

CCFSA
Range Safety Officer
Operating Procedures Guidelines
(SOP)

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Chapter 1: Introduction and Definitions

Introduction

The purpose of the Clinton County Farmers' and Sportsmen's Association is to conserve, restore, and manage game, fish, and other wildlife and wildlife habitat in Clinton County and its environs, to procure a better environment for hunters and fishermen, to promote harmony between landowners and sportsmen, to promote sportsmanship through the observance of game laws and conservation, to spread wildlife awareness among the residents of Clinton County, to support the Second Amendment of the Constitution of the United States of America regarding the "Right to Keep and Bear Arms", and to promote the safe use of firearms, the shooting sports.

The Clinton County Farmers' and Sportsmen's Association is a non-profit organization. We try to maintain enough finances to operate the Association and maintain its facilities. The labor comes primarily from volunteers, and you will be required to give some of your time for maintenance and improvements of the facilities. If you have a particular expertise, make it known and become a volunteer.

The layout of the Clinton County Farmers' and Sportsmen's Association consists of the Clubhouse, trap ranges, skeet ranges, rifle and pistol range, archery area, campground, and ponds.

The Clinton County Farmers' and Sportsmen's Association General Membership Meeting is held the second Wednesday of the month. All members are encouraged to attend. The meeting starts at 7:00 PM. The Annual Meeting is held every January (to elect seven new Board of Director Members of the twenty-one). RSO's are encouraged to attend and vote.

All members, family of members and guest must sign a Release of Liability Form before using the Association facilities.

The following rules/policies apply to all of the Clinton County Farmers' and Sportsmen's Association land and facilities. Members are expected to enforce these rules/policies on themselves and each other.

Please be sure to have your current membership card with you and displayed whenever you use the facilities. If another member asks to see it, please don't take offense. Thank him for helping keep our facilities free of trespassers.

All Ranges are closed during Association meetings.

The Range Committees will organize all events. However, the Board of Directors has final approval of any event that is held.

Word or Abbreviation

Definitions

CCFSA	Clinton County Farmers' and Sportsmen's Association
RSO	Range Safety Officers
CRSO	Chief Range Safety Officers
BOD	Board of Directors or CCFSA Board of Directors
CCFSA OPM	The Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual
SOP	CCFSA Range Safety Officers Operating Procedure Guidelines
Active	As defined in Webster's New World Dictionary.
Offsite location	Land that is leased by CCFSA. Example: when CCFSA lease the field behind us for larger archery events.

Chapter 2: CCFSA Range Shooting Rules

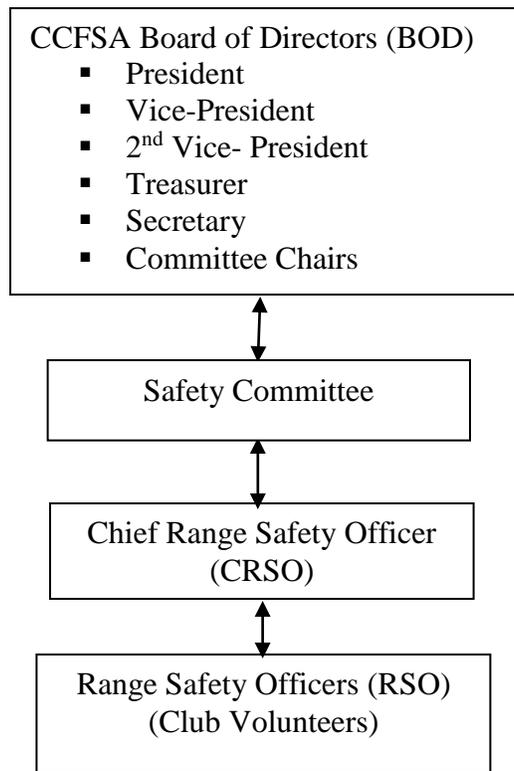
The CCFSA range shooting rules/policies are found in the Clinton County Farmers' and Sportsmen's Association Rules, Regulations and Policies booklet. These rules/policies apply to all of the Clinton County Farmers' and Sportsmen's Association land and facilities. RSO's are expected to enforce these rules/policies on themselves, each other, and the membership, as well as, educate range users, and the protection of CCFSA club property from acts of irresponsible or dangerous firearms use.

Additional rules/policies for other organizations using our ranges, such as law enforcement and contractors, can be found in The Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual (CCFSA OPM). The CCFSA OPM can be located in the club house.

It is important to remember; a list of safety rules could never address all situations. Association Range Safety Officers, as well as club members, are expected to be safety conscious and responsible at all times. As Range Safety Officers, you have a greater responsibility to the safety of CCFSA members and property. It is your responsibility to the membership to identify and help prevent most shooting range accidents caused by ignorance and/or carelessness.

Always be aware of what is going on around you on the range and be prepared to take courteous, swift action to prevent or stop a range accident or incident from taking place on the club complex.

Chapter 3: CCFSA Organization Chart For Range Safety Officers



CCFSA Range Safety Officer Operating Procedures Guidelines Distribution and Change Making

This manual will be issued to all RSO's and placed in RSO Filling cabinet located in the CCFSA Club House.

The initial CCFSA Range Safety Officer Operating Procedures Guidelines was approved by the CCFSA Board of Directors on 3/10/2010. To make changes thereafter, the following procedure will be followed:

1. Proposed amendments shall be made to the CRSO and the CCFSA Safety Committee. They will review the proposed amendments to determine feasibility, functionality, Safety concerns, and cost expenditures of the proposal.
2. If the proposed amendments meet the requirements and approval of the CCFSA Safety Committee it will be presented at the annual meeting, regular meeting, or a called meeting for this purpose, provided written notice of the proposed amendments are submitted to the Board of Directors. Approval of a majority vote is required for the proposed amendment to be accepted as part of this manual.

Chapter 4: CCFSA Range Safety Officer Training Requirements

Chief Range Safety Officer (CRSO)

The Chief Range Safety Officer (CRSO) must have and retain National Rifle Association CRSO credentials. The Chief Range Safety Office (CRSO) is appointed by the CCFSA President.

Range Safety Officers (RSO)

A CCFSA Range Safety Officer must have completed the following:

1. Taken the National Rifle Association RSO course and received a completion certificate. The NRA RSO credentials are not required.
2. Taken the CCFSA Range Safety Officer Course given by the Chief Range Safety Officer (CRSO) on the Clinton County Farmers' and Sportsmen's Association Rules, Regulations and Policies booklet and the CCFSA Standard Operating Procedures for RSO Guidelines for reporting and acting upon all safety violations and injuries (including firearms-related safety violation reports), and injury reports and their disposition.

Test Scores and Copies of Completion Certificates

The Chief Range Safety Officer (CRSO) shall maintain of all RSO's, including himself, as part of CCFSA records. This list shall be given to the CCFSA Safety Committee upon request.

Membership Identification of Qualified CCFSA Range Safety Officers

RSO's will have their current membership card displayed whenever they are at or use the facilities. When Signing into the Range Log Book they are indicate that they are RSO's.

Chapter 5: Range Safety Officer Description/Duties

Description for Safety Officers and Range Safety Officers for CCFSA

The Range Safety Officer (RSO) is a volunteer CCFSA member that meets the requirements of Chapter 4: CCFSA Range Safety Officer Training Requirements. The RSO must remain active within the club and maintain his/her CCFSA membership.

