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# Riverside Gun Club

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Range Rules and  
Procedures

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2015 Edition

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## Riverside Gun Club Range Rules and Procedures

The Riverside Range Rules have been developed over the years to provide clear guidance to all users of the ranges with the sole purpose to provide a safe shooting environment for the Riverside Gun Club members and their guests. Safety is everyone’s responsibility and must be taken seriously at all times.

Maintaining the rules of all the ranges at the Riverside Gun Club is the responsibility of each member and their guests. Since poor firearms handling can result in club damage, personal injury, and even death, these rules are strictly enforced. Violations of the rules will result in severe penalties or legal action.

The procedures included in the *Membership Booklet* which is given to every member when they are accepted as members and all *Range Rules* are in full effect at all times. Members are expected to know and follow all rules and procedures.

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## Section 1 – General/Administrative Procedures

1. All incoming members must have satisfactorily passed a Riverside Safety Orientation prior to using any of the ranges.

Open shooting depends on all users being able to demonstrate their ability to properly handle firearms and follow safe range procedures. To verify that members are familiar with the range rules and operation, a Club Safety Orientation sticker is required to be placed on the back of your keycard. Orientations are available after regular club meetings, and by special appointment with any qualified appointee of the Club President. Members will be asked to sign a statement certifying that they understand the rules and regulations.
2. All Federal, state, and local firearm laws must be obeyed.
3. Sanctioned Club events can supersede or modify any and all rules.
4. Members are limited to a maximum of TWO guests at any time except Skeet and Trap.
5. Members are responsible for and must accompany their guests.
6. All ranges are restricted to members and guests only.
7. Children must not be left unattended.
8. Membership badges MUST be displayed at all times when on club property.
9. Paid instruction is prohibited except as part of a Club organized event by Club approved instructors only.
10. Always wash your hands and face with soap and cold water after shooting or cleaning your firearms.
11. The use of Alcohol, marijuana or prescription medications which have restrictions for operating machinery or have any mind or behavior altering effects or illegal Drugs is strictly prohibited. – See the ***Alcohol Beverage and Controlled Substance Policy*** in the Riverside Gun Club Membership Booklet for greater detail.
  - a. Accordingly, this includes all SKEET & TRAP fields, all RIFLE & PISTOL ranges, all ARCHERY ranges and any facilities provided for the throwing of AXES, KNIVES, SPEARS, ETC. In the interest of both safety and the reputation of the club, this rule shall be in effect AT ALL TIMES
  - b. Members who are found to be in violation of the above rules, shall be subject to disciplinary action as determined by the Executive Committee. That disciplinary action may include, but is not limited to, suspension of membership privileges or removal from the Club’s Membership lists without refunding of dues. Non-members or guests or family members in violation of any of the above regulations will be asked to leave the club immediately.
12. Riverside Gun Club is not responsible for damage to or loss of personal equipment used at the archery ranges.

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## Section 2- Gun Safety Rules

### NRA Gun Safety Rules

**1. Always point the muzzle of your gun in a safe direction.**

This is the primary rule of gun safety. A safe direction means that the gun is pointed so that even if it were to go off it would not cause injury or damage. The key to this rule is to control where the muzzle or front end of the barrel is pointed in the safest direction, depending on different circumstances at all times.

**2. Always keep your finger off the trigger until you are ready to shoot.**

When holding a gun, rest your finger on the trigger guard or along the side of the gun. Until you are actually ready to fire, do not touch the trigger.

**3. Always keep your firearms unloaded until you are ready to use it.**

Whenever you pick up a gun, immediately engage the safety device if possible, and, if the gun has a magazine, remove it before opening the action and looking into the chamber(s) which should be clear of ammunition. If you do not know how to open the action or inspect the chamber(s), leave the gun alone and get help from someone who does.

### General Range Safety Rules

**1. Know your target and what is beyond.**

Be absolutely sure you have identified your target beyond any doubt. Equally important, be aware of the area beyond your target. This means observing your prospective area of fire before you shoot. Never fire in a direction in which there are people or any other potential for mishap. Think first. Shoot second.

