



SOLO-SHOOTER SAFETY OFFICER TRAINING MANUAL

The purpose of this training is to outline the procedure required to obtain a Solo-shooter Safety Officer (SSO) designation for individual members to, without supervision, use the RCRPC outdoor gun range located at 10853 North Milton Rd., Milton, WI 53563

[Rev. May 2024]

Why?

There are a couple of reasons we are offering this training:

1. This is your club, this is your range, and everyone has different schedules of availability. We want you to utilize your range when it is convenient for you in a **SAFE** and **RESPONSIBLE** manner.
2. We have a Conditional Use Permit with Milton Township that must be adhered to at all times.

Terms

Following is a list of terms you need to know:

- **RCRPC** - Rock County Rifle and Pistol Club
- **Club** - Rock County Rifle and Pistol Club
- **Board** - RCRPC Board of Directors
- **Member** - RCRPC member in good standing
- **SOP** - Standard Operating Procedure
- **RSO** - Range Safety Officer
- **CUP** - Conditional Use Permit
- **SSO** - Solo-shooter Safety Officer
- **Member in Good Standing** - RCRPC member whose dues are paid and is not on suspension or probation.

Conditional Use Permit for Milton Range

Here is the CUP that outlines how our club must operate:

1. Hours of operation will be limited to 8:00 am through 10:00 pm.
2. *The mobile home on the property shall be removed from the property within 6 months of the date of this permit. (Completed)*
3. **A safety officer trained in a manner consistent with rules established by the applicant shall be on-site at all times when the shooting range is in operation.**
4. The applicant shall create, publish, post and enforce rules appropriate for operation of a sport shooting range.
5. No hunting will be permitted on the property.
6. No projectiles shall be permitted to go beyond the boundaries of the property.
7. The applicant will fully comply with Wisconsin Statute §167.31, relating to safe use and transportation of firearms. (Full Statute - <https://tinyurl.com/WISS16731>)
8. No 50 caliber Browning Machine Gun, tracer, or incendiary bullets will be used on-site, and no bullets expressly designed or engineered with the intent of piercing armor plating will be used on-site.
9. No binary (exploding) targets will be used on-site.
10. Only shotguns may be used on trap-shooting ranges.
11. No slugs may be used on trap-shooting ranges.
12. No persons under the influence of alcohol or drugs will be permitted to participate in any shooting activities.

Gun Safety Rules

There are four rules for gun safety that must be followed 100% of the time. When the rules are followed, accidents can be minimized. Being a gun owner means that you have made a commitment to knowing these rules and living them. Responsible gun ownership means learning and practicing behaviors that will help prevent needless injury, death and theft.

1. Treat all guns as if they are always loaded.

An individual who properly inspects and shows a gun to be clear before further handling is seen as a responsible and knowledgeable participant at the range. Take time to treat every firearm that you come in contact with as though it **COULD** be loaded. Never assume that someone has handed you an unloaded gun. Take the time necessary to safely inspect the firearm before moving on. Never accept into your possession a firearm that you are unfamiliar with thinking that you can fiddle with it until you figure it out. You will never be wrong to ask for assistance and demonstration of safe and correct usage of that firearm.

2. Never let the muzzle cover anything that you are not willing to destroy.

Situational awareness is critical to firearm safety. Before you make contact with the firearm, consider your environment and determine your safe direction. If you are at an indoor or outdoor range and are unsure, ask. It is your responsibility to **ALWAYS** keep the gun pointed in a safe direction 100% of the time whether you are setting up in your work area, loading, reloading, shooting, showing clear, or laying the firearm down on the bench. If you are unsure about your range's rules for transportation, casing/uncasing your firearm in respect to muzzle direction, ask.

3. Keep your finger off the trigger until your sights are on target and you have made the decision to shoot.

Trigger finger discipline is a learned skill and is vitally important to maintaining the safe condition of the firearm at all times. Your **Trigger Finger** must become your **Safety Finger**. From the moment you make physical contact with the firearm, your finger must be kept straight and rest along the side of the frame. Through all administrative actions, such as, but not limited to, picking up, loading, reloading, fixing malfunctions, unloading or resting in various ready positions, your finger must be in this indexed position along the frame. Only when it is appropriate to shoot, your sights are on target and you have made the decision to shoot, may you move your finger from its indexed position onto the trigger.