The title of Range Safety Officer, as pertaining to the Clinton County Farmers and Sportsmen's Association, comprises the duties of select trained individuals who may act as agents, under the guidelines of the Chief Range Safety Officer (CRSO), and the CCFSA Safety Committee of the Board of Directors of CCFSA. The RSO's has the responsibility of maintaining the safety and security of the individual disciplines and ranges as defined by the regulations and policies outlined in the CCFSA rulebook, and the protection of CCFSA club property from acts of irresponsible or dangerous firearms use. The RSO shall act as a complex safety officer at all times. An RSO may act as an event Range Safety Officer if requested by an event director. The RSO is the final authority on range safety, his ruling on range safety is the final word above all other range personnel to include an event director.

The criteria for RSO actions are defined in the CCFSA Standard Operating Procedures Guidelines for RSO and in accordance with the regulations and policies outlined in the County Farmers' and Sportsmen's Association Rules, Regulations and Policies book and the Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual (CCFSA OPM).

The RSO's of CCFSA will be responsible for notifying individual shooters if they observe a behavior or use of club property that is unsafe or contrary to club rules. If the RSO approaches a member or guest and details the problem, and the problem is corrected, shooting may resume. If a member or guest persists in the behavior, it is within the authority of the RSO, as an agent of the Board of Directors, to ask the shooter to cease all shooting and leave the club property until such time as the Board of Directors may determine a course of action regarding the infraction. In addition, RSO's have jurisdiction over non-firearms-related infractions, such as individuals observed driving on grounds or ranges where prohibited. The RSO will inform the CRSO, or if unable The CCFSA Safety Committee, or the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President, of the violation, cause and remedy. The RSO will complete and file all required CCFSA forms.

The RSO has the authority to shutdown any portion of the club complex, to include shooting ranges, if in his/her opinion an unsafe condition exists that requires it. The RSO will inform the CRSO, or if unable The CCFSA Safety Committee, or the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President, of the condition that caused the range to be shutdown. The RSO will complete and file all required CCFSA forms

The RSO has the authority to call law enforcement if in his/her opinion a condition exists that requires it. The RSO will inform the CRSO, or if unable The CCFSA Safety Committee, or the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President, of the condition that caused this. The RSO will complete and file all required CCFSA forms

RSO's have a responsibility to educate range users and enforce all shooting range rules, as well as, the protection of CCFSA club property from acts of irresponsible or dangerous use. RSO's will be permitted to give the CCFSA Range Orientation to new members, see Appendix 12: Guidelines for Orientation.

If information is requested by a media source (newspaper or etc) the RSO statement will be "No Comment" or "a statement will be made by CCFSA when it is appropriate".

All actions of the RSO's, CRSO and the Board of Directors are designed to enhance the safety and enjoyment of all members and guests, keeping our club a high-quality recreational and educational shooting facility.

Firearms safety is the primary responsibility of firearms owners and club members. Following the NRA basic safety guidelines, and the rules of CCFSA, will help keep club members and others safe.

Chapter 6: Chief Range Safety Officer Description/Duties

Description for Chief Range Safety Officer for CCFSA

The Chief Range Safety Office (CRSO) must meet the requirements as outlined in Chapter 4: CCFSA Range Safety Officer Training Requirements. The CRSO must remain active within the club and maintain his/her CCFSA membership.

The Chief Range Safety Officer (CRSO) shall act as complex safety officer and shall ensure that all disciplines, ranges, and courses of fire meet accepted safety standards as well as, regulations and policies outlined in the CCFSA rulebook, and the protection of CCFSA property from acts of irresponsible or dangerous arms use. He/she shall maintain an up-to-date list of qualified Range Safety Officers (RSO) and records of their training and current certification and shall provide Range Safety Officers (RSO) as needed for events if requested by a Director. He/she shall publish and maintain Range Safety Operating Procedure guidelines for reporting and acting upon all safety violations and injuries (including firearms-related) and shall maintain records of safety violation reports and injury reports and their disposition.

The Chief Range Safety Officer (CRSO) has the overall responsibility for safe firearm handling and shooting on the Ranges, as well as a complex safety officer, as a result, shares in the responsibilities and authority of the Range Safety Officers (RSO). The CRSO develops range Standard Operating Procedures as directed by the Board and appropriate committee. The CRSO may give the Range Orientation to new members, see Appendix 12: Guidelines for Orientation. The CRSO may train club members to become Range Safety Officers and will give a written test to all perspective Range Safety Officers (RSO) on the regulations and policies outlined in the CCFSA rulebook. The Chief Range Safety Officer (CRSO) shall maintain a copy of test scores and completion certificates for all RSO's as part of CCFSA records to show prove of qualifications.

The CRSO is the primary contact for the RSO.

The Chief Range Safety Officer (CSRO), or his/her designated representative Range Safety Officers (RSO), is responsible for the continued safety of CCFSA complex. The CRSO has the authority to shutdown any portion of the club complex, to include shooting ranges, if in his opinion an unsafe condition exists that requires it. The CRSO will inform the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President of the condition that caused the range shutdown.

The CRSO has the authority to call law enforcement if in his/her opinion a condition exists that requires it. The CRSO will inform the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President of the condition that caused this.

If information is requested by a media source (newspaper or etc) the RSO statement will be "No Comment" or "a statement will be made by CCFSA when it is appropriate".

All actions of the RSO's, CRSO and the Board of Directors are designed to enhance the safety and enjoyment of all members and guests, keeping our club a high-quality recreational and educational shooting facility.

Firearms safety is the primary responsibility of firearms owners and club members. Following the NRA basic safety guidelines, and the rules of CCFSA, will help keep club members and others safe.

Chapter 7: CCFSA Range Operations

The CCFSA Range Operations are found in the Clinton County Farmers' and Sportsmen's Association Rules, Regulations, and Policies booklet and the Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual.

Each shooting discipline (IDPA, High Power Rifle, Skeet, Three Gun, SSAS, 3D Archery, etc) have their own set of rules and range operation procedures. As a result, each shooting discipline have their own safety officers that assure to the compliance of their rules and range operations, in some cases this may be a CCFSA RSO. As a practical matter, these rules and range operation procedures are in agreement with the Clinton County Farmers' and Sportsmen's Association Rules, Regulations, and Policies booklet. This does not relieve an RSO of the responsibility of talking with the event director should the RSO notice an unsafe act.

There may be times when an event director may request an RSO be present. In this case, the RSO shall not participate in the event or shoot unless helping a club member or guest. Their full attention to Range Officer duties are required, not just 50%.

As RSO's, it is your responsibility to assure that the Clinton County Farmers' and Sportsmen's Association Rules, Regulations, and Policies book, The Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual are being complied with at all times. As a result, an RSO must be able to perform a Range Safety Briefing, be familiar with Release of Indemnification/Liability Waiver, complete and file the different types of Range/Building Checklists, and complete and file the various Range Safety Officer Forms.

Range Safety Briefing

A Safety Briefing is generally given to participants of a shooting event prior to that event. However, a Safety Briefing could be used for other purposes.

The Safety Briefing prepares shooters to safely and efficiently participate in a particular shooting event on a specific range. The Safety Briefing should be conducted immediately prior to, or as close to, the shooting event as possible. The Safety Briefing should be given at a location where participants can view the range and key areas of the range. See Appendix 11: Sample Range Safety Briefing. The safety briefing may vary slightly to meet specific shooting discipline needs.

