



***STANDARD OPERATING
PROCEDURE***

***MILTON FIREARM RANGES –
GENERAL OPERATION***

10853 North Milton Road
Milton WI 53563

Revised 09/26/2024
(Next Review Due On or Before 10/01/2027)

SECTION 1: Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the rules and regulations governing the use of the Rock County Rifle and Pistol Club (RCRPC) outdoor firearm ranges located at 10853 North Milton Road in the Township of Milton, Wisconsin.

These rules and regulations are established to ensure the safety and discipline for individuals utilizing the ranges as well the safety of persons in the surrounding properties adjacent to the ranges. This SOP provides guidance for the safe operation of the ranges and the enforcement of rules and regulations to mitigate any occurrences of accidental firearm incidents.

SECTION 2: Modifications

Changes to this document, including Appendixes, shall be approved by a majority vote of the Board of Directors. RCRPC members must be notified of any changes at least 30 days before the changes become effective.

Editing, grammar, punctuation, and/or format changes may be made by the Range Administrator, Rules Committee, SOP Committee or RSO Coordinator without the need for Board approval or member notification so long as the changes do not affect the intent of the section, paragraph, or sentence.

The Board shall conduct a review of this SOP no more than three (3) years after its last revision.

SECTION 3: Definitions

The following lists the definitions of terms used within this document and have the expressed meaning as written:

“RCRPC” or “Club” – The incorporated organization known as the Rock County Rifle and Pistol Club.

“Member” – A person who has a current membership in the RCRPC and is in good standing with the Club.

“Board” – The RCRPC Board of Directors, whose members are elected and/or confirmed by the membership and who are responsible for the operation of the Club as per its bylaws.

“SOP” – A Standard Operating Procedure is a document that establishes rules, regulations and operational criteria.

“Club-sponsored Range Activities” – Those events, training or Club authorized work that directly supports the operation of the ranges for the benefits of members or guests. This includes training by instructors, authorized by the Board, who have reserved the Club’s facilities for their use, even if the instruction does not include the actual shooting of firearms. Credit for Club authorized work will be determined by the RSO Coordinator on a case-by-case basis and may include such things as range maintenance work, trap equipment operation or RSO recordkeeping activities.

“Recognized Shooting Sports Organization” – An organization, either non-profit or for profit, that supports and/or provides instruction in the areas related to safe firearm handling and shooting. The organization may be international, national, regional or local.

“RSO” or “Range Safety Officer” or “Club RSO” – A person or member who has successfully completed a Range Safety Officer course as instructed by a recognized shooting sports organization and has received/maintained a current certification status by said organization. An RSO oversees safety and enforces rules/regulations whenever a range is in operation. An additional designation as a Club RSO means the person has their current certification on file with RCRPC and has completed the required orientations on the Club’s ranges. Serving as a Club RSO is a privilege granted by the Board. The Board has the right to set standards for service and may revoke this privilege at its discretion.

“CRSO” or “Chief RSO” – An RSO who has attained, and is certified at an advanced level of training as taught by the National Rifle Association (NRA) and is authorized by the NRA to instruct their RSO Certification Course. A CRSO may serve in the same capacities and functions as an RSO.

“Shooting Assistant” – A member approved by the RSO Coordinator, under authorization of the Board, that has or had obtained firearm training from an recognized shooting sports organization and can be utilized to help one or more shooters at a Club-sponsored range activities. Shooting Assistants shall not be used in lieu of RSOs. A Shooting Assistant does not need to be an RSO, but RSOs can serve as one and must be present whenever a Shooting Assistant is utilized.

“SSO” or “Solo-shooter Safety Officer” – A member who has received specific safety and operational training, as approved by the Board, in the use of the Milton Rifle/Handgun Range as taught by a Club RSO or CRSO. This designation allows a member to utilize the range without the presence of an RSO, but does not allow the SSO to bring any other persons to the range who do not have a designation of SSO or RSO.

