

Rockville Chapter, Izaak Walton League, Inc.



Range Rules and Procedures January 14, 2011

The Rockville Chapter of the Izaak Walton League, Inc. operates its Ranges for the safe enjoyment of target shooting by its members and their escorted guests. The Range Safety Committee, under the direction of the Chapter President, Officers and the Board of Directors is responsible for the safe operation of the Ranges. These are the only authorized and approved range rules and procedures, and they supersede all previous versions.

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Emergency Procedures

In case of a serious injury:

1. There are first aid kits at the:
 - a. Pistol Range
 - b. Rifle Range
 - c. Lower Chapter House
2. If anyone present has emergency medical training, ask them to give assistance.
3. If you don't have a cell phone, send one person to the Chapter house with an access card to call 911 to get help.
 - a. Have that person stay by the telephone after the call in case the emergency dispatcher calls back for more information. Follow 911 dispatcher's instructions and help direct them to the property.
 - b. The Chapter address and telephone number is:

18301 Waring Station Road
Germantown, MD 20874
301-972-1645
4. If the injured person is at the Pistol or Rifle Range send a second person, if available, to wait for the rescue crew on Waring Station Road. If the range road gate is locked, the Range Officer should provide that person with the combination to open the gate.

This person should remain at the entrance since the fire and rescue personnel may not all arrive at the same time.

5. If no medical personnel are present and you are not trained:
 - a) Do not move the injured person.
 - b) Make the injured person as comfortable as possible.
 - c) If bleeding, apply direct pressure to the wound (with a sterile dressing, if available).
 - d) Wait for medical assistance.

General Range Rules

The use of all Chapter ranges shall be in accordance with these General Range Rules and the specific rules for each range. All local, state, and federal laws must be obeyed.

1. The Chapter's ranges are controlled by the Range Coordinator, the range chairpersons (Archery, Pistol, Rifle, and Trap), and the Duty Range Officer(s) (DRO). The use of Chapter firearm ranges shall be under the supervision of a Chapter-authorized Duty Range Officer. The use of the archery range must be under the supervision of a range-approved member.
2. The Range Safety Committee is comprised of the Range Coordinator, range chairpersons, Range Security Officer, and any other person(s) appointed by the Chapter's Governing Body. This committee is in charge of evaluating and improving the safety of all ranges, revising these rules when necessary, establishing operational and safety measures, and submitting them to the Governing Body for approval.
3. It is the responsibility of all Chapter members to report violations of safety, procedure, or courtesy to the DRO, the range chairperson, the range coordinator, or a Chapter officer. At the discretion of the range coordinator, a member's range privileges may be suspended. A verbal suspension will be followed (within 7 days) by a written suspension using certified-return-receipt mail. The suspended member will be invited to explain to the Chapter's Governing Body why the suspension should be mitigated. The suspension will remain in effect until modified by a majority vote at a Board of Directors meeting. The names of all members with suspended range privileges will be displayed on all ranges.
4. Alcohol is not permitted on ranges or in range spectator areas. Ingestion of alcohol or any substance that impairs the judgment or ability of an individual is not allowed before or during shooting.
5. All firearms carried on Chapter property must be unloaded and cased or covered, except as allowed by law, or as approved by the board of directors.
6. A warning range flag will be flown on each range whenever that range is being used.
7. Members shall prominently display their current membership card when using any range.
8. When requested, members will furnish additional identification.
9. Members and guests must print their name, date, and time in the logbook when entering any range and record the exit time when leaving.
10. *Range Approved* members may use the Chapter's firearm ranges only under the supervision of a DRO.
11. Only range officers and Trap Safety Certified members may use the manual trap machine.
12. All commands of the DRO must be obeyed.