The Safety Briefing must contain the following items:

1. Purpose of the shooting event
 - a. Specify the type of shooting event to be conducted and an overview of the event.
 - b. Introductions
2. Range layout and limits
 - a. Conduct within view of range
 - b. Key features of range such as ready area, firing line, and spectator area, clearly identified and a brief description of action that may occur within each area
 - c. Range boundaries
3. Range safety rules
 - a. General range rules, site-specific range rule, and administrative rules

4. Firing line commands

- a. Specific range commands such as “load and make ready” and “Drop your hammer”
- b. Review standard range commands such as “cease firing” and “commence firing”

5. Emergency procedures

- a. Locations of fire exits
- b. Emergency assembly areas,
- c. First Aid Kits
- d. Phones
- e. Range Safety Officers

Release of Indemnification/Liability Waiver (Release/Disclaimer)

Indemnification/Liability Waiver forms are completed by all CCFSA members when joining the organization. The completed membership application is submitted to the Membership Committee Chair. Visitors that are attending, engaging, practicing, participating or witnessing shooting, hunting, hiking, fishing, riding, skiing, or any other activity and/or certain event(s) occurring in or about the premises of CCFSA or at any offsite location will complete an Indemnification/Liability Waiver (Release/Disclaimer) form and give it to the event director (if attending an event) or to the escorting member for prompt conveyance to a club officer or delegate. The event director (if attending an event) or the escorting member will place the signed Indemnification/Liability Waiver (Release/Disclaimer) in the appropriate closed container located on the Rifle/Pistol Range building, or appropriate closed container located on the CCFSA Club House, or in the filing cabinet marked “ROLF” located in the basement of the club house. A designated CCFSA representative will collect the completed Indemnification/Liability Waiver (Release/Disclaimer) form from the closed containers and file them in the filing cabinet marked “ROLF” in the basement of the club house.

CCFSA Membership Application Form is maintained on file by the Membership Committee Chair. The signed “Release/Disclaimer” forms are stored in a filing cabinet marked “ROLF” in the basement of the club house.

Copies of the Indemnification/Liability Waiver forms can be found in Appendix 10: CCFSA release of Liability Waiver (Indemnification). The Membership Application Form may be used if desired or if the Release/Disclaimer (Appendix 10: CCFSA release of Liability Waiver (Indemnification)) form is not available.

Miscellaneous Information to questions that have been asked:

- CCFSA members have already signed the form; they do not need to fill out another.
- Non-members only need to sign the form once, the exception to this rule when a youth shooter turns 18 years of age.
- The completed forms are stored in a filing cabinet marked “ROLF” in the basement of the club house.
- Blank forms can be found in the clubhouse or can be downloaded from the web-site.
- The club's attorney has indicated that the Release of Liability Form can only have one signature on it.
- The additional information on the form, such as address, helps to differentiate between individuals/shooters that have the same name. Example, Bob Martin the IDPA shooter or Bob Martin the Archery shooter.

Range/Buildings Checklist

The RSO must be able to conduct basic range and building inspections. Basic range and building inspections may also be completed by the appropriate committee chair or members. The RSO should always use this SOP and the checklist contained within for the specific range type. It is recommended that appropriate committee chairs or members also use this SOP and the checklist contained within for the specific range type. The checklist should be completed before a CCFSA event is held or on a monthly schedule. Please complete all sections of the forms and place in the RSO filling cabinet or submit to the CRSO, as appropriate. Any discrepancy will be directed to the appropriate range chair person by the CRSO. Below is a list of the forms that CCFSA uses.

1. Appendix 1: Rifle/Pistol Range Inspection Checklist
2. Appendix 2: Shotgun Range Inspection Checklist
3. Appendix 3: Archery Range Inspection Checklist
4. Appendix 4: Campgrounds Inspection Checklist – (Purposely left Empty to be completed at a later date)
5. Appendix 5: Lakes/Ponds Inspection Checklist
6. Appendix 6: Buildings Checklist

Range Safety Officer Forms

There are several types of forms that an RSO must be able to complete and place in the RSO filling cabinet. These forms are located in the appendix of this book. Below is a list of the forms that CCFSA uses and a brief explanation as to their purpose. When the need arises to use one or more of these forms, please complete all sections of the forms.

1. Appendix 7: CCFSA Range Incident/violation Report
 - a. This form is used to report any Incident at CCFSA or violations of the Clinton County Farmers' and Sportsmen's Association Rules, Regulations, and Policies booklet, and the Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual that you witnessed, or you noticed after the fact (damage to club, injury to persons, or neighbors' property). In the event of a rule violation, after correcting the violator please complete this form as much as possible, notify the CRSO or if unable the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President, and file the form in the RSO filling cabinet for future reference and tracking.
 - b. Please remember, most range/safety violations or incidents are not intentional, please be courteous and polite, treating other members as you would like to be treated. If they do not correct the violation or willfully continue to violate the Clinton County Farmers' and Sportsmen's Association Rules, Regulations, and Policies booklet, and the Clinton County Farmers' and Sportsmen's Association Operation and Policy Manual being courteous and polite ask them to leave. If they refuse, then call the Clinton County Sheriff to have them removed from CCFSA property. Do not argue with anyone. Please remember to complete the CCFSA Range Incident/violation Report and notify the CRSO or if unable the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President and file the form in the RSO filling cabinet.
 - c. The Board of Directors will judge the seriousness of the incident or violation and determine the appropriate penalty. Shooters who endanger safety will be subject to suspension.

- d. The CCFSA Violations and Disciplinary Code can be found in the Clinton County Farmers' and Sportsmen's Association Rules, Regulations, and Policies booklet.

2. Appendix 8: CCFSA Emergency Procedure/Report Sheet

- a. An emergency can occur at any time and can range from a simple scraped knee to earthquakes. The CCFSA Emergency Procedure/Report Sheet is designed to minimize confusion and save time getting immediate medical attention to the injured. This form shall be partially completed and ready for use at all CCFSA events or functions. RSO should have a partially completed and ready for use CCFSA Emergency Procedure/Report Sheet with them at all times for their shooting discipline.
- b. The information above the heading "IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS" is to be completed in advance. The information below the heading "IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS" is to be used as a checklist with some items completed during the emergency. This assures that all items needed to be performed during the emergency and all information needed after the emergency will be completed and available for CCFSA BOD.
- c. After the form is completed and the emergency is over, notify the CRSO or if unable the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President, and file the form in the RSO filing cabinet for future reference for the insurance company and/or club attorney as needed.
- d. If the form was not needed, after the event or function is over, it may kept or destroyed as determined by the RSO or Event Director

3. Appendix 9: CCFSA Injury Report Form

- a. This form is used for more than just gun accidents. It is used for any type of injury, at any location, on CCFSA property. This form would be completed in addition to the CCFSA Emergency Procedure/Report Sheet if immediate medical attention is required. This gives CCFSA the ability of having a record of the injury for tracking and provides a future reference for insurance company and/or club attorney as needed. After the form is completed and first aid is given, notify the CRSO or if unable the CCFSA Board of Directors through the appropriate committee head and/or the CCFSA President. File the form in the RSO filing cabinet

4. Appendix 13: Emergency Contact List

- a. This form gives a way for CCFSA members to contact appropriate people as needed should an incident such as fire, injury, etc. take place at/on CCFSA property. This form is to be posted on the following ranges:
 1. Rifle/Pistol Range House and Cowboy Action Range
 2. CCFSA Club House outside and inside
 3. Archery Ranges
 4. Camp Grounds

Chapter 8: Directors CCFSA Rifle and Pistol Event Guide

08/09/2017

1. Scope – These rules shall apply to any event using the rifle and pistol range at CCFSA that will be operated outside of the rules in the standard membership rules guide. This includes CCFSA events such as 3 Gun, IDPA, SASS and USPSA and youth events. It also covers events using our range for educational purposes, such as concealed carry classes, Appleseed events, and law enforcement training.