“Range Administrator” – A member designated by the Board to oversee the scheduling of the facilities for Club-sponsored activities. This may include range maintenance, range or clubhouse usage and other activities on the property. This position works closely with the RSO Coordinator to provide RSO supervision when needed.

“RSO Coordinator” – An RSO or CRSO designated by the Board to oversee the Club’s RSO Program, which includes scheduling RSOs and maintaining records of Club RSOs and their certifications.

“Live Fire Activities” – An activity that involves the firing of a firearm. Individuals participating with live fire activities include the shooter, RSOs, supporting personnel (e.g. score keepers or timers) and observers.

“Firing Line” – That part of the range immediately behind the shooting stations/benches or specific area designated by an RSO where live firing occurs.

“Rapid Firing” – The firing of two or more rounds within a one-second period.

“Uncontrolled Firing” – The firing of rounds in which the firearm is not being aimed by having the shooter’s eye aligned with the firearm’s sights or scope and also being aligned with an approved target down range. This includes, but is not limited to, firing from the hip, shooting of a firearm without its butt against the shooter’s shoulder, without the use of a shooting stand or support and/or any other type of firing without the use of sights or a scope.

“Range Commands” – A specific set of verbal instructions used to communicate information to shooters or others who are utilizing the ranges. Generally, these commands are used by RSOs or SSOs, but certain commands may be used by other personnel in the area of the firing lines. The list of these commands is located in Appendix 2.

“Guest” – A person who is not a current, paid member of RCRPC. This includes family members as well as members of the public when Club-sponsored Activities are not restricted to actual Club members. If a guest intend to shoot, then the appropriate fee will be collected and liability waiver forms completed. The immediate family of Club members, who reside in the same household as the Club member, are not assessed a fee to shoot with the Club member. Immediate family includes spouses and children under the age of 18 year old.

“Event Leader” – A Club member, designated by the Board, whose responsibility is to coordinate a specific Club-sponsored activity at the ranges.

SECTION 4: General

Live fire activities at the ranges are designed to provide authorized persons access to a facility where they can become proficient with the safe operation of firearms. This includes practice as individuals and/or group shooting sports. They may also be able to engage in competitive shooting events. All usage of the Milton Range shall be scheduled through the Range Administrator and published on the Club Calendar, which is available on the RCRPC Website.

Individuals using the ranges shall be familiar and shall abide with the contents of this SOP. Anyone utilizing the ranges who witnesses someone violating the provisions of this SOP should politely correct the violator by informing them of the nature of the violation and ask them to immediately modify their behavior. If the person continues to violate, they should be reported to a Board member, Range Administrator or RSO. Reports may be made in person, by telephone or by electronic messaging and should be made as soon as reasonably practicable.

Members are required to complete a Milton Range orientation, authorized by the Board, prior to any use of the ranges. Non-members who wish to use the ranges must be escorted by a member while on the property. The non-member must receive review of rules and regulations, along with the signing of a liability release form, prior to utilizing the ranges. This review will be conducted by the Range Administrator or an RSO at the time of their visit.

SECTION 5: Range Rules

A listing of the current range rules is contained in Appendix 1.

SECTION 6: Additional Restrictions

To be courteous to shooters concentrating on hitting their targets, cell phone users should have their ringers set to the silent or vibrate only mode. In addition, disruptive behavior, loud music, distracting noise and other intentional annoyances are forbidden.

Shooters shall not have consumed alcoholic beverages or medications, including prescription or non-prescription drugs, that will affect their ability to participate with a maximum state of awareness and in a completely safe manner. This prohibition includes prior to arrival at the range or during any activities on the property. The possession or consumption of alcoholic beverages or intoxicating substances is strictly prohibited on Club property.

The shooting of signs, structures, storage/trash containers or any other Club physical property is prohibited. Individuals will be held responsible for any subsequent damage.

Loaded firearms are not permitted to be anywhere on the property, except on the actual ranges. Properly licensed persons who have a valid concealed carry permit and law enforcement personnel are exempt from this restriction.