13. A person without a current *Range Approved* membership card will be considered a guest and must be supervised accordingly.
14. Any member at least 21 years old and whose membership card is stamped *Range Approved* may sponsor guests on Chapter ranges. The member is responsible for the direct supervision of his/her guests and may only supervise one guest shooting at a time. The member and guest may not shoot at the same time.
15. An individual certified as range officer and firing on the range by themselves when the Pistol Range is not staffed by a scheduled range officer, such as on weekdays and in the evenings, is acting as the range officer. If that person allows other Range Approved members or guests to shoot during that time, he/she must stop shooting and assume the supervisory duties of the Duty Range Officer. Otherwise the range shall remain closed to non range officers with the range sign indicating "Closed".
16. All organized shooting activities of the Chapter shall be exempt from the one-to-one guest supervision requirement stated above. The guests shall receive Chapter-supplied safety training pertinent to the shooting discipline prior to shooting.
17. Other than certified service animals, pets are not allowed on ranges or in range spectator areas when the range is in operation.
18. There shall be no shooting of firearms on Sundays before 1:00 P. M. or on any other day before 9 A.M
19. There shall be no shooting on any ranges after 8:00 P. M. on the nights of general membership meetings or board of directors meetings.
20. There shall be no shooting on the Pistol or Rifle ranges past one half hour after sunset or on any firearms range after 9:00PM.
21. When firing is in progress, ear protection and eye protection must be worn by all shooters in the Pistol Range house, the Rifle Range house, and by all persons forward of the spectator benches on the Trap Range. Ear protection, but not eye protection, is required in the Pistol Range spectator area (outside the Pistol Range house) and the Trap Range spectator benches.
22. The command **CEASE-FIRE** may be issued by anyone and shall be instantly obeyed. All shooters shall **immediately** cease firing, remove their finger from the trigger, point the firearm in a safe direction, and await further instructions from the Duty Range Officer.
23. All shooting shall be done from a fixed position.
24. The following fundamental safety rules apply to all Chapter firearm ranges:
 - a. Always keep the firearm pointed downrange,
 - b. Always keep the firearm unloaded until ready to use,
 - c. Always keep your finger off the trigger until ready to shoot.

These safety rules shall be interpreted in such a way as to also apply to archery.

25. Targets:

- a) Pistol and rifle shooters shall use only the special target frames that are located at each range.
- b) All firing must be done at paper targets mounted on the supplied target frames.
- c) Targets must be placed so that all projectiles impact the backstop area.
- d) Paper targets shall not be of identifiable human likeness. Examples of allowed paper targets are:
 - i. Bulls-eye targets.
 - ii. Targets drawn with a + sign.
 - iii. Animal silhouettes used in silhouette competition (turkeys, deer, etc.).
 - iv. Human silhouettes that fit in the backing panel.
- e) Metallic silhouettes may only be used in appropriate stands at the pistol range with air rifles or air pistols during Chapter organized activities. No other firearms are allowed on the range during these sessions.
- f) Trap shooters shall only shoot at thrown clay targets, except that shotguns may be patterned on the trap range using the supplied target stand with the shooter standing on position 5 (the rightmost position) in line between the blue and red pipes. The patterning target stand shall be placed in the red pipe.
- g) Target mounting structures and target materials other than specified in a) through f) above are prohibited. For example, shooting at cans or bottles is not allowed.
- h) Intentional firing at target frames, number boards, or to test penetration of any material is not allowed.

26. The patterning of shotguns on the Pistol or Rifle Ranges is prohibited.

27. Anyone testing hand-loaded ammunition or altered firearms shall notify all other persons on the range.

28. The mining of spent projectiles from range impact or drop areas is prohibited.

29. If a firearm misfires or experiences a weak load known as a squib, the shooter will keep the firearm's action closed and the muzzle pointed downrange for 30 seconds (120 seconds for black powder firearms) before checking for the cause of the misfire. After clearing the action, the barrel should be checked for obstructions before further use.

30. Loaded ammunition (including misfires) will not be discarded in trash cans. Loaded ammunition may be placed in the oil bath containers available on the Pistol and Rifle Ranges. Misfired shotgun shells shall be removed from the range.

31. The following ammunition is prohibited on all ranges:

- a) Armor Piercing
- b) Explosive
- c) Incendiary
- d) Tracer
- e) Multiple Projectiles
- f) Shot (except on the trap range and limited to 3 dram or less, 9, 8, & 7 ½ shot).

32. Fully automatic firearms are not allowed; this includes firearms capable of selective firing.
33. Additional muzzle loader rules include:
- a) No smoking in the range houses. No smoking around powder.
 - b) No open powder containers are allowed on the firing positions.
 - c) Use the correct powder.
 - d) Bullet removal:
 - i. Fire it empty, if possible.
 - ii. If a CO₂ "discharger" is available, use it.
 - iii. Do not pull the bullet.
 - e) Pour powder from a flask to an intermediate container (for example, a powder measure), and then to the barrel, for rifles, pistols, and revolvers.
 - f) Keep muzzle pointed down range for 120 seconds after a misfire. During the 120-second period, you may not reseat the bullet, re-fire, loosen the nipple, or remove the breech plug.
 - g) No direct blowing down a barrel.
 - h) Snap caps with the firearm pointed down range in your normal firing position. If you want to test for blockage, you may place a patch in the muzzle and "snap the cap".
34. A firearm or bow is in a **SAFE** state when the following conditions are met:
- a) Bows: no arrow nocked.
 - b) Muzzle Loaders:
 - i) Long guns and pistols: barrel(s) empty and de-primed or de-capped.
 - ii) Revolvers: cylinder empty and de-capped
 - c) All other firearms: action open (when possible, or see e) below), chamber empty, magazine out. If the magazine is not removable, it must be empty,
 - d) One of the following conditions must also be met:
 - i) Firearm tabled and pointed downrange.
 - ii) Firearm or bow racked.
 - iii) Firearm cased.
 - e) If it is not possible to lock open the action of a semiautomatic firearm, a spent casing or chamber safe signal flag shall be inserted sideways in the action to prevent it from closing completely.