**2. Know how to use the gun safely.**

Before handling a gun, learn how it operates. Know its basic parts, how to safely open and close the action and remove any ammunition from the gun or magazine. Remember, a gun's mechanical safety device is never foolproof. Nothing can ever replace safe gun handling.

**3. Be sure the gun is safe to operate.**

Just like other tools, guns need regular maintenance to remain operable. Regular cleaning and proper storage are a part of the gun's general upkeep. If there is any question concerning a gun's ability to function, a knowledgeable gunsmith should look at it.

**4. Use only the correct ammunition for your gun.**

Only BBs, pellets, cartridges or shells designed for a particular gun can be fired safely in that gun. Most guns have the ammunition type stamped on the barrel. Ammunition can be identified by information printed on the box and sometimes stamped on the cartridge. Do not shoot the gun unless you know you have the proper ammunition.

**5. Wear eye and ear protection as appropriate.**

Guns are loud and the noise can cause hearing damage. They can also emit debris and hot gas that could cause eye injury. For these reasons, shooting glasses and hearing protectors should be worn by shooters and spectators.

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## Section 3 – Rules for All Firearm Ranges

### NRA Gun Safety Rules

1. **Always** point the muzzle of your gun in a safe direction.
2. **Always** keep your finger off the trigger until you are ready to shoot.
3. **Always** keep your firearms unloaded until you are ready to use it.

### Procedures for all gun ranges

1. The Range Officer is absolute law on all ranges.
2. Eye and Ear protection **MUST** be worn by ALL persons on or near the range.
3. Courtesy is required
4. Horseplay is prohibited. Horseplay or other activities not related to shooting are not allowed on the range.
5. Cease Fire

A “Cease-Fire” call on a range means that every person on the range must immediately STOP, place their firearm in a “SAFE” condition, and put the gun down so that your hands are off the firearm. You may not touch your firearm until the situation that created the Cease-Fire is resolved.

Anyone can call a “Cease-Fire”. If you see an unsafe condition, or any other event that could create an unsafe condition, it is your responsibility to call the Cease-Fire and bring the problem to the attention of others. Remember that safety is the most important thing.

Going Down Range – If for any reason, you need to go down range (to hang a target, fix a target, etc.) you must first be sure that the range is safe. You do this by letting each person on the range know that you wish to go down range. Each person should then make their firearm “safe” and stand clear of it until all persons are done downrange. You may load detachable ammunition magazines, but at no time may you handle the firearm until every person is back behind the firing line. It is considered good etiquette to keep your trips down range to a minimum. Hanging multiple targets at a time is preferred over multiple trips.

Safe Condition – A firearm is considered safe when all the following conditions are met:

- a. Firearm is UNLOADED
- b. The action of the firearm is OPEN and facing upward; a safety flag is placed into the chamber, or both.
- c. A person is not handling the firearm.

It is your responsibility to ask each person to make his or her gun safe, and to verify that it is safe. Black Powder shooters have a unique situation and should be allowed to finish firing if at all possible, but, if not, every effort must be made to prevent the firearm from discharging.