SECTION 7: Allowable Firearms

The following types of firearms are allowed to be used at the ranges:

Rifles/Carbines – All calibers may be fired, except those that generate a muzzle velocity of over 4000 foot-pounds of energy. In general, these would be commonly known as “Big Bore” firearms. However, black powder firearms of .50 caliber may be fired.

Handguns – All types and calibers are permitted.

Shotguns – All types and gauges are allowed.

Section 8: Member Usage

The use of the RCRPC firearm ranges is restricted to members and their guests only, unless a Club-sponsored activity is specifically authorized by the Board to be open to the public who are non-members. The use of the firearm ranges is a privilege granted by the Board to members and may be revoked for cause and includes an appeal process for the decision.

Firearm ranges may only be used during the designated hours of operation that have been set by the Board and the Township of Milton. The current hours of operation may be found in Appendix 1. Member who violate these hours of operation may be referred to the Board by the Range Administrator, RSO Coordinator, an individual Board Member or another Club member for possible disciplinary action.

Members may bring guests to use the ranges whenever the Club-sponsored activity allows for the presence of guests. Members who have guests, however, are held responsible for the actions or behaviors of their guests. Failure of a member to appropriately supervise their guests may result in the removal from the property of both member and guests.

Access to the Milton Range is controlled and only provided to specifically authorized persons. Any access by unauthorized persons, including members, will be considered as trespassing and subject to both Club and local law sanctions.

The Board reserves the right to set rules, regulations, protocols or procedures that may be more strict or different from state or federal statutes or regulations. However, they will not be set to intentionally violate state or federal laws.

Section 9: Range Safety Officers

A Club RSO will be present during any Club-sponsored range activities at the ranges. The Club RSO oversees safety and enforces rules/regulations whenever a range is in operation. As such, their judgement and authority during the Club-sponsored range activity, as well as other times the ranges are in use, is absolute and shall be followed without question at the time. This authority may include ordering a shooter to leave the property, requiring changes to how the activity is being conducted or, as an extreme, cancelling the activity. If there is disagreement,

the matter will be brought to the RSO Coordinator's attention at the earliest opportunity afterwards for a resolution and, if still dissatisfied, a written appeal may be presented for the Board's review.

Club RSOs shall wear the designated safety vest, as well as eye and hearing protection, at all times when serving at a Club-sponsored range activity. The appropriate Range Commands, as listed in Appendix 2, will be used when addressing participants and the "STOP, Don't Shoot" command may be used by anyone witnessing an unsafe situation. If there are less than three (3) shooters on the firing line during Open Range or Range Reservations, RSOs may use more informal or abbreviated Range Commands, however, they should not significantly vary from the standard Range Commands adopted by the Club. Informal or abbreviated Range Commands shall not be utilized during specific, organized events, such as Sight-in Days, Tactical Days or Zombie Hunts.

The Club RSOs are required to stop and address any unsafe actions or behavior that occurs on Club property. Whenever there is a need to speak to a shooter or other person, it shall be done in a polite, respectful manner regardless of the reason for the contact. Often, a shooter will make a unintentional mistake of protocol that requires an RSO to provide correction or counseling, but it does not require embarrassing or belittling the shooter for the error.

Unless holding an additional certification as a firearms instructor, Club RSOs must not instruct persons in the fundamentals of shooting or how to use firearms. They may show people some functions of a firearm, such a loading a magazine or the use of a safety, but must be careful not to teach things that would normally be covered in a basic firearms course. It is permissible to ask someone to refrain from using the range if the Club RSO feels the person has not had enough familiarization or training to safely use the firearm at the time.

Club RSOs are responsible for opening and closing the ranges according to established procedures. They shall also complete the RSO Log located inside of the RSO Center before and after serving at a Club-sponsored range activity. Any physical damage to the ranges, accidental discharges, personal injuries of any type, presence of unauthorized persons or anything out-of-the-ordinary that occurred should be brought to the RSO Coordinator's attention as soon as possible after the activity. The RSO Coordinator will present any safety-related concerns or incidents, including violations, to the Board at the next monthly meeting occurring after it was brought to the RSO Coordinator's attention.

