

Riverside Gun Club

Range Rules and Procedures



August 2025 Edition

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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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. All members must “card in” every time they go to the outdoor rifle/pistol ranges even if the gate is already open.
9. All members must register their guests when they use the outdoor rifle/pistol ranges.
10. Paid instruction is prohibited except as part of a Club organized event by Club approved instructors only.
11. Always wash your hands and face with soap and cold water after shooting or cleaning your firearms.
12. 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.
13. Under no circumstances can a firearm be so much as touched when anyone is downrange or forward of the gun’s muzzle.

Riverside Gun Club is not responsible for damage to or loss of personal equipment used at the archery ranges.

New Member Firearms Qualification Checklist

Indoor Range

- Understands sign-in, sign-out procedure
- Able to perform range-opening procedures
- Knows the three fundamental gun safety rules
- Understands the range caliber restrictions
- Demonstrates the ability to safely load and unload a firearm
- Able to describe the procedure for handling a misfire, hangfire, or squib load
- Able to demonstrate how to clear the firing line before proceeding downrange (dropped target, etc.)
- Demonstrates the ability to place at least 4 out of 5 rounds on an 8 W' x 11" sheet of paper, placed at the end of the 50-foot lane, while in a seated firing position
- Demonstrates the procedures for post-firing clean-up
- Able to perform range-closing procedures

Outdoor Range

- Understands the rules for target placement on the range
- Understands how to clear the firing line before proceeding downrange

Outdoor Rifle & Pistol Range Rules

These rules are established to ensure the safety of all members and guests. Strict adherence is required at all times. Failure to comply may result in suspension or loss of range privileges.

General Safety Rules

1. Treat every firearm as if it is loaded.
 2. Keep your finger off the trigger until your sights are on target and you are ready to fire.
 3. Always keep firearms pointed in a safe direction — downrange only.
 4. Eye and ear protection are mandatory for all shooters and spectators on the firing line.
 5. Alcohol, drugs, or any substance that impairs judgment are strictly prohibited on the range.
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Range Operations

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. All members must “card in” every time they go to the outdoor rifle/pistol ranges even if the gate is already open.
3. All members must register their guests when they use the outdoor rifle/pistol ranges.
- 4.
5. 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.
6. 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.
7. 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.
8. **Range Safety Officer Authority** – The Range Safety Officer (RSO), if present, has full authority over all shooting activities. All shooters must follow RSO instructions immediately.
9. **Cease Fire** – Anyone may call “CEASE FIRE” if unsafe conditions exist. All shooters must stop immediately, unload, and step back from the firing line.
10. **Firing Line Discipline** – Firearms must remain unloaded with actions open and chambers flagged when not on the firing line.
11. **Targets** – Only paper or approved steel targets are permitted. Glass, cans, bottles, or unauthorized items are prohibited.
12. **Shooting Direction** – All rounds must impact the designated backstop. Firing into the ground, over berms, or into target frames is prohibited.

Rifle & Pistol Specific Rules

1. Fire only from designated firing lines and benches. If all shooters are in agreement, the firing line can be moved forward of the benches 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 cannot return to the bench to reload. All shooters must proceed downrange and return to the benches together. 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.
2. Rapid fire is allowed only if controlled and safe (RSO discretion if present).

3. Firearms must be pointed downrange and between the bottom and top of the berm at all times, even when loading or unloading.
 4. Caliber restrictions: Only firearms approved for this range may be used (check club guidelines for maximum calibers).
 5. Targets
 - a. Paper, cardboard targets and skeet “birds” and approved steel 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.
 7. The minimum shooting distance when using steel targets is 8 yards when shooting pistols.
 8. The minimum shooting distance when using steel targets is 20 yards when shooting rifles.
 9. When shooting steel targets, the previous minimum distances should be increased when shooting higher than standard velocity ammunition.
 10. Never use armor piercing rounds when shooting steel targets.
 11. Extreme care should be taken to avoid any ricochet condition from any metallic target.
 12. Tin or glass items as targets are prohibited.
 13. Targets must be placed at the backstop 2 or 3 feet from the bottom no higher than 6 feet from the bottom.
 14. Backstop: Climbing up or digging into the backstop is NOT allowed
 15. On the 25 yard range, no shooting is allowed between the bench and the fence at the front of the shelter.
 16. 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.
 17. Hand Gun use on the 100 yard Range is prohibited except if authorized by the range safety officer on duty.
 18. Exploding targets are not allowed.
 19. Tracer ammunition is not allowed
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Handling & Transport