2. Definition of Terms used in this document.

Power Factor – Power Factor is calculated as $\text{Bullet Weight (Grains)} * \text{Velocity (FPS)} / 1,000$. For example, a 200 gr. Bullet travelling 900 fps has a power factor of 180.

Shotgun Rounds – Shot shells with lead pellets no larger than #6 birdshot and with a maximum velocity of 1,600 fps. Steel shot is not allowed at action events due to the likely presence of steel targets.

Slugs and Buckshot – Shot shells that do not meet the requirements for Shotgun fall into this category as long as they are constructed entirely of lead and meet velocity and power factor restrictions. Slugs must be constructed entirely of lead and have a maximum velocity of 1,600 fps and a maximum power factor of 800. Jacketed slugs, slugs travelling faster than 1,600 fps, or slugs with a power factor greater than 800 are considered rifle rounds.

Rifle Rounds – Rifle rounds consist of a single projectile travelling faster than 1,600 fps or with a power factor greater than 300 (greater than 800 for non-jacketed slugs). Some pistols, such as .454 Casull, .460 S&W Magnum, .500 S&W Magnum and most .44 Magnums fall into this category. All shotgun slugs or buckshot not meeting the restrictions for the Slugs and Buckshot category also fall within this category.

Pistol Rounds – Pistol rounds consist of a single projectile travelling 1,600 fps or slower and with a power factor of 300 or less. As long they fall within these parameters, long guns such as .22 LR and pistol caliber carbines may be in this category. Some pistols, such as .454 Casull, .460 S&W Magnum, .500 S&W Magnum and most .44 Magnums have too much power for this category.

Cowboy Rifle Rounds – Cowboy Rifle rounds consist of a single projectile traveling 1,400 fps or slower and with a power factor of 300 or less. Bullets must not be jacketed, semi-jacketed, plated, gas checked, or copper washed. They must be all lead. Molydisulfide, polymer coated bullets, or equivalents are acceptable.

Cowboy Pistol Rounds – Cowboy Pistol rounds consist of a single projectile traveling 1,000 fps or slower and with a power factor of 300 or less. Bullets must not be jacketed, semi-jacketed, plated, gas checked, or copper washed. They must be all lead. Molydisulfide, polymer coated bullets, or equivalents are acceptable

Cowboy Shotgun - Cowboy Shotgun shells must be loaded with lead pellets no larger than #6 birdshot and with a maximum velocity of 1,400 fps.

Short Berm – Any berm that is less than 20' in height.

Tall Berm – Any berm over 20’ in height. If part of a berm is over 20’ tall and part of it is shorter, tall berm rules shall apply to the part over 20’ in height and short berm rules shall apply to the part that is less than 20’ in height.

Backstop – An area that is safe to use as an impact area behind targets. Backstops will vary by bay and type of round being fired. Targets must be placed so that any shots travelling through the target will impact a backstop.

3. Course of Fire Guidelines

No aerial targets anywhere on the Rifle and Pistol range.

The 180-degree rule shall be used for all events.

Two separate 180-degree planes may exist on bay 2 if the “L” portion is used. The second 180-degree plane exists only when the shooter is entirely within the confines of the 3 tall berms of the “L” portion of the bay. Special care must be taken if the shooter will transition between the two portions of the bay and utilize the secondary plane during the course of fire.

Currently, tall berms are:

- Bay 1 – back berm
- Bay 2 – Main Portion - back berm (short on left end)
- Bay 2 - Facing into “L” Portion - back berm, both side berms
- Bay 3 – back berm
- Bay 4 – back berm (short on right end)
- Bay 5 – back berm, left side berm
- Bay 6 – back berm, right side berm
- Bay 7 – back berm, both side berms (short at ends)
- Bay 8 – back berm, left side berm
- Bay 9 – back berm (short on right end)

The following may be used as backstops for targets.

A. Rifle, Slugs and Buckshot – The following may be used as a backstop for rifle or slugs and buckshot rounds.

- Tall back berms on all bays – shots must impact in the lower half of the berm.
- Tall side berms on the “L” portion of Bay 2 - shots must impact in the lower half of the berm.
- Tall side berms on Bays 5, 6 and 7 – shots must impact in the lower half of the berm.

B. Pistol, Cowboy Rifle – The following may be used as a backstop for pistol and cowboy rifle rounds.

- All rifle backstops
- The range floor within 6’ of a tall berm (shots must be directed toward that berm)
- The entire range floor on Bays 5-7 provided the shooter is at least 45’ (15 yards) from the target and the target is no further than 45’ (15 yards) from the base of a tall berm. Shots must be directed toward the tall berm.

C. Cowboy Pistol – the following may be used as a backstop for cowboy rounds.

- All Pistol backstops
- The entire range floor on Bays 8-9. Shots must directed toward a tall berm.

D. Shotgun and Cowboy Shotgun – The following may be used as a backstop for shotgun or cowboy shotgun rounds.

- All berms
- All range floors (180-degree rule is still in effect)

All targets must be placed so as to meet the following conditions.

- E. All courses of fire shall be setup as close to the back of the bay as range conditions allow. In general, this means at least one target will be set within 5' of the base of the back berm.
- F. When using a side berm as a backstop, the backstop area ends 15' (5 yards) from the end of the berm.
- G. All Rifle, Slug and Buckshot, Pistol, Cowboy Rifle and Cowboy Pistol targets must be placed so that rounds impacting back berms flanked by low side berms will do so at an angle of 45 degrees or steeper when shot in the direction of a low side berm. No "skipping" rounds across the back berm toward a low side berm.
- H. When checking target placement, account for shooters that may be taller or shorter, or shooting from alternative shooting positions such as kneeling, prone or shooting from retention.
- I. The top of a target using a tall berm as a backstop must be no taller than 6'.
- J. The top of a target using a short berm as a backstop must be no taller than 4'.
- K. A target using a tall berm as a backstop must be placed within 120' (40 yards) of the berm. If the target is further than 60' (20 yards) from the berm, the target must be engaged from a distance equal to or greater than the distance from the target to the berm.
- L. The bottom of a Rifle, Slug and Buckshot, or Pistol target placed further than 30' (10 yards) from its backstop must be at least 2' off the ground. This does not apply to targets using the range floor of bay 5, 6, or 7 as a backstop as provided for in section 2B.
- M. A target using a short berm as a backstop must be placed within 6' of the berm.
- N. No clay targets are to be shot on Bays 8-9
- O. Steel targets may only be shot using the type of round for which it is rated. This is particularly true of the cowboy steel which is only rated for cowboy rounds.
- P. Steel may not be shot with steel core, steel jacketed, penetrator or armor piercing rounds.
- Q. The minimum distance for engaging steel targets with rifle is 150' (50 yards)
- R. The minimum distance for engaging steel targets with slugs or buckshot is 90' (30 yards).
- S. The minimum distance for engaging steel targets with pistol, shotgun or cowboy rifle is 27' (9 yards)
- T. The minimum distance for engaging steel targets with cowboy shotgun is 21' (7 yards).
- U. The minimum distance for engaging steel targets with cowboy pistol is 12' (4 yards).
- V. If steel targets are being shot with rifle on Bay 1, then Bay 9 must not be in use.