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6. All shooting MUST be directed at the backstop; never at items on or near the ground between the firing line and the backstop.
  7. Purposeful shooting of the beams, railings, roof or any other part of the firing line structures, or any other club property is wanton destruction of club property will result in expulsion of the perpetrator from the Club.
  8. Accidental shooting of the beams, railings, roof or any other part of the firing line structures, or any other club property will result in removal of the perpetrator from the range and disciplinary action by the Club
  9. Intentional shooting above the berm will result in expulsion from the Club.
  10. Individuals who shoot at the ground or higher than the berm will be removed from the range and will face disciplinary action by the Club.
  11. Shooting at any object other than targets (See Section 4A #5 and Section 5B #11 for details) or that are not in the designated target areas is unsafe and will result in removal of the perpetrator from the range and disciplinary action by the Club.
  12. Guns that are out of the case and not being fired must be benched (Actions open and facing up, chambers empty, muzzles pointing downrange and safeties on.) For muzzleloaders, refer to Section 4D for Black powder procedures.
  13. Only load your firearm when you are on the firing line, keeping the muzzle pointed downrange at all times. Keep actions open when not shooting. For muzzleloaders, refer to Section 4D for Black powder procedures.
  14. Illegal firearms, automatic firearms and cannons are prohibited.
  15. Tracer and incendiary, ammunition are **strictly** prohibited.
  16. Fast draw, shooting from the hip, and all other “trick” shooting are prohibited.
  17. Always bring the muzzle of the gun up from the ground and not down from the sky. There is no reason your firearm should ever be pointed above the backstop.
  18. Rapid firing, which the Club defines as greater than 2 rounds per second, is prohibited. Double-taps are allowed so long as the muzzle remains in the complete control of the shooter. For all non-standard types of shooting consult with the Rifle & Pistol Chairman.
  19. Eating, drinking, and smoking while on the firing line is prohibited. Such activities should be done away from the firing line.
  20. Before leaving the range, clean up all targets and trash and either dispose of it in the rubbish receptacles provided or take it with you.
  21. Police your brass. You must either place your brass in the provided buckets or you must take your brass home with you. Once brass is in the buckets it is property of the Club.
  22. It is every member’s responsibility to report safety violations to the Club using the Incident Report Form which is available from the bartender in the clubhouse or any Range Officer.

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## Section 4 – Rules Specific to the Outdoor Ranges

### NRA Gun Safety Rules

1. **Always** point the muzzle of your gun in a safe direction.
2. **Always** keep your finger off the trigger until you are ready to shoot.
3. **Always** keep your firearms unloaded until you are ready to use it.

### A. Outdoor Rifle & Pistol

1. NO shooting is allowed on any of the outdoor gun ranges (rifle, pistol or shotgun) before 9:00AM, 7 days a week. All outdoor shooting must cease at dusk, except during a club sponsored event and then in no case will there be any shooting after 9:30PM.
2. The outdoor Rifle/Pistol Range gate will open to authorized Key Cards/Fobs at 8:45AM to allow setup before the 9:00AM start of shooting time.
3. The outdoor Rifle/Pistol gate WILL NOT open to authorized Key Card /Fobs after 7:00PM (Winter) or 8:00PM (Summer) or if the Range(s) are closed.
4. There are THREE Outdoor Ranges. The 100-yard, 60-yard and 25-yard all operate independently. It is NOT necessary to make more than one range safe except if an emergency affects two or more ranges.
5. Targets
  - a. Paper, cardboard targets and skeet “birds” are the only legal target material.
  - b. Paper and cardboard targets must be mounted in/attached to Target Frames.
  - c. Target frames can be made of wood or plastic.
  - d. When using the Riverside Gun Club supplied wooden target frames, the targets must be centered on the cardboard so as to reduce the potential for hits to the frames.
  - e. Skeet “birds” must be at least 2 feet from the bottom of the backstop and no higher than 6 feet from the bottom of the backstop.
  - f. Plastic jugs/bottles and cardboard/wood boxes are NOT allowed.
6. Metal Targets: The only metal allowed is the use of approved AR 500 metal plates, silhouette and “spinner” type targets suitable for the caliber you are shooting. Extreme care should be taken to avoid any ricochet condition from any metallic target.
7. Tin or glass items as targets are prohibited.
8. Targets must be placed at the backstop 2 or 3 feet from the bottom no higher than 6 feet from the bottom.
9. Backstop: Climbing up or digging into the backstop is NOT allowed.
10. On the 25 yard range, no shooting is allowed between the bench and the fence at the front of the shelter.
11. If all shooters are in agreement, the firing line can be moved forward of the benches

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on the 60 and 25 yard ranges. When the firing line is moved forward, a “Cease Fire” must be called if the firing line becomes staggered (one shooter forward of another) anywhere on the range. Shooters in a firing line that has moved forward must remain in the line. If a shooter runs out of ammunition, he/she must stay in the firing line and can not return to the bench to reload. The only exception is if the shooter who needs to reload, holsters (not pockets) the pistol and does not touch the pistol until he or she has returned to the firing line. No handling of firearms is allowed at the bench or anywhere on the range except on the firing line when shooters are forward of the bench for any reason.