1. Firearms must be cased or carried with actions open until on the firing line.
 2. Uncased rifles must be carried with the action open and pointed at the ground until at the firing line.
 3. No handling of firearms when people are downrange.
 4. All shooters must confirm the line is “COLD” before going downrange.
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Holsters

1. A holstered gun is considered safe.
 2. Shoulder holsters are not allowed.
 3. Flimsy holsters should be avoided.
 4. The structure of a holster must cover the trigger guard.
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Housekeeping

1. Clean up after yourself — remove targets, brass, and trash before leaving.
 2. Report any damage to targets, benches, or range property to the Range Committee.
 3. Guests must be accompanied by a member and must follow all range rules. Members are responsible for the actions of their guests.
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Enforcement

- Violations of these rules may result in immediate removal from the range, suspension, or termination of membership. Safety is everyone’s responsibility.
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Indoor Pistol Range Rules

These rules are established to ensure the safety of all shooters, staff, and guests. Safety is everyone's responsibility. Failure to comply may result in immediate removal from the range and loss of privileges. The Indoor Pistol Range is open for Members' use while clubhouse is open and no match or other event is in progress. Additional Range Rules may be posted at the entrance of each Range or on Range Bulletin Board.

General Safety

1. Treat every firearm as if it is loaded.
 2. Keep your finger off the trigger until your sights are on target and you are ready to fire.
 3. Always keep firearms pointed downrange toward the bullet trap.
 4. Eye and ear protection are mandatory for everyone in the range area.
 5. No alcohol, drugs, or substances that impair judgment are permitted on the premises.
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Range Operations

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 Safety Officer present.
4. **Range Safety Officer Authority** – The Range Safety Officer (RSO) has full authority over all shooting activities. Obey all commands immediately.
5. **Cease Fire** – Anyone may call "CEASE FIRE" if unsafe conditions exist. All shooters must immediately stop, unload, and step back from the firing line.
6. Firearms must remain unloaded with actions open and benched unless actively shooting.
7. Only shoot from your assigned lane; crossing lanes or moving forward of the firing line is prohibited.
8. All rounds must impact the backstop. Shooting at walls, ceiling, lights, target carriers, or equipment is strictly prohibited.

Firearm & Ammunition Rules

1. Only authorized firearms and calibers are permitted (check posted restrictions).
2. Tracer, armor-piercing, and incendiary ammunition are prohibited.
3. Rapid fire is not allowed unless specifically authorized by the RSO.
4. Holstered firearms may not be drawn or fired unless approved for defensive training.
5. The only rifle allowed on the indoor range is a .22 Caliber Rifle (.22 S, L or LR only).
6. No "Machine Pistol" or compact type rifle of any caliber, type or description allowed (example: UZI, TEC, etc).
7. Rifle caliber carbines are not allowed.
8. No Magnum rifle or handgun ammo is allowed. Plus P ammo is not allowed except for 0.38 Special +P.
9. Shotguns are not allowed
10. Jacketed ammo is allowed.
11. No solid metal bullets are allowed. Lead and jacketed lead bullets only.
12. Calibers over .45 are not allowed. (ex. 454 Casull, .50 AE etc.)
13. Black Powder is not allowed.
14. AIR RIFLES and PISTOLS are not allowed
15. Pistol barrel length must not exceed 8 inches (except .22S, L or LR Rifle)

Target Rules

1. Only paper or approved range-supplied targets are permitted.
2. Targets must be placed at eye level to ensure rounds impact the backstop safely.
3. Firing at unauthorized objects is prohibited.
4. All targets MUST be set all the way to the backstop.
5. Exhaust Fan MUST be on when using range. Air vent must also be open.
6. All firing MUST be done at the 50 ft. line (exceptions may be made for certain demonstrations or instruction by Certified Instructors only)

Handling & Transport

1. Firearms must be cased or holstered when entering and leaving the range.
 2. Never handle firearms behind the firing line or when anyone is downrange.
 3. Confirm the range is "COLD" before moving forward to hang or retrieve targets.
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Housekeeping & Courtesy

1. Pick up your brass if safe to do so, or deposit it in designated bins.
2. Remove targets and dispose of trash before leaving.
3. Be courteous and respectful to other shooters and staff.

Enforcement

- Violations of these rules may result in immediate removal, suspension, or termination of range access.

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).

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!

Skeet & Trap Range Rules

These rules ensure a safe and enjoyable experience for all participants. Every shooter is responsible for following them at all times. Failure to comply may result in suspension or loss of range privileges.