The above definition of **SAFE** shall be used throughout the range rules.

35. No one may go forward of the firing line on a range until all firearms or bows have been made **SAFE**.
36. No one may handle a firearm or bow while anyone is downrange.
37. All firearms or bows that are not in use shall be made **SAFE**.
38. The use of paint-ball guns is prohibited on Chapter property.

39. No vehicles are allowed in the range area except vehicles:
 - a. used in work parties.
 - b. used to haul team shooting equipment.
 - c. of handicapped members who have a Motor Vehicle Administration rear-view mirror tag or license plate, or have been given permission by the range coordinator.
40. When the ranges are not in use, all gates and doors shall be kept locked with the locks set to "0000". Other than in an emergency situation as described under Emergency Procedures, only Chapter-certified range officers shall be given the lock combination and range authorized access cards. The combination shall be changed annually by January 15th.
41. Keep the ranges clean. Put all trash in the trash can or remove the trash from the range. Try to leave the range in better condition than you found it.
42. Pick up all spent shell casings and dispose of them properly in the containers provided. Each range shall have a spent casing receptacle. Brass, steel and aluminum will be recycled in the appropriate buckets. Reloaders are welcome to take casings from the receptacles.
43. An orange flag will be flown from the Trap House whenever anyone is down range or in the Trap House.

Duty Range Officer Pistol Range Commands

THIS TEXT INDICATES LOUD INSTRUCTION FROM THE RANGE OFFICER TO SHOOTERS.

This text indicates normal speaking voice instruction from the range officer to shooters.

This text indicates range officer tasks.

1. Make certain no one is downrange.
2. **MAKE THE LINE READY.**
 - You may stand forward of the red line.**
 - Eye and ear protection on.**
 - You may handle your firearm.**
 - You may load your firearm.**
3. Make certain that everyone has the required eye and ear protection in place.
4. **THE LINE IS READY.**
5. **COMMENCE FIRE.**
6. Monitor the shooters, spectators, and the range while firing is in progress.
7. **CEASE-FIRE.**
8. **MAKE THE LINE SAFE.**
 - Cylinders open and empty.**
 - Magazines out, actions open, chambers empty.**
 - Handguns tabled and pointed down range.**
 - Long guns racked.**
 - Stand behind the red line.**
9. Make certain the line is SAFE.
10. **THE LINE IS SAFE.**
 - You may go down range to change your targets.**
11. Make certain that no one crosses the red line.

Repeat step 1.

Archery Range Rules

1. Members (including the range officer) and their guests must legibly sign in the range log upon arrival including the date, the time of arrival, and their names.
2. Put the warning flag up on the center bow hanger.
3. No bows are allowed forward of the firing line.
4. Shooters are required to check behind the backstop prior to initially shooting.
5. Never nock your arrow until you are ready to shoot.
6. Make sure there is no one downrange when shooting. Never release an arrow without being able to see its full path to the target.
7. Always make sure of the flight path of your arrow.
8. Always shoot at a target. Never shoot straight up in the air.
9. Do not point your arrow up while drawing your bow.
10. If more than one person is shooting, all shall shoot from the same firing line.
11. The maximum shooting distance shall be 50 yards except for special club functions.
12. Broad-heads may be used on the range, but only into Styrofoam backing, not into excelsior. They may be used on other backings only during specific qualification events with approval from the Chapter Range Safety Committee.