4. Be sure of your target and what lies beyond it.

You are responsible for everything with which a round you shoot comes into contact. This means a big dose of additional situational awareness **BEFORE** you make the decision to shoot! Consider the height of your target and the angle at which you will shoot it. If the round would make an impact through your intended target and impact something other than a bullet safe berm, trap or safe zone, then you are obligated not to take the shot. This means never point or fire at anything you can't clearly identify as a target or that would be a danger if your bullet strays, ricochets, or over penetrates.

Additional Safety Rules

The National Rifle Association (NRA) teaches additional rules to keep in mind:

- Know how to use the gun safely.
- Be sure the gun is safe to operate.

- Use only the correct ammunition for your gun.
- Wear eye and ear protection, as appropriate.

- Never use alcohol, prescription or other drugs before or while shooting. (No medications that won't also allow you to operate a vehicle.)
- Frequently service and maintain your firearm.
- Be an active participant in safety! (If you see something, say something.)

Always Secure your Firearm from Unauthorized Persons

Store your guns so they are not accessible to unauthorized persons. This includes friends, children, welcomed guests, or unwelcome visitors, such as criminals.

Know Yourself

If you feel confused, unsure, overwhelmed, or uncomfortable, choose to opt out of shooting. Not taking the shot is the best and safest thing to do. If you feel that the course of fire, target placement, or speed of the drill would result in you potentially breaking any of the Firearm Safety Rules, it is your obligation not to take the shot. If at any time during a class, event, or practice session you find that you are unsure that your actions could become unsafe, give yourself permission to **PAUSE!** You and only you are in 100% control of the firearm in your possession.

Know yourself and trust yourself enough to stay in control of your thoughts, emotions and actions. An individual who can stay in control of themselves and their firearm to maintain the safety of all is someone who is greatly respected at a range. At RCRPC, we give you permission to take a **Tactical Timeout**, a mini break, or ask for further clarification when you need it. Shooting is fun, safe, and a place for you to invest in yourself.

Visiting a New Range?

Each venue has rules in addition to the fundamentals that are unique to their location, terrain, and bylaws. Take the time to review the range's safety rules and ask any questions before participating.

This is also true for different shooting sport events, which may have event rules for where, when, and how you are allowed to handle your firearm. There may also be specific rules for spectators. It is always a good idea to review the rules ahead of time to ensure your experience at the range is safe and fun.

General

Individuals using the range shall become familiar with the current outdoor Range Rules and SOP prior to using the range. Range rules and regulations have been established to ensure the safety and discipline for individuals utilizing the range as well as the safety of our neighbors and protecting the surrounding properties.

The intent of the Solo-shooter Safety Officer Program is to provide a training program that will allow members to use the range individually outside of RSO supervised Open Range Days or other club-sponsored activities.

Solo Access to the Milton Range

Solo access to the Milton Range will be allowed under the following criteria:

1. You have completed the training to be designated as an SSO. This will allow you to use the range on your own during all designated operating hours as stated in the CUP. **(All scheduled events will take precedence over solo shooting. Make sure to check the club calendar regularly!)**

2. Members who have obtained the designation of an SSO may **NOT** bring guests to the range during solo access.

Solo-shooting Program to Obtain an SSO Designation

To access the range to shoot on your own, members must complete the SSO program. This program consists of completing the following:

1. Outdoor Range Orientation - to include full review of outdoor range rules and familiarization of the physical aspects of the range
2. Review and acknowledgement of your understanding of this SOP and the Milton Range General SOP
3. A tactical onsite safety course to show your proficiency in the safe use of your firearm

Upon completion of this program, the member will receive their SSO designation, their SSO button, and get gate access to the range.

A card-actuated lock on the entrance gate will be coded for entry by certified SSO members. The main gate must be closed and locked after entrance by SSO. (**Gate will not be left open under any circumstances.**) To open the gate, present your access card within an inch or two of the area above the keypad. The sound of two beeps and the presence of a small green light will allow the lever to turn. When the gate is closed while you are inside of the property, you must reach up under and into the black box to access the lever. Pull lever down to release the latch.

SSO Requirements

1. WILL understand the safety practices required to safely shoot at the range individually, without supervision, during normal operating hours on days other than scheduled open range supervised hours.
2. ARE held responsible and accountable for their actions at the range. They are not a supervisor to other SSO qualified members that may be shooting at the same time.
3. ARE NOT permitted to bring non-SSO qualified members to the range during unsupervised range hours.
4. ARE NOT permitted to bring guests at any time the range is unsupervised.
5. MAY shoot together unsupervised at any time during designated range hours. (**Scheduled events will take precedence.**)

Range Rules

The following outdoor range rules have been adopted and are in effect any time the range is in use.