Club RSOs must review safety protocols and procedures with participants prior to the start of any Club-sponsored range activity involving the use of firearms. This review should consist of verbal and, if available, written instructions. Club RSOs are also responsible for ensuring liability waiver documents are completed as required.

The number of Club RSOs required to be present will be determined by the type of shooting that will be done and the number of shooting participants anticipated. If non-members may be participating, this should be a major factor in determining the number of RSOs needed. The

RSO Coordinator shall have the authority to determine regarding the number of RSOs that need to be present. The RSO Coordinator will consult with the Event Leader(s) regarding the presence of RSOs at the the specific Club-sponsored range activity that the Event Leader(s) is coordinating. Should a disagreement regarding any determination made by the RSO Coordinator arise, then a committee of CRSOs who are club members may be convened to examine the need and their consensus opinion shall be final.

As a general guideline, there should be one (1) RSO present for every three (3) shooters participating in the activity. However, two (2) RSOs should be considered the minimum when the number of participants is unknown. For example, a minimum of two (2) RSOs need to be present when the Rifle/Handgun Range is open to the general membership for shooting. But, if a special request is made by a member to open the range for themselves or with another guest, then only one (1) RSO is needed for staffing. This circumstance of a single RSO may apply to the use of the Trap Range as well as the Rifle/Handgun Range.

Generally, the use of the Action Bay does require multiple RSOs be present for any activities due to the nature of the design and the fact that the type of shooting usually involves movement across the interior of the range. However, there may be instructional activities where the drawing or use of a firearm, without physically moving throughout the range, is a component of the session and, therefore, the Action Bay is utilized. In these cases, the RSO Coordinator and the instructor shall confer prior to the instruction and determine the number of RSOs needed during the training.

An instructor, who also has a current certification as an RSO and is also a Club member, may be considered as an RSO for their training session. However, an instructor who is not a Club member shall have, at least, one (1) Club RSO present to monitor the activities regardless of whether the instructor also holds an RSO certification or utilizes their own RSOs for the training. Any RSO that is utilized by a non-member instructor must present a copy of their current RSO certification to the RSO Coordinator prior to serving at the Club's facility. This copy will be filed with the documentation of the rental for insurance and liability purposes. Reimbursement for the presence of the Club RSO will be determined by the Board prior to the rental of the range and may be waived at the Board's discretion.

Section 10: Shooting Assistants

Shooting Assistants may be utilized to help persons using the ranges better enjoy the experience. However, they do not function or substitute as an RSO. Some examples of how a Shooting Assistant may help participants would include sighting-in scopes or red dots, setting targets or registering participants for activities.

A Shooting Assistant should have a good knowledge of and experience in various types or firearms and good familiarization with shooting sports. Unless the Shooting Assistant also holds a certificate as a firearms instructor, they should not engage in teaching participants the

fundamentals of shooting or how to use firearms. They should wear the “Shooting Assistant” safety vest when serving at a Club-sponsored range activity.

Section 11: Solo-shooter Safety Officers

A Solo-shooter Safety Officers (SSO) is authorized by the Board to use the Milton Rifle/Handgun Range while alone. SSOs must adhere to the Milton Range General Operation SOP at all times. In addition, they must adhere to conditions set for Club property by the Township of Milton. The designation of SSO will be awarded after successfully completing a course of instruction approved by the Board. Only members may receive the designation and it is a privilege granted by the Board that may be revoked at its discretion.

SSOs must wear their Membership Button and their SSO button at all times when using the Rifle/Handgun Range and must present both whenever asked. An SSO may not bring any guests, family members or other persons to the range at any time, unless those persons are also designated as either an SSO or RSO.

The Rifle/Handgun Range is to be opened and closed according to the established procedures as outlined in the *Solo-shooter Safety Officer Training Manual* (Appendix 3). SSOs shall not use the Trap Range or Action Bay while alone but only with the presence of an RSO.

Section 12: (Reserved for Future Use)

APPENDIX 1

APPENDIX 2

APPENDIX 3