Pistol Range Rules

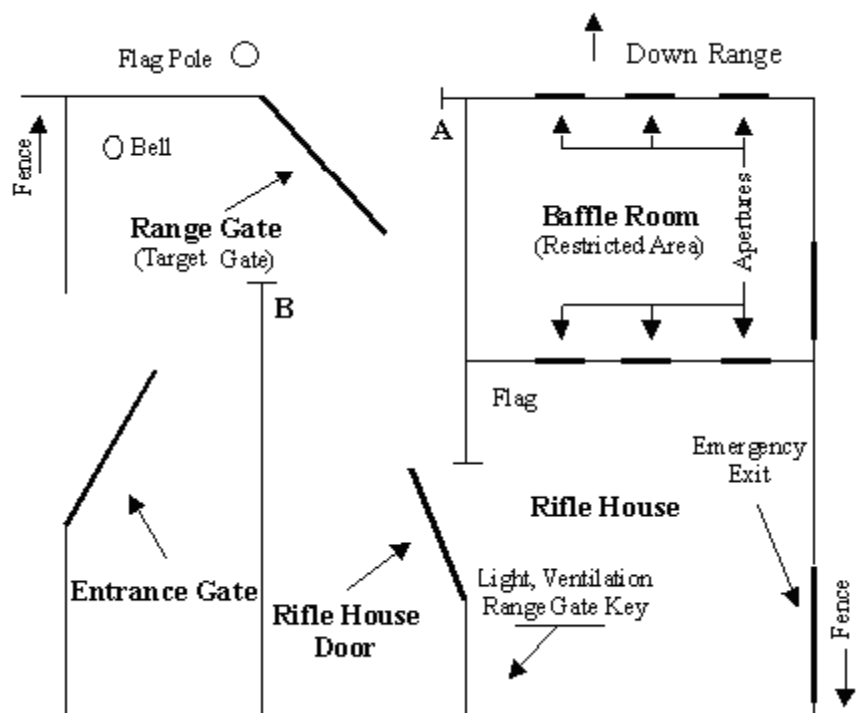
1. Members (including the range officer) and their guests must legibly sign in the range log upon arrival including the date, the time of arrival, and their names.
2. All firearms must be cased and uncased at the shooting position.
3. All firing on the Pistol Range shall be done under the supervision of a Chapter-authorized range officer who is present at the Pistol Range.
4. No one may be forward of the red line while any person is downrange.
5. All firearms, unless cased or racked shall be pointed downrange at the backstop.
6. All firing shall be conducted at one of the firing points through the apertures constructed for this purpose. All shots must be fired directly into the backstop. Dry firing is allowed only in the direction of the backstop.
7. No drawing and firing of firearms from holsters is permitted.
8. Barricade shooting is permitted using the removable barricade panels only. Barricade panels will be removed and stored in the storage area adjacent to firing point 9 when firing has been completed. Barricade shooting using the side walls of the firing point as the barricade is forbidden.
9. The only long guns authorized to use the pistol range are:
 - a. Rim fire rifles
 - b. Muzzle loaded rifles
 - c. Rifles chambered for pistol cartridges and M1 Carbine
 - d. Rifles shooting cartridges loaded with black powder
 - e. Shotguns loaded only with slugs or sabots.
 - f. Air rifles
10. Targets at the 50 yards line should be mounted on the provided metallic frames. Targets at closer distances should be clamped on two wooden sticks and placed into the appropriate stick holders at 25 yards and 50' or PVC bases at 7 yards.
11. Conversation shall not be directed to a shooter on the line except for the purpose of instruction or spotting.

Rifle Range Rules

1. Members (including the range officer) and their guests must legibly sign in the range log upon arrival including the date, the time of arrival, and their names.
2. All Firing by range approved members on the Rifle Range shall be done under the supervision of a Duty Range Officer who is present either at the Pistol Range or the Rifle Range.
3. If the target access gate is locked toward the entrance to the range (position B) and open toward the targets then someone is downrange. Wait until the person downrange returns to the rifle house.
4. The rifle house access doors must be closed at all times while firing is occurring. The target access gate must be locked at all times either toward the range entrance (position B while downrange) or toward the target area (Position A at all the other times).
5. Without exceptions, all firing of firearms must be done from within the rifle house at the designated firing points and the muzzle must be inserted into the firing aperture.
6. The rifle house emergency fire exit door must be closed during firing, but with both the big pins disengaged.
7. The baffle chamber shall be kept locked and is off-limits to all. In an emergency, e.g. a fire, there is a key available on the back wall in a breakable plastic container. If the baffle chamber is accessed for emergency reasons, the Range Safety Coordinator or Rifle Range Chairman shall be notified as soon as possible.
8. All apertures that are not in use shall be kept closed in order to contain noise.
9. The exhaust blower and interior lighting shall be on while using the Rifle Range and turned off when the last shooter leaves (main breaker handle down).
10. Only shooters, instructors, spotters, or DRO are permitted inside the rifle house.
11. Firearms incapable of accurately impacting the backstop area are prohibited.
12. Firearms shall only be loaded after the muzzle has been placed through the rear aperture. Muzzle loading firearms may be loaded with ball and powder prior to being placed in the aperture, provided the muzzle is pointed in a safe direction. Muzzle loading firearms shall not be primed or capped until the muzzle is inserted into the aperture.
13. Targets shall be placed on the designated area of the backer boards placed at the 50-yard, 100-yard or 138-yard positions. No target stands or targets shall be placed at any point above, behind, to the side, or in front of these positions. The 50-yard target stand shall be used only for zero-in at 50 yards.
14. A cease-fire to go down range shall be called when agreed to by all shooters. All firearms shall then be made SAFE.