General Safety

1. Treat every shotgun as if it is loaded.
 2. Keep the action open and the muzzle pointed in a safe direction when not on the station.
 3. Load only when you are on the station and it is your turn to shoot.
 4. Eye and ear protection are mandatory for all shooters and spectators on the range.
 5. Alcohol, drugs, or any substances that impair judgment are strictly prohibited.
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Range Operations

1. Obey all commands from the Range Safety Officer (RSO) or Field Supervisor. Their authority is final.
2. Only shotguns are permitted on the skeet and trap fields.
3. Ammunition must comply with range restrictions (typically 7½, 8, or 9 shot, maximum 1 1/8 oz load, velocity ≤ 1,350 fps).
4. Only two shells may be loaded at a time for skeet and doubles trap; one shell for singles trap.
5. Actions must remain open at all times except when on the station ready to fire. Pumps and semi-autos must have the bolt open; break-action guns must be open and visible.
6. Only bio-degradable targets may be used.
7. 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.
8. No horseplay or interference with shooters permitted. No alcoholic beverages allowed.
9. Illegal firearms and shotguns with a barrel length of less than 22 inches are prohibited.
10. Sign up for skeet, trap and 5 Stand rounds with the range safety officer on duty.
11. Un-orthodox and trick shooting will require the strict supervision of at least one RGC range safety officer and be subject to immediate VETO.
12. 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.

Skeet-Specific Rules

1. Shooters must remain behind the shooter on station until it is their turn.
2. No mounting the shotgun until in the designated shooting station.
3. Targets will only be released by the puller or voice-release system when the shooter calls “Pull.”
4. Move to the next station only after all shooters in the squad have completed their turn.

Trap-Specific Rules

1. Shooters must remain in their assigned posts until the squad rotates.
2. Shotguns must remain unloaded and actions open while changing posts.
3. Load only a single shell for singles; two shells permitted for doubles.
4. Shooters must fire in proper squad sequence; no “cross-firing” allowed.

Conduct & Courtesy

1. Be ready when it is your turn to shoot—avoid unnecessary delays.
2. Handle misfires safely: keep the gun pointed downrange, wait 30 seconds before opening the action.
3. Pick up empty hulls only when it is safe to do so and does not interrupt shooting.
4. Be respectful to other shooters and follow standard squad etiquette.

Enforcement

- Unsafe handling or violation of these rules may result in immediate removal from the field, suspension, or termination of range privileges. Safety is everyone’s responsibility.
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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.

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 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.

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!
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.

Gun Range Safety Orientation

(Required Prior to Using Any Range)

Purpose

This orientation ensures all members and guests understand and follow safe gun-handling practices, range rules, and emergency procedures before using the facility.

Core Firearm Safety Rules

- Treat every firearm as if it is loaded.
 - Always keep the muzzle pointed in a safe direction.
 - Keep your finger off the trigger until you are ready to fire.
 - Be sure of your target and what is beyond it.
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Range-Specific Rules

- Review **Outdoor Range Rules** (rifle & pistol).
 - Review **Indoor Range Rules** (rifle & pistol).
 - Firing is permitted only from designated firing lines and lanes.
 - Only approved targets and calibers may be used.
 - Holstered draw and rapid fire are permitted only with authorization.
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Range Commands & Line Control

- **“Cease Fire”** – Stop shooting immediately, unload, and step back.
 - **“Range is Hot”** – Firing may begin.
 - **“Range is Cold”** – Firearms must be benched, unloaded, with actions open; shooters may go downrange.
 - Obey all commands from the Range Safety Officer (RSO) at once.
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Firearm Handling on the Range

- Transport firearms to the firing line cased or with the action open.

- Keep muzzles pointed downrange at all times.
- No handling of firearms when anyone is downrange.
- Load firearms only when on the firing line and ready to shoot.

Personal Safety Requirements

- Eye and ear protection must be worn at all times inside the range area.
- No alcohol, drugs, or substances that impair judgment before or during shooting.
- Guests must remain under direct supervision of the sponsoring member.

Emergency Procedures

- In case of medical emergency: call Hudson Police at 978-562-7122, notify RSO or staff, and render aid if qualified.
- In case of range incident (accidental discharge, unsafe act): call “CEASE FIRE” and alert the RSO.
- Fire extinguishers and first aid kits are located at posted stations.

Acknowledgment

All shooters must:

- Sign the Range Safety Acknowledgment Form.
- Confirm they understand and will follow all rules.
- Accept that violations may result in suspension or loss of privileges.

Firearm & Ammunition Rules

1. Only authorized firearms and calibers are permitted (check posted restrictions).
2. Tracer, armor-piercing, and incendiary ammunition are prohibited.
3. Rapid fire is not allowed unless specifically authorized by the RSO.
4. Holstered firearms may not be drawn or fired unless approved for defensive training.