12. When the firing line is moved forward of the bench, **no firearms handling is allowed at the bench under any circumstances**, this includes new arrivals removing their firearms from the cases, or packing firearms to leave until all persons are again behind the benches. Loading of magazines is allowed so long as handling of firearms is not required.
13. Hand Gun use on the 100 yard Range is prohibited.
14. Exploding targets are not allowed.

#### **B. Skeet and Trap**

1. Keep the muzzle of your gun pointed in a safe direction at all times.
2. No firearm will be carried closed except on a shooting station or when a break action is placed on the rack.
3. All firearms will be unloaded and open except when on the station.
4. Eye and ear protection must be worn.
5. Trap: Only load one shell per target.
6. The range officer is absolute law on these ranges, violators of regulations will be held answerable to the executive board. Use common sense and show shooting courtesy.
7. Do not proceed to the next station until all shooters have finished. Only firearms designed for clay target shooting are permitted on the fields.
8. Be ready for your turn to shoot.
9. Only bio-degradable targets may be used.
10. Only non-toxic (eg. Steel shot) ammunition (#7, #6) light or heavy not to exceed 3-dram eq. in powder is to be used. Skeet: No more than 2 shells are to be in a gun at any time.
11. No horseplay or interference with shooters permitted. No alcoholic beverages allowed.
12. Illegal firearms and shotguns with a barrel length of less than 22 inches are prohibited.
13. Sign up for skeet, trap and 5 Stand rounds with the range officer on duty.
14. Un-orthodox and trick shooting will require the strict supervision of at least one RGC range officer and be subject to immediate VETO.
15. Hand thrown bio-degradable clay targets are allowed between 9:00 AM and Dusk on 2 lower fields only when Skeet/Trap is not open.

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## C. Outdoor Archery

1. Safety is the number one rule to be practiced.
  - a. Check your equipment on a regular basis (especially on growing children).
  - b. Check that arrows are in good repair and long enough for growing draw lengths.
  - c. Check that strings and cables are in good repair and that servings are intact.
  - d. If in doubt, have it checked by a trained professional before shooting it anymore.
2. Make sure the target area is clear of people and animals before shooting.
3. Archers under the age of 18 must be accompanied by an adult.
4. Bows are only to be drawn at the shooting line and in the direction of targets.
5. Arrows must be pointed down range at all times, while drawn.
6. No firearm discharge allowed on or at any archery range.
7. Absolutely no horseplay on the range.
8. Do not nock an arrow until everyone is safely behind the shooting line.
9. No sky-drawing - An arrow released from any point of your shooting form must stay on the range.
10. Archers may only use broadheads on the Broadhead Target buttress located in the Hunter Range.
  - a. Archers using the Broadhead target buttress are responsible to use the foam provided to repair the sliced foam in the buttress.
  - b. Archers may NOT use Broadheads on any other target buttress.
11. Alcoholic beverages may not be consumed 4 hours prior to or during shooting on any of the archery ranges.
12. Members or guests under the influence of drugs (prescription or otherwise) that impair one's ability to shoot safely, may not use any of the archery ranges.
13. Treat our range property with respect. Theft and vandalism are addressed per current Riverside Gun Club By-Laws. Protect your privilege to shoot here!
14. On the NFAA Field Archery Range:
  - a. Do NOT Backtrack on the NFAA Range!!!! You may walk into the shots of archers following the range. Walk forward to the next target position.
  - b. When going behind a buttress to retrieve arrows, lean a bow against the face of the target to let following shooters know that you are there.
15. On the Hunter Range:
  - a. Available tree stand may be used to shoot broadhead target or other animal stands in range.
16. Be considerate of fellow shooters.
  - a. No shooting across lanes (shooting other targets than the one on your lane).
  - b. No distracting other archers on a shooting line or in the process of shooting.
  - c. No intentionally damaging other archer's equipment.
  - d. Always practice good sportsmanship and use common sense.