4. Event Administration

Event directors may enforce restrictions beyond those listed in this document, but they may not allow any actions which violate any of the restrictions in this document.

The CCFSA Event Checklist form will be filled out and left in the filing cabinet in the range building or per other arrangement.

For events where targets are placed other than along the back berm, each course of fire must be personally inspected by a CCFSA RSO after it is setup and before shooting begins on that course of fire. If multiple courses of fire are used in the same bay during the course of the same event, each one must

be inspected after it is setup. If the match director is not a CCFSA RSO, then it is his responsibility to arrange for one to be there to conduct the inspections.

For competitive events, a printed course of fire must be posted in each bay for the convenience of the event participants and the RSO. A diagram is recommended, but not required, as part of the course of fire. It is probably better to have a description only as opposed to having a diagram that differs greatly from the final setup. Do not staple courses of fire to the tables or benches. Club members have had their gun stocks scratched by staples leftover from events. Instead, please use a clipboard or staple the course of fire to a target stick.

If shooting will be occurring simultaneously in multiple bays, then the Match Director and at least one RSO in each bay must have a radio with them to facilitate urgent communication.

Beginning 1/1/2018, all shooting must be conducted under the supervision of a certified RSO (Range Safety Officer). The following RSO certifications are recognized: CCFSA, NRA, Appleseed, 3 Gun Nation, IDPA, SASS, National Range Officers Institute (USPSA), any law enforcement agency.

5. *Changes*

Changes may be made to this document as required to address unforeseen situations or to accommodate changes to the facilities. These changes require the unanimous approval of the club's Chief RSO, the Safety Committee, and the Chairman of the Rifle & Pistol Committee.

CCFSA Event Checklist

Date _____

Event Director _____

Event Type

- 3 Gun IDPA SASS USPSA Other

Bays Used

- 1 2 3 4 5 6 7 8 9

Backstops / Impact Areas Inspected for Tunneling/Sliding (Note any problems in the space below)

Courses of fire posted Yes Not Required

All targets and shooting positions are placed in compliance with the CCFSA Event Directors Guide

Signature of CCFSA RSO

After the Event:

- Target frames and shooting benches returned to original positions
- Trash cans emptied
- Gates / buildings / storage sheds locked
- Waivers filed in the appropriate folder in the range building filing cabinet or per other arrangement.
- Sign-in sheet and money reconciled Not Applicable Total Collected _____

Please note any supplies that need to be replaced:

- Staples
- Spray Paint: Black Orange White
- Targets: 3 Gun Nation IDPA USPSA (Standard) USPSA (Alternate) Clays
- Pasters: Tan Black White
- Other:

Chapter 9: Guidelines for Law Enforcement Use of CCFSA Range, Revised 19 July 2009

These guidelines are in addition to the standard rules and regulations of CCFSA and are meant to complement the existing rules to allow maximum use of the range for the Law Enforcement groups (LE) who are permitted the use the range through agreements with the CCFSA Board of Directors.

Range Times: The range will be open to the authorized Law Enforcement Agency on a scheduled basis only. Hours available to schedule are 9:00 am until sunset Monday through Friday (later with prior BOD approval). The LE agency can request the closing of range to all members during the scheduled sessions. If so requested, it will be the LE agency's responsibility to post the sign closing the range prior to starting the training and to remove the sign after the training is over indicating the range is once again available to CCFSA members. CCFSA will post the range closings on our web site Calendar of Events to inform our members of the scheduled closing dates.

The Law Enforcement Agency will provide a course of fire (COF) to the CCFSA Rifle/Pistol committee and CCFSA Safety Committee for approval.

Range Master: The LE agency using the range shall supply their own qualified range master to be on hand and to instruct and enforce safe practices. The range master must be qualified in the type of weapons and ammunition being used.

Weaponry allowed: All standard issue handguns, rifles and shotguns permitted by the Law Enforcement Agency to be used in the line of duty will be allowed. Fully automatic firearms are permitted; however, we request the firing be limited to 2-3 rounds per burst with the ta distance to be 10 ft or less from the shooter and with the target placement as close to the berm as possible.

Ammunition: Standard issue ammunition, simunitions, frangible ammunition, 00 buck shot and slugs are permissible.

Shotgun Qualification will be permitted on specific targets designed for shotgun use only. All other targets are to be paper. Standard CCFSA target holders are not to be used for shotgun qualification.

Vehicles are permitted on the range under dry conditions only.

Law Enforcement Agency is responsible for removing their spent casings, hulls and any other items left over from their use of the range.

CCFSA Safety Chairmen
Don French / Mo Shaw Revised 10/12/2016

Chapter 10: CCFSA Private Contractor Policy

Effective 8 July 2009

Definitions: “Private contractors” are those individuals, firms, or organizations which provide compensated services training/education for firearms use, dog handling, archery, personal defense etc. “Facilities” shall include the buildings, ranges, lakes, and land etc. of the CCFSA. “CCFSA BoD” is the Board of Directors of the Clinton County Farmers and Sportsmen’s Association.

Policy: The facilities of the CCFSA shall not be used by any private contractor without the express written approval of the CCFSA BoD. Application for use of facilities by a private contractor shall be made to the CCFSA Committee related to the activity/facility said contractor would like to use for his/her purposes.

The Committee will bring the Contractor’s proposal to the CCFSA BoD if the minimum qualifications are met. These Minimum Qualifications are as follows:

1. Certificate of Insurance showing a minimum liability/property policy of one million dollars.
2. The Contractor’s credentials relating to the proposed activity of the Contractor on CCFSA property.

If the Committee does not act upon the proposal within 60 days, the Contractor can take their proposal directly to the BoD during a regularly scheduled monthly meeting.

When a Committee brings a proposal to the CCFSA BoD to be voted upon, the BoD shall assume that the Committee has vouched for the Applicant’s character.

Proposal: The Contractor’s proposal shall include the following:

1. Name and background of the applicant.
2. Proposed use of the facilities.
3. Credentials of the applicant.
4. Insurance coverage of the applicant.
5. Dates and times of the activity.

Requirements: Among other things, the CCFSA BoD shall require a written use agreement with a private contractor setting forth the following:

- a) The conditions of use including the indemnification of the CCFSA including its BoD and members;
- b) Private contractor’s certificate of insurance for public liability and property insurance coverage in the acceptable amounts and by acceptable insurers;
- c) Compensation to the CCFSA;
- d) Term of agreement and specific periods of use of the facilities;
- e) Specific purpose of use of the facilities.

Determination of CCFSA BoD: The approval of the use of CCFSA facilities by a private contractor shall be at the sole discretion of the CCFSA BoD. The CCFSA BoD will consider the relative hazard of the private contractor use of the facilities and the potential adverse infringement of use of facilities by the CCFSA Membership in considering the application of a private contractor. Preferential consideration of CCFSA members who are ongoing contributors to the programs and purposes of the CCFSA shall be an important consideration in the approval of a use request by a private contractor, as will be the related CCFSA Committee’s recommendation.