15. When anyone is downrange, no one is allowed to stay inside the rifle house. Anyone not going downrange is to exit the range and the Range Gate must be locked in the position preventing access to both the range and rifle house by persons not going downrange (Position B on the Rifle Range diagram).
16. After all persons have left the target area and returned to the rifle house, the Range Gate must be locked in the position that prevents access to the down range and target area but allows access to the rifle house door (Position A on the Rifle Range diagram). Persons who had previously left the range because they were not going down range can then re-enter the range and rifle house.
17. Smoking is prohibited inside the rifle house.
18. All apertures in the rifle house shall be closed, the flag taken down and stored, the target access gate locked preventing access to down range (position A), and the master power breaker turned off prior to leaving the range.

Diagram of the IWLA Rockville Chapter Rifle Range



Opening Range:

1. Entrance Gate and Rifle House Door opened by Range Officer.
2. Lights and Ventilation on.
3. Sign in.
4. Remove Emergency Exit door pins.
5. All firearms must be made **SAFE**.
6. Range Gate locked in position B.
7. Flag up.
8. Hang targets.
9. Outside aperture(s) open.
10. Make sure no one is down range.
11. Range Gate locked in position A.
12. Rifle House Door closed.
13. Commence Fire.

Hanging new targets:

1. Cease-Fire.
2. All firearms must be made **SAFE**.
3. Range Gate locked in position B.
4. Hang targets.

Resuming Firing:

1. Make sure no one is down range.
2. Range Gate locked in position A.
3. Rifle House Door closed.
4. Commence Fire.

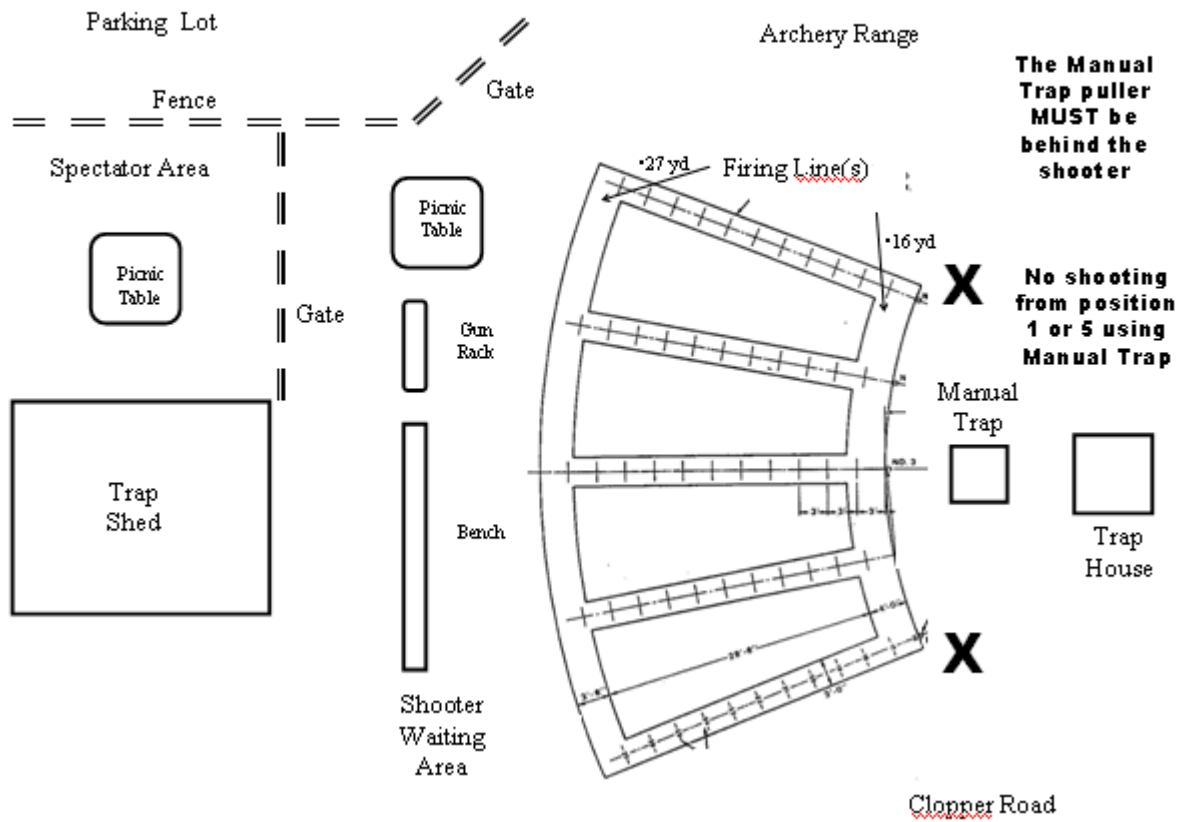
Closing Range:

