing
- ii) Open the barrier to the 100 yard/50 foot range and show 100-yard/50 foot Range Open
- iii) Range Master opens the RSO house and allows shooters to check out and position target stands and posts the range open flag.
- iv) To close—reverse this procedure

Section 16: Shooter with disabilities accommodation

- i) Shooters with mobility issues may request use of the range transport vehicle
- ii) Where possible pads, rests or other devices will be allowed to accommodate shooters with special needs as long as they do not create a safety hazard.
- iii) Shooters with special needs that require help when shooting, shall request a shooting assistant, when making their range reservation.

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Section 17: Use of deck and lawn for barbeques, parties and campfires. Arrange with Range Administrator

Section 18: Facility care and work days Check the Calendar.

Section 19: Storage care and use of club equipment. Check with the Range Administrator or Maintenance.

Section 20: Dress Code

No bare feet. Flip flops, or open toed sandals on any of the ranges.

Shirt shall be worn while shooting on the range

Section 21: Hygiene Guidelines

1. Follow Rock County Health Department guidelines.
2. Wash hands after handling ammunition and/or firearms- before (a) going to the bathroom (b) eating (c) drinking or (d) any other activity that will spread lead contamination.

Section 22: First Aid Procedures

When in doubt of a medical problem call 911-Follow American Red Cross or similar first aid training procedures. Log injuries in the range first aid treatment log. For suspected heart attack, if you are trained, use the AED located in the clubhouse.

Section 23: Cleaning Bio-hazardous Material

Put on nitrile gloves and tight fitting glasses- spray with disinfecting spray or 10% bleach solution, pick up with absorbent material and place contaminated material in a biohazard bag- seal with tape. Blood soaked material should be transported with the victim if they go to the hospital.

Section 24: Other SOPs

We have other SOP's for specific use and ranges Check with Range Administrator.

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