Target Rules

1. Only paper or approved range-supplied targets are permitted.

2. Targets must be placed at eye level to ensure rounds impact the backstop safely.
 3. Firing at unauthorized objects is prohibited.
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Handling & Transport

1. Firearms must be cased or holstered when entering and leaving the range.
 2. Never handle firearms behind the firing line or when anyone is downrange.
 3. Confirm the range is “COLD” before moving forward to hang or retrieve targets.
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Housekeeping & Courtesy

1. Pick up your brass if safe to do so, or deposit it in designated bins.
 2. Remove targets and dispose of trash before leaving.
 3. Be courteous and respectful to other shooters and staff.
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Enforcement

- Violations of these rules may result in immediate removal, suspension, or termination of range access.
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Chief Range Safety Officer (CRSO)

Duty Description

Position Overview

The Chief Range Safety Officer (CRSO) is the senior official responsible for the overall safety, supervision, and management of range operations. This position ensures all shooting activities are conducted in accordance with established safety protocols, organizational policies, and governing laws. The CRSO serves as the primary authority on range safety and has the final decision-making responsibility in all safety matters.

Duties and Responsibilities Range Safety Oversight

- Establish, publish, and enforce range Standard Operating Procedures (SOPs).
- Monitor compliance with all safety rules, regulations, and best practices.
- Halt or suspend shooting activities when unsafe conditions exist.

Leadership & Supervision

- Oversee and direct all Range Safety Officers (RSOs).
- Assign RSOs to events, firing lines, and range activities as required.
- Provide guidance, mentorship, and corrective direction to RSOs.

Training & Certification

- Conduct and coordinate safety training programs for RSOs and shooters.
- Maintain records of all RSO certifications and re-certifications.
- Ensure RSOs are properly trained and equipped to enforce safety standards.

Range Operations & Administration

- Approve range use for matches, training sessions, and special events.
- Work with event organizers to ensure safe match and training layouts.
- Maintain scheduling and staffing plans for safety coverage.

Incident Management

- Lead emergency response efforts in the event of accidents or injuries.
- Investigate safety violations and incidents; prepare written reports.
- Recommend corrective actions to the club or board for future prevention.

Facility & Equipment Safety

- Inspect range facilities for hazards and compliance with standards.
- Ensure first aid kits, fire extinguishers, communication systems, and safety signage are maintained.
- Work with range safety officers or maintenance staff to resolve safety deficiencies.

Authority

- Full authority to stop shooting at any time for safety concerns.
- Authority to remove shooters from the range for violations of safety rules.
- Authority to close the range when conditions pose a risk to participants.

Qualifications

- Certified Range Safety Officer (RSO); NRA CRSO certification preferred.
- Demonstrated experience in firearms safety and range management.
- Strong leadership, communication, and organizational skills.
- Ability to make quick, sound decisions under pressure.

Range Safety Officer (RSO)

Duty Description

Primary Responsibility

The Range Safety Officer (RSO) is responsible for ensuring that all shooters follow range safety rules during live-fire activities. RSOs act as the immediate supervisors on the firing line, watching for unsafe practices, enforcing rules, and maintaining a safe shooting environment.

Duties of a Range Safety Officer Range Supervision

- Monitor shooters on the firing line at all times.
- Ensure firearms are handled safely (muzzle discipline, trigger discipline, loading/unloading).
- Enforce use of eye and ear protection.

Safety Rule Enforcement

- Enforce the range's Standard Operating Procedures (SOPs).
- Stop any unsafe behavior immediately.
- Issue range commands (e.g., 'Cease Fire', 'Commence Firing').

Shooter Assistance

- Provide guidance to new shooters about safe handling and range rules.
- Assist shooters with firearm malfunctions or stoppages safely.
- Act as a resource for shooters with safety questions.

Emergency Response

- Take immediate control during an emergency or unsafe incident.
- Administer first aid if qualified and call emergency services if needed.
- Report all incidents to the Chief RSO or range management.

Facility Oversight

- Check that range equipment (targets, firing line markers, safety barriers) is in good condition.
- Ensure first aid kits, fire extinguishers, and communications equipment are accessible.
- Assist in range setup and teardown for events, matches, and training.

Authority

- May stop all shooting activities at any time if unsafe conditions exist.
- Can remove individuals from the firing line or range for safety violations.
- Reports directly to the Chief Range Safety Officer or range management.

Qualifications

- Strong knowledge of firearms safety, range rules, and emergency procedures.
- Good communication skills and ability to remain calm under pressure.
- Completion of an approved Range Safety Officer training course (e.g., NRA RSO

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.

1. If minor move away from the firing line and apply first aid.
2. 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
 - ✓ 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