1. Cease-Fire.
2. All firearms must be made **SAFE**.
3. Range Gate locked in position B.
4. Retrieve targets.
5. Flag down.
6. Outside apertures closed.
7. Make sure no one is down range.
8. Range Gate closed and locked in position A.
9. Replace Emergency Exit door pins.
10. Sign out.
11. Lights and Ventilation off.
12. Rifle House Door closed and locked.
13. Entrance Gate closed and locked.

Trap Range Rules

1. Members (including range officers) must advise the DROs of their intent to use the range even if the range is already in use.
2. Members (including the range officer) and their guests must legibly sign in the range log upon arrival including the date, the time of arrival, and their names.
3. All firing on the Trap Range shall be done under the supervision of a Chapter-authorized range officer. The Duty Range Officer will be present at either the Pistol or Rifle Ranges while shooting is taking place. The Range Officer will check for Trap Safety Certified status.
4. Only Chapter supplied launching equipment may be used. All portable launchers are prohibited.
5. Prior to shooting, check downrange to make certain that no one is down range. If you go down range, place the orange range flag into the trap house holder to indicate that you are down range.
6. All shells used on the range shall meet the following requirements.
 - a. Not to exceed 12 gauge 2 3/4" shells.
 - b. Not to exceed 3 drams equivalent load, (i.e., target loads)
 - c. From # 7 1/2 to # 9 size shot
7. When approaching or on the firing line, keep muzzle pointed down and action open at all times.
8. All spectators should remain behind the 27-yard line at the benches provided.
9. Noise should keep to a minimum so as not to distract shooters.
10. When using the manual trap stand behind the machine and cock arm.
11. No adjustments will be made to the manual trap machine.
12. No one shall be forward of any shooters.
13. Only positions 2, 3, and 4 are to be used with the manual trap.
14. Ensure that the manual trap arm is de-cocked and locked (with the combination set to "0000") after using the trap range.
15. All shooters are responsible for cleaning up the area when they are finished shooting and advise the DRO before leaving.
16. Firing Line Procedures for more than one shooter on the line when the automatic trap machine is in use:
 - a. The shooter starting on the No. 1 position remains the first to shoot through all five relays (Positions 1 - 5).
 - b. The shooter on the No. 1 position should not close the gun's action until the DRO calls "Line is ready."
 - c. Shooters will keep their gun's action open until it is their time to call for a target.
 - d. Shooters will load only one shell at a time, except when shooting doubles.
 - e. Shooters will stay at their position until the DRO directs them to move to the next position.
 - f. While moving between positions, all shotguns must have their actions open, and their magazines must be empty.
 - g. When a misfire occurs, all other shooters will clear their guns while the misfire is being investigated.

IWLA-R Trap Range Layout



Duty Range Officer (DRO) Responsibilities

- 1) It is the responsibility of the DRO to insure compliance by all shooters with all range rules.
- 2) Those members who qualify as range officers will be assigned a watch, normally four hours on Saturday or Sunday, from a rotating system as determined by the range scheduler.
- 3) It is the responsibility of the individual range officer to notify the range scheduler if the time or date of the assignment is unacceptable.
- 4) The DRO is required to spend their assigned watch on the pistol range supervising shooters. If an emergency arises so that the range officer cannot make their assigned duty time, it is their responsibility to find a substitute range officer and notify the Range Officer Scheduler of the change.
- 5) The primary responsibility of the DRO is the supervision of the Pistol Range.
- 6) The DRO will display his/her membership card in such a manner that range officer status is prominently displayed and ensure that every member on every range displays their membership card (except for sanctioned events).
- 7) The DRO will perform the following duties:
 - a) Open the gate to the Pistol/Rifle Range access road.
 - b) Make a safety inspection of each range prior to opening that range for use. If a range is determined to be unsafe, it shall not be used, and the specific range chairperson, the range coordinator, or any Chapter officer, shall be notified. Some specific items to check are:
 - i) Trap Range - Check the hand trap operation, un-cock (if it is cocked), lock it and replace the cover.
 - ii) Rifle Range - If the exhaust fan or lights are inoperative or if the emergency exit door is blocked, the range cannot be used.
 - iii) Pistol Range – Visually check the Pistol Range house for flying insects like bees, wasps, hornets, etc. If these insects are present and you can dispose of them with the insect spray normally kept in the in the accessory box, the range may be opened. If you cannot, for any reason, get rid of the insects, the range cannot be used.
 - c) Maintain strict discipline. Pistol Range commands are posted on the walls and in these rules.
 - d) Require all members to display membership cards. Only members with a current membership card stamped *Officer* or *Range Approved* may shoot under the supervision of the range officer. Shooters not in possession of a current *Range Approved* membership card may shoot as a guest, if the requirements for a guest are met (See the General Range Rules).
 - e) When they enter the Pistol, Rifle, Trap and Archery Ranges, make sure that members (including the range officer) and their guests enter the date, the time of arrival, and their names, legibly, in the range log. When they depart from the range, they shall record the departure time next to their original entry.
 - f) Make certain that all persons are wearing ear protection and eye protection as required.
 - g) Spectators are allowed in the shooting areas at the discretion of the DRO.