Chapter 11: ATV Policy

Effective 12 October 2016

The use of ATV's, UTV's and Golf Carts is limited to work projects and events; there shall be no joy riding or racing on CCFSA property. Work Projects shall be deemed to include the set up and tear down of an event; i.e. setting and removing targets and equipment to be used for an event.

Operators of said vehicles must be at least 16 years of age and must have a valid driver license.

Handicapped shooters may request permission to use said vehicles from the appropriate Committee Chair or an Event Director if shooting in an event.

The use of said vehicles during an event shall be at the discretion of and with the permission of the Event Director unless overruled by the Committee Chair or BoD.

Event participants may, with the permission of the Event Director, the Committee Chair for the appropriate discipline, or the BoD, use said vehicles for personal transportation during said event.

Event participants may transport firearms, ammunition and equipment to be used during the event in said vehicles.

Firearms transported in said vehicles shall be unloaded with the action open and the muzzle pointed in a safe direction at all times during transportation. If the vehicle is equipped with a rack said rack must be firmly attached to the vehicle and orient the muzzle vertically. The firearm must be secured in the rack while the vehicle is in motion. Break action firearms may be transported in a rack with the action closed.

Operation of said vehicles deemed unsafe in the judgement of the Event Director, the Committee Chair or the BoD shall be grounds to disqualify the operator, cause his ejection from CCFSA property, be deemed grounds to prohibit his further operation of a vehicle on CCFSA property and, if sufficiently egregious in the judgement of the BoD, be deemed grounds for the suspension of membership privileges or revocation of membership.

The Event Director shall notify the appropriate discipline Committee Chair of his intention to allow the use of said vehicles by participants during an event.

Appendix 1: Rifle/Pistol Ranges Inspection Checklist

Inspected by _____ Date _____

Put a check in NO if problem noted, otherwise OK

OK

NO

Controlled Access/Fencing/Gate/Buildings Closed	_____	_____
Flags or Signs Displayed	_____	_____
Backstop/Impact Area Inspected for Tunneling/Sliding	_____	_____
Target Numbers Readable	_____	_____
Target Frames/Bases in Good Condition	_____	_____
Left/Right Range Limits Displayed	_____	_____
Firing Line Marked	_____	_____
Firing Points Clean and Numbered	_____	_____
Shooting Benches/Tables in Working Order	_____	_____
Ready Line/Area Marked	_____	_____
RSO Control Area Centralized (if requested for and event)	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
Flashing Lights/PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board/Out of Date Material Removed	_____	_____
Gun Racks/Storage Tables in Working Order	_____	_____
Trash on range, firing line, firing points or in ready area	_____	_____
Trash Receptacles Empty / Plastic Bags Replaced	_____	_____
Brass and separate Dud Buckets Labeled	_____	_____
Inspect Porta-John empty or require service	_____	_____
Inspect Fire Extinguisher Quantity and Charge	_____	_____
Check Common Toolbox and Tools	_____	_____
Check Sign-in book for condition and available pages	_____	_____
Staplers (4), Staples (2 Boxes) (for an event shoot)	_____	_____
Phone Charged	_____	_____
Amount of Targets (for an event shoot)	_____	_____
Receipts/ Dual Range Receipts /Envelopes/Pens	_____	_____
Member Applications and Receipts Available	_____	_____
Indemnification form available	_____	_____

Comments: _____

Appendix 2: Shotgun Range Inspection Checklist

Inspected by _____ Date _____

Put a check in NO if problem noted, otherwise OK

OK

NO

Opening:

Controlled Access/Fencing/Gates/Buildings - as required	_____	_____
Flags or Signs Displayed/as required	_____	_____
Left and Right Range Limits Displayed	_____	_____
Pond area inspected for people	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Firing Stations Marked /Clean	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
RSO Control Area Centralized	_____	_____
Range Rules Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Restrooms Clean and Supplied	_____	_____
Bulletin Board Checked up-to-date	_____	_____
Range rule book Available	_____	_____
Turn On circuit breakers in Club House	_____	_____
Windows in houses open	_____	_____
Electrical plugs on throwing machines plugged in	_____	_____

Closing:

Machines filled/inspected	_____	_____
Cable disconnected	_____	_____
Shooting stations/fields picked up/clean	_____	_____
Trash receptacles emptied as necessary	_____	_____
Coffee machines clean and off	_____	_____
Doors and Windows Locked, Alarm Set	_____	_____
Turn Off circuit breakers in Club House	_____	_____
Windows in houses closed	_____	_____
Electrical plugs on throwing machines unplugged	_____	_____

Comments: _____

Appendix 3: Archery Range Inspection Checklist

Inspected by _____ Date _____

Put a check in NO if problem noted, otherwise OK

OK

NO

Trail clearly marked to the shooting station	_____	_____
Station number/sign clearly visible from the trail on approach	_____	_____
Shooting position shall be clearly marked	_____	_____
Safe footing on trails	_____	_____
Targets clearly visible	_____	_____
Realistic hunting shot	_____	_____
Enough of a lane for archers to shoot safely	_____	_____
Target securely mounted	_____	_____
Missed arrow travel within limits	_____	_____
Sign at start of trail and at the targets	_____	_____
Part of the trail is not in danger from the next group of archer's	_____	_____
First-Aid Kit Filled/Accessible First-Aid Kit Filled/Accessible	_____	_____
RSO Control Area Centralized	_____	_____
Range Rules Posted or supplied.	_____	_____
Empty Trash Receptacles Available	_____	_____
Restrooms Clean and Supplied	_____	_____
Bulletin Board Checked up-to-date	_____	_____
Coffee Machine Clean and Supplied	_____	_____
Doors and Windows Locked	_____	_____
Range or Rules Book Available	_____	_____

Comments: _____

Appendix 4: Campgrounds Inspection Checklist

(Purposely left Empty to be completed at a later date)

Appendix 5: Lakes/Ponds Inspection Checklist

(Adapted from Hampton Roads: A Guide for Maintaining and Operating BMPs.) Answering YES to any of these questions indicates a need for corrective action.

Date: _____ Inspected by: _____

Front Pond Inspection ____ Back Pond Inspection: ____

What to look for . . .

- Do the embankments, emergency spillways, side slopes or inlet/outlet structures show signs of erosion? _ Yes _ No _ N/A
- Are the pipes going into and/or out of the pond clogged or obstructed? _ Yes _ No _ N/A
- Do the impoundment and inlet areas show erosion, low spots or lack of stabilization? _ Yes _ No _ N/A
- Are there trees present on the banks? _ Yes _ No _ N/A
- Is there evidence of animal burrows? _ Yes _ No _ N/A
- Are contributing areas un-stabilized with evidence or erosion? _ Yes _ No _ N/A
- Do vegetated areas need mowing or is there a build up of clippings that could clog the facility? _ Yes _ No _ N/A
- Does sedimentation greatly decrease the ponds capacity to hold water? _ Yes _ No _ N/A
- Is there standing water in appropriate or inappropriate areas? _ Yes _ No _ N/A
- Is there accumulation of trash or debris? _ Yes _ No _ N/A
- Is there evidence of encroachment or improper use of the impounded areas? _ Yes _ No _ N/A
- Are there signs of vandalism? _ Yes _ No _ N/A
- Do any safety devices such as fences, gates or locks need repair? _ Yes _ No _ N/A
- Are there excessive algae or dominance of vegetation? _ Yes _ No _ N/A
- Is there evidence of automotive fluids entering or clogging the facility? _ Yes _ No _ N/A
- Is there evidence of a fish kill? _ Yes _ No _ N/A
- Do you see a lot of mosquito larvae (small “wigglers” or “tumblers”) in the water? _ Yes _ No _ N/A
- Is there evidence of excessive amounts of mosquitoes? _ Yes _ No _ N/A

Additional Observations: _____

Appendix 6: Buildings Checklist

(Club House, Barns, Range Buildings, etc.)