MILTON OUTDOOR RIFLE RANGE RULES

Fundamental Gun Safety Rules

- 1) Treat every firearm as if it was loaded.
- 2) Always keep the muzzle of the gun pointed down range toward the backstop.

- 3) Always keep your finger off the trigger until your target is aligned in your sight and you are ready to shoot.
- 4) Always be aware of your target and beyond.
- 5) Always keep the firearm unloaded until ready to use.
- 6) All firearms used on the range must be in safe operating condition and use only the ammunition intended for it.
- 7) All firearms being transported to and from the firing range will be cased and unloaded. Exception: concealed carry firearms.

General rules

- 1) Hours of operation will be limited to 8:00 a.m. to 10:00 p.m. Monday thru Saturday; 10:00 a.m. to 10:00 p.m. Sunday. All Shooting shall stop 30 minutes before Sunset to allow for safe collection of your equipment and get to your vehicle.
- 2) A designated, non-shooting, RCRPC Range Safety Officer will be present at all times during all range shooting activities. SSOs are allowed to shoot without a non-shooting RSO present.
- 3) Members and their guests MUST abide by the Range Safety Officer's decision. If you disagree with the Range Safety Officer's decision, you must still follow his decision. You may present your disagreement to the Board of Directors at the next monthly meeting for a ruling on your disagreement.
- 4) All shooters must keep their firearms, ammo, and targets on, or under, the firing line bench.
- 5) All firearms and ammunition are subject to inspection by the range staff prior to entering the range.
- 6) All firearms WILL ONLY BE loaded and unloaded in your assigned shooting stall. NO loaded firearms may leave the firing range. (Except properly holstered concealed firearms.)
- 7) All shooting will be done from the common firing line. There will be NO shooting from in front of the firing line.
- 8) All targets will be placed in the provided target holders. No binary (exploding) targets will be allowed. There is NO shooting of bottles, cans, jugs, rocks, pieces of wood, or anything else other than paper targets. (Authorized steel targets will be allowed for certain events)
- 9) Position your target in front of the backstop so that all rounds go through the target and into the backstop (berm).
- 10) Shooters are to fire only one firearm at a time. Exception: Cowboy and 3-Gun Disciplines

- 11) Under no conditions are cross-draw, small-of-the-back, or shoulder holsters to be used on the range.
- 12) There is to be NO hand-to-hand transfer of firearms on the firing line except during training sessions. If you want to transfer a firearm to another shooter, make the firearm safe, place it on the firing line bench with the muzzle pointing down range and step behind the firing line. The other shooter may then step forward and pick up the firearm, load it, and commence firing. If moving from one firing lane to another the firearm must be unloaded, made safe, and cased.
- 13) If you have a misfire ("dud"), keep the muzzle pointed down range; notify the Range Safety Officer; wait a minimum of 30 seconds before attempting to clear the firearm. All misfires ("duds") will be placed in the appropriate containers.
- 14) NO .50 caliber BMG, tracer, or incendiary bullets will be used on-site, and no bullets expressly designed or engineered with the intent of piercing armor plating will be allowed on-site.
- 15) NO fully automatic firearms will be allowed except as authorized by a majority vote of the board of directors for special events.
- 16) There will be NO firing from the hip!
- 17) There will be NO cross-lane firing!
- 18) NO persons under the influence of alcohol or drugs will be permitted to participate in any shooting activities on the property.
- 19) "STOP! DON'T SHOOT!" may be called by anyone that notices an unsafe situation.
- 20) When a CEASE FIRE or "STOP! DON'T SHOOT!" is called all shooters will immediately stop shooting; keeping the muzzle pointed down range; clear your firearm by removing all ammo (magazine) and making sure the chamber is empty and the action is open; set your firearm on the firing line bench with the muzzle facing down range and step back behind the firing line. Follow any directions given by the Range Safety Officer. There will be NO handling of any firearms during a Cease Fire or "STOP! DON'T SHOOT!" situation.
- 21) All shooters are required to police (pick up) their brass and clean up the target area. THIS WILL ONLY BE DONE DURING A CEASE FIRE!
- 22) "Horseplay" is strictly forbidden and WILL result in removal from the range.
- 23) NO hunting or shooting of any wildlife will be allowed on the property.