- h) At the pistol range, assign firing positions so that shooters firing large caliber pistols, muzzleloaders and shotguns (loaded with slugs) are toward the right-end firing positions.
 - i) At the Pistol Range, make certain that no one goes down range until all firearms are made **SAFE** and no one is forward of the red line.
 - j) Make certain that no one goes forward of the Pistol Range red line while anyone is downrange.
 - k) Ensure that target frames are placed only in designated positions, that proper backing is used and that it is positioned at the proper elevation, so that all the bullets hitting the target will impact the backstop (large cardboard for 50 yards only).
 - l) Ensure that shooters, when finished shooting remove targets and target mounting cardboard from the target frame. The cardboard should be returned to the storage area with staples removed or, if not usable anymore, placed in the recycle bin.
 - m) All shooters shall police the area for spent casings and deposit them in the receptacles provided.
 - n) Make sure that all misfires are disposed of properly (either dropped in the oil bath container or carried outside the property by the shooter at the end of the firing session).
 - o) Lock the range gates when closing, and set the locks to "0000."
 - p) Empty the trash can into the dumpster at the end of the duty assignment.
 - q) Close and lock the Pistol/Rifle Range road access gate with the lock set to "0000".
- 8) The DRO shall:
- a) Request violators of any range rule to discontinue shooting.
 - b) Close any range during their assigned watch, provided a situation has arisen that would endanger the surrounding community or persons on Chapter property, inclement weather included. The DRO will notify the range coordinator of such decision.
 - c) Be the final authority in any situation, which may arise during their watch, provided the range coordinator is not present on the range.
- 9) If there is only one DRO on duty and that range officer is required on another range to make a management decision or lend assistance, the Pistol Range will be closed until the range officer returns, unless one of the shooters is a range officer and agrees to act as range officer. In the event the Pistol Range must be closed and the range officer is needed somewhere other than the Rifle Range, the Rifle Range will also be closed, unless one of the rifle shooters is a range officer.
- 10) When the DRO's assigned time has been completed and there are still shooters present on the range, the range will be closed unless one of the shooters is a range officer and agrees to stay and act as DRO.

11) A warning flag must be flown when any range is in use. The flag must be taken down and stored when you close the range. The flags are stored in the following locations:

- a) Pistol Range: accessory box.
- b) Rifle Range: rifle house.
- c) Trap Range: log book box.
- d) Archery Range: tube on the post that holds log book box.

Appendix 1

Becoming Range Approved or a Range Officer

Range Approved

A member must meet the following requirements to become *Range Approved*:

- a. be at least 18 years old,
- b. successfully complete the Range Orientation course,
- c. sign a statement attesting that they have read and understand the range rules.

Upon completion of these requirements, the member's membership card will be stamped *Range Approved*.

To maintain Range Approved status all members must sign the range rule attestation annually.

Range Officer

A member must meet the following requirements to become a Range Officer:

- a) be 21 years old or older,
- b) have his/her membership card stamped *Range Approved*,
- c) obtain Range Officer certification,

Certification consists of a DRO attesting that:

- he/she observed the member shoot on the Pistol Range for 30 minutes,
- the member understood the range commands issued,
- the member did not violate any of the Pistol Range rules.

The signatures of three DRO, on three different occasions, on the Range Officer Certification card indicates the completion of this requirement.

- d) successfully complete the Range Officer course.

Upon completion of these requirements, the member's membership card will be marked *Officer* or *Range Officer*.

Range officers shall be re-certified every 5 years on a schedule established by the range coordinator, range scheduler, and membership secretary. Re-certification shall consist of successful completion of the Range Officer course. The Range Safety Committee reserves the right to change this schedule.