Answering "NO" to any of these questions indicates a need for corrective action.

Building being inspected: _____

Inspected by _____ **Date** _____

Location: Exterior:

- Is the building address or identification clearly visible? Yes No
- Are exterior lights in working order? Yes No
- Are the exits onto public streets free from visibility obstructions? Yes No
- Are trees and shrubs pruned? Yes No
- Are all building sides accessible to emergency equipment? Yes No
- Does the building appear to be in good repair? Yes No
- Is building free from signs of vandalism? Yes No
- Are exterior walls free from cracks or other damages? Yes No N/A
- Are windows free from cracks or broken panes? Yes No N/A
- Has vegetation been cut back from the building? Yes No N/A
- Are turf areas inspected for holes, exposed roots, etc.? Yes No N/A
- Are paved surfaces inspected and repaired (i.e., lifts, cracks, etc.)? Yes No
- Are combustible materials stored away from the building? Yes No N/A
- Is the building free from signs of exterior damage? Yes No N/A
- Are stairs, landings and handrails in good repair and fastened securely?
(inspect the bottom of each step) Yes No
- Are all septic clean out caps in place? Yes No
- Are all irrigation covers in place? Yes No N/A
- Do entrance doors close slowly to avoid hazards to fingers? Yes No
- Are utility/cable boxes marked "Keep Off"? Yes No N/A
- Is non-smoking sign readable and securely fastened to building? Yes No

Location: Interior:

Electrical System:

- Are all electrical panels secured? Yes No N/A
- Is a 3' clearance provided around all electrical panels? Yes No N/A
- Are all electrical rooms free from combustible storage? Yes No N/A
- Are all electrical panels cool to the touch? Yes No N/A
- Are all electrical panels free from evidence of burning and water? Yes No N/A

Have all electrical circuits been identified in panels? Yes No N/A

Are all electrical switches and receptacles in good repair, working order? Yes No N/A

Has the use of extension cords been discontinued? Yes No N/A

Have Ground Fault Interrupter's been provided on circuits in proximity to water? Yes No N/A

Is there a "lock-out" procedure in place? Yes No N/A

Heating System:

Is a 3' clearance provided around all heating equipment? Yes No N/A

Are furnace rooms kept locked? Yes No N/A

Are furnace rooms free from combustible storage? Yes No N/A

Housekeeping:

Is trash removed from the building? Yes No

Is storage restricted to designated areas? Yes No N/A

Is storage neatly arranged and secured from rolling away? Yes No N/A

Private Protection:

Is the cooking range hood fire extinguisher inspected on a monthly basis? Yes No

Is the cooking range hood filters clean? Yes No

Does cooking range hood ventilation fan run? Yes No

Are all portable extinguishers inspected on a monthly basis? Yes No N/A

Do all extinguishers have a current inspection tag? Yes No N/A

Do all the fire extinguishers gages indicate in "green" or "good" band? Yes No

Emergency Evacuation:

Are all exits and travel paths identified with illuminated "EXIT" signs? Yes No

Are travel paths leading to exits free of obstructions? Yes No

Are exits unlocked and operational? Yes No

Do emergency lights work when unplugged? Yes No

Are evacuation diagrams posted throughout the building? Yes No

First Aid:

Are first Aid Kits available and stocked? Yes No

Has AED been inspected and in good working order? Yes No N/A

Is AED stored in an area that is available to public? Yes No N/A

Miscellaneous:

Has flammable storage been limited to designated areas? Yes No N/A

Is all kitchen equipment clean? Yes No N/A

Comments: _____

Appendix 7: CCFSA Range Incident/Violation Report

1. If Known (the person(s) that caused the incident/violation):

Name: _____ Membership Number: _____

Time of Incident/violation: _____

Telephone Number (Day): _____ (Evening): _____

2. Location of incident/violation and conditions of area: (example: 100-yard rifle range, ground muddy)

3. Describe the Incident/violation: _____

4. Were there any injuries: Yes _____ No _____

If so, please describe: _____

First aid was provided: Yes _____ No _____

Was a CCFSA Emergency Report Sheet Completed: Yes _____ No _____

5. Was there any property damage: Yes _____ No _____

If so, please describe damage: _____

6. Was Law Enforcement Called: Yes _____ No _____

7. Describe steps taken to correct the violation (talked with member, asked member to leave, Shut down range, etc.):

8. Witness Statements: Interview witnesses separately. Use attachments if needed.

Witness (Name): _____

Address: _____

Phone Number (Day): _____ Evening: _____

Statement Attached: Yes _____ No _____

9. Additional Notes and Comments:

10. CCFSA Incident/violation report completed by:

Name: _____ Date: _____

Signature: _____

11. Disposition and follow-up:

Name: _____ Date: _____

Signature: _____

Appendix 8: CCFSA Emergency Procedure/Report Sheet

Effective Date: _____

EMERGENCY COMMUNICATIONS NUMBERS

Contact	Primary Phone Number	Secondary Phone Number	Primary Radio Frequency	Name of Person or Organization Calling
EMS	911	937-655-9275		Clinton County
Police	911	937 382 1611		Clinton County
Fire	911	937-655-9275		Clinton County

Poison Control

CCFSA CRSO	937-527-9454 C		David Hoover
CCFSA Safety	937-783-2762 H	937- 725-3195 C	Don French
CCFSA Range Rifle/Pistol	513-214-6547 C		Rich Nolte
CCFSA President	812-240-2169		Kelby Haase

EMT Qualified Personnel on site: _____

First Aid Qualified Personnel on Site: _____

CPR Qualified Personnel on Site: _____

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

Above all remember to breath & DO NOT panic. Stay in control

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all guns are unloaded and clear.
- The RSO will designate a person to secure the scene and the injured person's gear.
- The RSO will designate a person to notify EMS at **911** from the nearest telephone/cell phone/radio located on the rifle range and provides the following information:

1. Specific Location or Address of Incident with Directions Location:

Location: _____

Address: _____

Directions: _____

2. Telephone number that you are calling from: _____

3. Your name: _____

4. What happened and possible hazards for rescuers: _____

5. Number of people injured or ill: _____

6. Condition of injured or ill: _____

7. First aid provided: _____

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.

Emergency Response Procedures

A. Identify your self to the injured.

B. Inform injured of where and type of training you have (American Red Cross Standard First Aid & CPR).

C. Offer aid to the injured.

D. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.

E. Refrain from giving care to a conscious injured person whom objects.

F. Assume implied permission if the injured is unconscious or unable to respond.

G. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.