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- 24) NO unattended children allowed on the property.
- 25) NO pets allowed on the property when the range is active. (Except for service animals)
- 26) NO food, drink (except water), or tobacco products (including vape and e-cigarettes) is allowed on the firing line. Smoking is allowed only in designated areas.
- 27) The range is open to all members and their accompanied guests. Club members are required to have their membership button with them whenever they are at the range. Members may have up to four (4) guests with them. Only two (2) of those guests may shoot at one time. Members are responsible for all actions of their guests. Guests must stay in close proximity (within eyesight and ear-shot) of the member. SSO's may NOT bring guests unless the SSO is a certified RSO or RM. If the SSO is a RSO or RM they can bring guests but can NOT shoot at the same time as their guest(s)
- 28) All members and their guests must check in at the clubhouse. Guests must have a safety briefing, sign a waiver, and pay the current guest fee before proceeding to the range.
- 29) 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, or are a member of the Junior Member Club.
- 30) Approved eye and ear protection is required, while on the active firing range.
- 31) Rules may be modified for a special event, match, or other requirement ONLY by approval of the Board of Directors.
- 32) No open-toed shoes or sandals are allowed to be worn while shooting.

Green Tip Ammo

After research and review, it has been determined that green tip ammunition is **not** deemed as "armor piercing" and falls under the ATF's definition as "recreational". This does keep the club in line with our conditional use permit with the township if anyone decides to use it.

However, the use of any type of firearm or ammunition is at the discretion of the club. Some types of ammunition can cause damage to our ranges, can ricochet or spark fires if it is being shot at steel. So, it has been decided that **any magnetic steel core type ammunition (not just green tip) is not to be fired at any steel targets** in any of our ranges. **Steel core ammunition may only be fired at paper targets.** Signage to this effect has been posted at the Milton Range.

Please check your ammunition prior to visiting the range. It is important that we all follow safety guidelines while shooting. Make it a habit to throw a magnet in your range bag if you wish to shoot steel targets.

Ammunition in Shooting Stations (Janesville and Milton Ranges)

All ammunition at the firing line on the bench must have the primer covered by keeping ammunition in the closed original box, a closed plastic/metal case, a closed range bag, or other container that would protect the primers from contact with ejected cartridge cases until ready to load into a magazine, cylinder, or firearm. Loaded magazines will be considered an approved storage method.

The reason for this rule is to prevent sudden primer detonation due to random impacts, such as an ejected casing contacting the open-topped box. This rule will be treated like all others if any violations are found.

Milton Range Map





Range Access

Parking is available for using the ranges. In addition to the Parking Lot behind the clubhouse, you may park near the ranges in the designated areas. Please be aware, however, that driving your vehicle down to the ranges is at your own risk. RCRPC is not liable for any vehicle damage that might occur. Do not drive down the path marked for walking and cart access near the clubhouse as there are soft spots in that gravel that could be hazardous to regular vehicle traffic.