Appendix 2

Duty Range Officer Procedures

When you receive your RO assignment letter:

- Check your calendar and verify you can work your assigned shift. IF YOU CANNOT, contact the range officer scheduler immediately and arrange to be rescheduled.
- The DRO is required to spend their assigned watch on the pistol range supervising shooters. If an emergency arises so that the range officer cannot make their assigned duty time, it is their responsibility to find a substitute range officer and notify the Range Officer Scheduler of the change.

One week before your assigned date:

- Review the Range Rules and Procedures. They are available in the information center at the Chapter house or on the Chapter website at www.iwla-rockville.com. If you have questions or concerns, contact one of the people listed under “Need Help on the Range?”

On your assigned date:

Opening the ranges:

- The ranges open at 1:00 pm, sharp. You are expected to arrive at 12:45 and inspect the trap, rifle, and pistol ranges before you open the range. The following steps are mandatory:
 - Check the trap range. Inspect the hand trap; verify it is covered, that the equipment is correctly locked, and that the combination is set to 0000.
 - Open the range road access gate to the pistol and rifle ranges. The gate must remain open during your shift. The lock is to be attached to the chain and set to 0000 during this time.
 - Inspect the rifle range and the range house. Verify that the lights and fan are working. If they are not, keep the rifle range closed and report the problem to the rifle range coordinator. If the range house is damp or wet, open the back door to let it dry.
 - Open the pistol range, visually inspect the range and verify no hazards exist. If you notice any problems, report them to the pistol range coordinator. Raise the red range flag, change the range sign to “open”, and sign in as Duty Range Officer (DRO).

Operating the ranges:

- Two Range Officers are assigned to work each shift. If your partner does not arrive at the start of their 12:45 shift, NOTIFY Range Officer Scheduler IMMEDIATELY.
- When members and their guests arrive to shoot, have them sign in using the logbook including name, date, and time.
- Shooters must use the correct target backers for the distance they are shooting. Small backers are used at 7 yards, 50 feet, and 25 yards. Large backers are used at 50 yards only.
- Use the range commands as posted; do not make up range commands.
- Observe the impact of each shooter's rounds and verify they are hitting the berm. If they are not, the shooter must make adjustments until their rounds impact the berm.

- Whenever anyone is downrange on the pistol range, one RO must observe the downrange area and one must maintain safety inside the pistol range house. If only one RO is on duty, he/she should position themselves at the corner of the range gate that allows a clear line of sight to both down range and red line. When all have returned, tell all to stay behind the red line and check the front of the positions to make sure no one is there before returning to the line.
- Shooters are responsible for policing their own spent casings and must leave their position clean and tidy when they have completed shooting.
- Shooters must remove their staples from the cardboard backers when they have finished shooting.
- During inclement weather and if no shooters are present, you may retreat to the Chapter house. You must leave a sign at the pistol range and close the range before going to the Chapter house, and you must return to the range if anyone (even another RO) wants to shoot.

Closing the ranges

- At the end of your tour, you must verify that all ranges are tidy and either closed, or under the control of another Chapter certified Range Officer. The following steps are mandatory:
 - Verify all brass has been policed from the floor of the pistol house and that all trash and recyclable materials have been deposited in the appropriate bins.
 - If a Chapter certified Range Officer is using the pistol range, they may assume control of the range when you depart. Otherwise, close the pistol range:
 - Lower and stow the range flag. Hang the flag to dry under cover if wet.
 - Turn the range sign to “closed”.
 - Sign out.
 - Make certain the gate latches behind you when you leave.
 - Check the rifle range:
 - If a Chapter certified Range Officer is using the range, they may assume control of the range. Otherwise, close the rifle range:
 - If it is flying, lower and stow the range flag.
 - Verify the baffles are closed.
 - Turn off the electricity.
 - Lock all doors and gates. All combinations must be set to 0000.
 - Sunday Range Officers must bring the trash and recycling bins from the pistol range up to the end of the range road.
 - Close and lock the range road access gate. The combination must be set to 0000.
 - Check the trap range:
 - If a Chapter certified Range Officer is using the range, they may assume control of the range. Otherwise, close the trap range:
 - If it is flying, lower and stow the range flag.
 - Inspect the hand trap; verify it is covered, that the equipment is correctly locked, and that the combination is set to 0000.

Need Help on the Range? Contact any of the following:

Chapter President

Range Safety Coordinator

Rifle Range Chairman

Archery Range Chairman and Coordinator

Chapter 2nd Vice President

Pistol Range Chairman

Trap Range Chairman

Range Officer Scheduler