## D. Black Powder

We welcome black powder shooters on our public lines and for special, monthly events. The words "Black Powder", "Muzzle-Loader", "Flintlock" & "Percussion" seem to hearken back to earlier, simpler times. The reality is, however, that most of us need to learn the protocols of those times if we are going

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to shoot black powder, which can be rather complex, so a little instruction may be in order. We welcome new shooters to come to the monthly black powder shoots, held on the 4th Sundays each month, to learn the right way before coming to the public lines.

### **Range Safety Rules for Black Powder Firearms**

#### **Definitions:**

- “Powder” includes black powder and all substitutes.
- “Closed” means tight fitting, spark-tight.
- “Powder measure” is a small device holding about one shot worth of powder and not an attached part of a powder container. Usually not closed.
- “Powder container” usually holds more than one shot worth of powder.
- “Prime” means to charge the pan or install a cap.
- “Pre-measures” are small, closed containers holding a measure of powder, and sometimes other components, for one shot.

#### **General**

1. No smoking on or near the line. Smoke only in designated areas.
2. A loaded arm must be pointed down range and closely attended at all times. Once primed on the line, it must be held by the shooter until discharged.
3. When moving around with an unloaded arm, the arm must be carried muzzle up.
4. Do not carry black powder or its substitutes anywhere but from your transportation directly to the range. When leaving the line, put powder in your range box or bag. When leaving the range, take all of your gear, ammunition, and accoutrements to your transportation. Do not bring any powder, lead, or other ammunition components into the clubhouse.

#### **Powder**

1. Powder must always be in a closed container except when filling the powder measure or, for pre-measures, charging the arm.
2. Powder should be kept in the original factory containers until put in horn, flask, powder measure, charger or cartridge. No breakable or spark inducing materials containers such as glass or steel are to be used to store powder.
3. No more than one, one pound, container of powder per shooter allowed on the firing line. All other powder containers must be in a closed range box or bag kept behind the firing line.
4. Filling of horns, flasks, multiple pre-measure devices, etc., must not be done on the firing line. Move well back (minimum of 15') from the line.

#### **Caps**

1. Percussion caps must always be in a closed container except when priming the arm. No loose caps allowed; keep them covered.
2. Caps should be kept in the original factory containers until put in a capping device. Breakable containers such as glass for caps are prohibited.
3. No more than one tin of caps per shooter allowed on the firing line. All other cap containers must be in a closed range box or bag kept behind the firing line.

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### Paper cartridges

1. Paper cartridges must be kept in closed containers until one is removed for use.

### Taking a break

1. Powder or cap containers are not permitted off ranges or in smoking areas unless kept in a securely closed range box or bag.

### Loading

1. **USE BLACK POWDER OR PYRODEX-EQUIVALENT POWDERS ONLY TO LOAD YOUR MUZZLELOADING FIREARM.** Never use even small amounts of smokeless powder, even if it is black in color. The use of any other propellant may cause injury or death to the shooter or bystanders and damage the firearm.
2. **NEVER EXCEED THE MAXIMUM RECOMMENDED POWDER CHARGE CONTAINED IN YOUR INSTRUCTION BOOK.** To do so could result in injury or death to the shooter or bystanders.
3. **NEVER POUR POWDER DIRECTLY FROM A POWDER FLASK OR CONTAINER.** A sudden powder ignition from a lingering spark could cause the entire flask to explode. Use an individual charge from a powder measure when loading your rifle. Read and follow your powder manufacturer's procedures for powder storage.
4. **NEVER USE THE WRONG AMMUNITION COMPONENTS.** Only use ammunition components that exactly match the caliber markings on your firearm and are meant to be used together. Use only pure lead loading components when shooting lubed conical bullets. Do not use any other lead alloys such as found with repurposed tire weights with lubed conical bullets as they may be too hard for proper and safe use in your muzzleloader.
5. **WHEN LOADING, BE CERTAIN POWDER, PATCHES AND PROJECTILES ARE IN THEIR PROPER SEQUENCE AND THAT THEY ARE COMPLETELY SEATED AGAINST ONE ANOTHER.** Serious personal injury or death can result if space is left between them. To provide a reference mark for future loadings, mark the ramrod at the muzzle once a projectile has been loaded to the proper depth. NOTE: Be sure to recheck the ramrod mark if you change loading components or alter the ramrod. Never load from a horn or flask. A powder measure must always be used to charge the arm. Pre-measured, individual chargers/cartridges meet this requirement.
6. Ramrods should be clearly marked for "empty" and "loaded".
7. Never load while distracted; think about what you are doing.
8. Keep body parts well away from the muzzle while loading.
9. Be aware of your surroundings. Never expose powder if the adjacent shooter is ready to fire.
10. Clean firing bench of all spilled powder before continuing. Powder spilled on the ground must be well scattered before continuing.