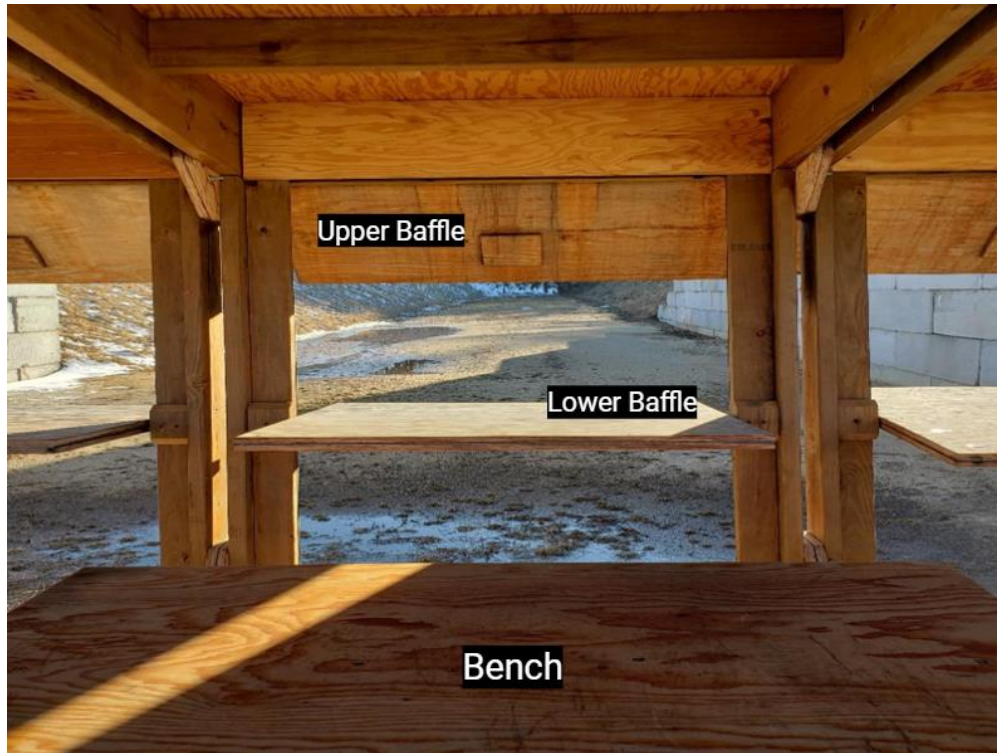
**Rifle Range
100 Yard**



**Pistol Range
50 Foot**

No Blue Sky

The Milton rifle and pistol ranges are designed as “No Blue Sky” ranges. This means that no blue sky can be seen from the shooting position. Shooting stations are designed to be adjusted for each shooter to maintain no blue sky conditions in order to prevent any fired rounds from leaving the range. (See picture below.)



Understanding “No Blue Sky” Operation

Upper baffle adjustments are made by the baffle positioning chain on the down range side of the Rifle shooting stations and can be locked in the down position with a bolt lock. The upper baffles on the Pistol Range stations cannot be adjusted and are in a permanent position. Lower baffles use a pin on the down range side.

Range Commands for Use by SSO

The following Range Commands should be used whenever there are two or more SSOs utilizing the ranges, even if shooters are using different ranges. For example, one shooter is using the Rifle Range and another is using the Pistol Range. By announcing the commands, all will know what is happening on the specific range. However, each range is separately managed. In other words, a Cold command on the Pistol Range does not require shooters on the Rifle Range to stop shooting. The only exception is an emergency “STOP! Don't Shoot!” as noted below. The commands should be said aloud and acknowledged by all who may be on the firing line.

“Range is Hot”

This means that shooters may handle their firearms on the firing line. Load only on the firing line. At all times, these 3 basic NRA safety rules must be observed.

1. ALWAYS keep the gun pointed in a safe direction..
2. ALWAYS keep your finger off the trigger until ready to shoot.
3. ALWAYS keep the gun unloaded until ready to use.

“Range is Cold”

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared: magazines removed, actions open with chamber flag inserted or made safe. Handguns and rifles may lay on the bench with the action exposed and/or chamber flag inserted. After

benching their firearms, all shooters must step back from the firing line and stay behind the firing line until a hot range is called. If there is no one downrange and firearms are already cased, targets may be changed and brass may be picked up. When the range is cold, firearms may be transported into and out of the firing line or range.

“STOP! DON’T SHOOT!”

Whenever this command is given, all shooters on that range must IMMEDIATELY stop shooting, remaining in position with the firearms pointed in a safe direction with action open. **ANYONE who observes an unsafe condition on the range may give this command AND it should be said loudly with an urgent tone.** In this situation, any shooters on either range must IMMEDIATELY stop shooting until the issue resulting in the emergency is resolved.

SSO Range Checklist for Using the Ranges

- Eye & Ear Protection is being worn
- Range Open Flag is posted
- Check & Open Exterior Supplies Hutch and/or RSO Center (as needed)
 - Stapler & Staples
 - Spray Paint for Steel Targets (Seasonal)
 - Emergency Trauma Kit Pouch
 - Wooden Firearm Rests and Lead Bags

- Walk the Range to check for objects, such as larger rocks or other debris, that could cause a ricochet & for any damage to backstop target stand or steel targets
- Bring **cased or holstered** firearms to shooting stations
- No Blue Sky adjustments
 - Target Lineup
 - Standing (Tall, Average, Short)
 - Sitting, Kneeling, Prone
- Prepare to shoot
 - Unpack Firearms (make sure muzzle is down range & action open)
 - Have ammo & other shooting accessories on bench
 - Load Magazines but do not insert into firearm
- Declare Range is “Hot”
 - Load Mag/Ammo into Firearm
 - Commence Fire when ready
- Declare “Cease Fire” & Range is “Cold”
 - Unload Firearms, open action to make sure firearm is empty and put into case/holster
 - Police Brass and, if not being kept, place into appropriate buckets within Supplies Hutch
 - Replace Target Stands into their storage positions after removing paper targets
- Fill Out the Sign-In Log and indicate approximately how many total rounds were fired - No need to track caliber types. (This is easiest to do when you are done shooting.)
- Put Away the Flag; Close & Latch the Supplies Hutch; Close RSO Center (if opened)