H. Move the injured only if his/her life is endangered.

I. Check injured for life threatening condition before providing care. Provide care only within your level of training.

J. Never dispense aspirin or medications; never administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.

- The RSO will designate a person to retrieve the first-aid kit and assist EMS personnel as needed.

Name of person designated _____

- If the accident involves a gun shot injury, the RSO will designate a person to notify police and preserve the scene as it appeared at the time of the incident.

Name of person designated _____

- The RSO will designate a person to go to the range entrance and direct EMS personnel to the injured.

Name of person designated _____

Coordination

The RSO will designate a person to supervise the situation and ensure fulfillment of emergency procedures by:

Name of person designated _____

1. Getting names of witnesses and taking of statements.

2. Provide EMS with treatment you have given, any release forms, medical history information you may have and next of kin information for the injured.

3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.

4. Complete injury report forms.

5. Notifying Chief Range Safety Officer. If unable call the CCFSA President and/or the appropriate committee chair, concerning activation of the emergency plan.

- Chief Range Safety Officer will notify:
 - CCFSA President
 - Appropriate Committee Chair
- CCFSA President will notify:
 - Insurance company
 - Personnel, committee chairs, and/or organization as appropriate

6. Evaluating emergency response procedures for possible revisions.

7. Filing copies of the injury report form with records as appropriate

Helicopter Medical Evacuation (Medevac)

There are several suitable MEDEVAC site available at CCFSA. These locations have been previous agreed to by local EMS.

<u>Location</u>	<u>Lat/Long</u>
▪ 200 yard range on the rifle/pistol range	_____ empty
▪ Behind the skeet fields	_____ empty
▪ In the wooded area	_____ empty

CCFSA Emergency Report Sheet Report completed by:

Name: _____ Date: _____

Signature: _____

Disposition and follow-up:

Name: _____ Date: _____

Signature: _____

Appendix 9: CCFSA Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day): _____ (Evening): _____

1. Describe nature and extent of injury (specify parts of body):

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

4. First aid was provided by (include names and phone numbers): _____

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Notification of next of kin (specify time, person contacted, and method):

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable)? _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.):

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

Witness (Name): _____

Address: _____

Phone Number (Day): _____ Evening: _____

Statement Attached: Yes No

11. Additional Notes and Comments:

12. Injury report completed by:

Name: _____ Date: _____

Signature: _____

13. Disposition and follow-up:

Name: _____ Date: _____

Signature: _____

Appendix 10: CCFSA release of Liability Waiver (Indemnification)

Release/Disclaimer

I do hereby assume full responsibility for any and all damages, injuries (including death), or losses that I may sustain or incur, if any, while attending, engaging, practicing, participating or witnessing shooting, hunting, hiking, fishing, riding, skiing, or any other activity and/or certain event(s) occurring in or about the premises of Clinton County Farmers' & Sportsman's Association (here-in-after CCF&SA) or at any offsite location. I hereby assume full risk, waive all claims and release and hold CCF&SA its instructors, and/or partners of said program or event, individually or otherwise, harmless for any and all liability, claims suits, damages, expenses, fees, actions, or rights of action or judgments as a result of injury or death to myself or members of my family or heirs, or my guests or damage, destruction or loss to my property, which in any way relates to, arises out of, or is in any way connected with my presence on the premises, or my participation in events or activities thereon, or the negligent acts or omissions of CCF&SA, its shareholders, members, board of directors, officers, employees, representatives, agents, affiliates or any other third party.

I am fully aware and understand that CCF&SA does not have on or about the premises, employ, or contract with any medical services, or provisions for ordinary or emergency medical services.

In consideration of my participation in the use of CCF&SA premises or facilities, I hereby release and covenant not to sue CCF&SA, its shareholders, board of directors, officers, employees, representatives, agents, affiliates and lessees from any and all claims resulting from any physical injury (including death) that may occur to me while participating in any program or event sponsored by CCF&SA.

I UNDERSTAND THAT THIS DOCUMENT WILL BE KEPT ON FILE BY THE CLINTON COUNTY FARMERS' AND SPORTSMEN'S ASSOCIATION AND THAT THIS RELEASE SHALL ALSO APPLY TO ANY ACTIVITIES THAT OCCUR SUBSEQUENT TO THE DATE OF MY SIGNATURE. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. **Parent or guardian(s) must sign if applicant is UNDER 18.**

Participant Name (Please Print)

Address (Please Print)

Apt or Suite Number (Please Print)

City (Please Print)

State (Please Print)

Zip Code

Participant's Signature

Date Signed

Parent or Guardian Signature

Date Signed

Appendix 11: Sample Range Safety Briefing

Purpose of the Shooting Event: Grouping and zeroing

Range Layout and Limits: Use a drawing from classroom exercise.

1. Ready area
2. Firing line
3. Target area
4. Impact area
5. Gun to target line (target & firing line numbers)
6. Left and right range limits

Range Safety Rules: Use wall poster or front of NRA Rule Books.

- NRA Gun Safety Rules

Rules for Safe Gun Handling:

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

Rules for Safe Usage:

- Know your target and what is beyond.
- Be sure the gun is safe to operate.
- Know how to use the gun safely.
- Use only the correct ammunition for your gun.
- Wear eye and ear protection as appropriate.
- Never use alcohol or drugs before or while shooting.

- General Range Rules: Check SOPs.
- Site-Specific Rules: Check SOPs of the range you are using.
- Administrative Rules: Check SOPs of the range you are using.

Firing Line Commands: Explain the appropriate action for each command.

Emergency Procedures:

- Take charge of the situation.
- Render aid.
- Call for help.
- Direct medical help to location.
- Take notes (Reports).

Appendix 12: Guidelines for Orientation

As of 8/12/2009

These are the minimum requirements to be considered for Non-BOD Members to be considered to be allowed to give CCFSA Orientation

- 1.0 Must be a member of CCFSA
- 2.0 Must have firearms background and or firearms training
- 3.0 Must have a defining reason to need to give Orientation
- 4.0 Must be approved by the board

If a person is approved the following requirement must be followed

- 1.0 Member must maintain a good standing as a member of CCFSA.
- 2.0 The Orientation privilege can be revoked by the Safety BOD at any time for any reason.
- 3.0 As a minimum the CCFSA Orientation must be giving as outlines in the CCFSA Rifle Pistol Power Point

Approved Members are listed below.

Rick Siermann

All BOD members

All Range Safety Officers

Appendix 13: Emergency Contact List

EMERGENCY COMMUNICATIONS NUMBERS

Contact	Primary Phone Number	Secondary Phone Number	Primary Radio Frequency	Name of Person or Organization Calling
EMS	911	937-655-9275		Clinton County
Police	911	937 382 1611		Clinton County
Fire	911	937-655-9275		Clinton County
Poison Control				
CCFSA CRSO		937-527-9454 C		David Hoover
CCFSA Safety	937-783-2762 H	937- 725-3195 C		Don French
CCFSA Range Rifle/Pistol		513-214-6547 C		Rich Nolte
CCFSA President		812-240-2169		Kelby Haase

Location of nearest First Aid Kit: _____; Location of nearest Fire Extinguisher: _____

1. Call 911 or number above.
2. Give location twice.
3. Stay on the line.
4. Send someone to road to guide emergency personnel.
5. If very rural send someone to a main intersection.
6. Apply first aid, stop bleeding, and prevent shock.
7. Secure evidence.

Above all else remember to breath & DO NOT panic. Stay in control