### Firing

1. Never prime until on the line, pointed downrange and ready to fire.
2. Cap & ball cylinders must be capped while in the firearm, at the firing line, pointed downrange. Do not carry capped cylinders around!
3. Flintlock shooters must notify shooters on the touchhole side well before firing. Calling out "Fire in the hole!" a few seconds before firing is encouraged. Give the other person a chance!

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4. Be aware of your surroundings. Never fire if adjacent shooters have powder exposed or are otherwise unprepared. Again, calling out "Fire in the hole!" a few seconds before firing is encouraged.
  5. Flints must never be knapped in the cock when the arm is charged.

### **Problems**

1. If loaded when a cease-fire is called, raise your hand and wait for the attention of the Range Safety Officer or Range Master.
2. Do not fire without specific permission from the staff after the cease-fire is called!
3. Keep the arm pointed down-range and follow the instructions of the range personnel.
4. Keep misfires pointed down range until the arm is made safe.
5. Loads that must be pulled must be brought to the attention of the range staff and handled according to their instructions. If possible, loads that must be pulled will be taken off-line for that purpose. Keep misfires pointed in a safe direction!
6. CO2 dischargers may be used to remove loads on the firing line.

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## Section 5 – Rules Specific to the Indoor Ranges

### NRA Gun Safety Rules

1. **Always** point the muzzle of your gun in a safe direction.
2. **Always** keep your finger off the trigger until you are ready to shoot.
3. **Always** keep your firearms unloaded until you are ready to use it.

### A. General Procedures

1. To get a key for the Indoor archery or pistol Ranges, you must surrender your keycard to the bartender and sign in on the indoor range logbook. You must also sign in any guests that are not members of the club. The bartender will hand you one key. There are a total of eight keys – one for each pistol shooting position. There is only one key for the archery range. When you are finished using the range, you are responsible for cleaning up the range (so long as no one else is shooting), shutting off the lights and fan. You then must turn in the key and sign out in the logbook. You will then be given your keycard back.
2. Members using the range will be held responsible for any damage to the range during their time on the range. If you notice any damage to the range, promptly notify the bartender and note the problem in the logbook.
3. The door to the range must remain locked at all times except when it is being used for scheduled events with a RGC Range Officer present.

### B. INDOOR Pistol

1. The only rifle allowed on the indoor range is a .22 Caliber Rifle (.22 S, L or LR only).
2. No “Machine Pistol” or compact type rifle of any caliber, type or description allowed (example: UZI, TEC, etc).
3. No Magnum rifle or handgun ammo is allowed.
4. Jacketed ammo is allowed.
5. No solid metal bullets are allowed. Lead and jacketed lead bullets only.
6. Calibers over .45 are not allowed. (ex. 454 Casull, .50 AE etc.)
7. Black Powder is not allowed.
8. AIR RIFLES and PISTOLS are not allowed
9. Muzzle Velocity is restricted to 1000 ft. per second MAXIMUM (Except .22 LR)
10. Pistol barrel length must not exceed 8 inches (except .22S, L or LR Rifle)
11. Only paper targets may be used.
12. All targets MUST be set all the way to the backstop.
13. Exhaust Fan MUST be on when using range. Air vent must also be open.
14. All firing MUST be done at the 50 ft. line (exceptions may be made for certain demonstrations or instruction by Certified Instructors only)
15. The Indoor Pistol Range is open for Members’ use while clubhouse is open and no match or other event is in progress.
16. Additional Range Rules may be posted at the entrance of each Range or on Range Bulletin Board.

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### **C. Air Gun**

1. NO Centerfire or Rimfire rifles or pistols allowed
2. Maximum caliber is 0.17.
3. Lead Pellets only (NO BB"s) in the 10m Air Gun Range.
4. All firing MUST be done at the 10m line (exceptions may be made for certain demonstrations or instruction by Certified Instructors only).

### **D. INDOOR Archery**

1. You must sign the log in book to obtain the key.
2. You are responsible for the indoor range once you sign for the key. Make sure that if you leave the key with a person still using the range that they sign for it or you remain responsible for the range after you leave.
3. The indoor range is open during club hours only (exceptions may be made for competitive events, demonstrations or instruction by Certified Instructors only).
4. No broad head or judo points are allowed on the indoor range. A special "Broad head" target is available at the Hunter outdoor practice range for tuning and practice with hunting arrows.
5. Please pick up any trash created or found on the ranges when done shooting!

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## Section 6 – Emergency Procedures

### EMERGENCY PHONE NUMBERS

Hudson Police Department..... (978)-562-7122

Police, Fire and EMS..... 911

If police, fire or EMTs are called, tell the operator that EMTs are needed because there has been an ACCIDENT at the Riverside Gun Club. You can say an ACCIDENTAL shooting. **NEVER** just say that there has been a shooting as it will generate a SWAT response rather than EMTs.

National Poison Control: ..... 1-800-222-9222

Massachusetts Poison Control: .... (617)232-2120

Clubhouse: .....(978) 562-2404

### IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

Determine if the injury is minor or major.

- If minor move away from the firing line and apply first aid.
- If major, follow the procedure outlined below.

Major injury procedure

1. Call a cease fire if the injured is near the firing line or downrange. Ensure that all guns are unloaded.
2. Assign someone to take responsibility for the victim’s gun or archery gear and, in the case of a gun to unload and MAKE SAFE the firearm(s).

### If emergency responders are required

1. For a firearm accident, call a cease fire on ALL ranges- empty and MAKE SAFE all firearms .
2. For an archery accident, do NOT attempt to remove or break/cut an arrow if impaled in a person. It will cause damage upon removal and will allow blood to flow. Calm the person and make them comfortable-The arrow will be stabilized by the EMTs prior to transport and be removed at the emergency room.
3. Assign someone to call 911 to Request EMTs for an ACCIDENT and provide the following information:
  - Specific Location or Address of Incident with Directions
  - ✓ Address of Riverside Gun Club: 16 Wilkins Street, Hudson, MA 01749

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- ✓ Location within the Club property
  - ✓ Name and phone number of the person making the 911 call in case they are cut off. Stay on with emergency services unless they tell you to hang up.
  - ✓ Directions: West side of Wilkins Street, Route 62, 0.2 miles north of Main Street
  - ✓ Also provide the 911 operator with specifics on the injury(s) and condition of the victim(s) and any potential hazards to the emergency responders.
  - ✓ DO NOT SAY THAT THERE HAS BEEN A SHOOTING – TELL THE 911 OPERATOR THAT THERE HAS BEEN AN ACCIDENT. The term shooting will get the SWAT team dispatched.
  - ✓ Inform the 911 operator know that all firearms are unloaded and SAFE.
4. Assign someone to take notes including times as well as to get the names of witnesses
  5. Send someone to the Club's driveway entrance at Wilkins Street to show the emergency responders how to get to the site of the injury.
  6. Check injured for life threatening condition before providing care. Provide care only within level of training.
  7. Move the injured only if life is endangered

#### After the major incident

1. If the accident involves a gun shot injury, notify police and preserve the scene as it appeared at the time of the incident
2. Complete an Incident Report Form which is available from the bartender in the clubhouse or from any Riverside Range officer.
3. Notify Club officials

#### **HELICOPTER MEDICAL EVACUATION (MEDEVAC)**

Two suitable MEDEVAC sites are available at the field southwest of the rifle/piston ranges and in the main parking lot adjacent to the clubhouse.