



The Villages Straight Shooters

MEMBER MANUAL

RULES & REGULATIONS

Notice: As a condition of range usage and participation in club events, all members are responsible to have read, understand and adhere to all information contained in the Member Manual and Rules & Regulations.



ALWAYS KEEP THE GUN POINTED IN A SAFE DIRECTION.

ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT.

ALWAYS KEEP THE GUN UNLOADED UNTIL READY TO USE.

RULES, REGULATIONS & PROCEDURES

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Section I - Rules Enforcement

1. The rules & regulations apply to all members and guests of The Villages Straight Shooters Gun Club.
2. The Executive Committee reserves the right to add to and modify the Rules, Regulations & Procedures at any time.
3. Incident reports for observed rules and safety violations should be completed immediately and submitted to the (C)RSO and/or Shoot Manager. They are to be reviewed by the RSO Committee and the Executive Committee.
4. After review, enforcement actions taken by the Executive Committee may include, but are not limited to the following:
 - 4.1. Immediate discharge from the facility in use.
 - 4.2. Suspension of TVSS membership privileges.
 - 4.3. Permanent revocation of TVSS membership and shooting event privileges.

Section II - General Range Rules

1. Know and follow all range commands.
2. Know where others are at all times. For outdoor ranges, inspect down range to ensure the target area is clear and safe.
3. Shoot only at authorized targets. Target types will be specified per instructions of the range owner/operator.
4. Targets are to be placed so ricochets and projectiles cannot escape the range property. They should also be placed to minimize ricochets back at the firing line.
5. Never bring a loaded firearm to the firing line and never leave the firing line with a loaded firearm. All firearms not on the firing line must be unloaded and cased.
6. Never pass a loaded firearm back and forth between shooters.
7. Always keep the muzzle pointed down range at the backstop/berm

8. Only use ammunition authorized by the range owner/operator.
9. All folding stocks must be extended.
- 10.No shooting from the hip, all firing must be aimed fire.
- 11.No prone or kneeling shooting is allowed.
- 12.Do not move either forward or back from the designated firing position when shooting.
- 13.Dispose of all misfired and/or damaged ammunition properly; it must be placed in a misfire receptacle.
- 14.Any person or person observed to be acting or behaving in an unsafe manner while at a TVSS Club event will be asked to leave immediately. A Safety/Rules Violation Incident Report (Appendix - 2 must be completed and submitted to the Executive Committee.
- 15.The Range Safety Officer must ensure that all firearms are unloaded, benched with actions or cylinders open, and ejection port up prior to anyone entering the target area. The RSO will determine when the line is safe to resume firing.

Section III - Gun Handling Rules

Gun handling rules are of primary importance.

- 1. ALWAYS KEEP THE GUN POINTED IN A SAFE DIRECTION.**
- 2. ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT** and outside of the trigger guard until ready to fire or until the command "FIRE" is given.
- 3. ALWAYS KEEP THE ACTION/CYLINDER OPEN AND FIREARM UNLOADED UNTIL READY TO USE.** On a firing range this means the shooters are in position on the firing line and the range has been cleared for live firing.
- 4. KNOW YOUR TARGET AND WHAT IS BEYOND.** When on a shooting range, be mindful of adjacent area and act accordingly.
- 5. BE SURE THE GUN IS SAFE TO OPERATE.** Make sure that the firearm is in proper working order. Any unsafe, defective or illegally modified firearms are prohibited at TVSS Club events and the facility in use for that event. Any firearm that becomes unsafe must be immediately unloaded and removed from the event facility.

- 6. KNOW HOW TO USE THE GUN SAFELY.** You should be completely clear about the proper function and operation of the firearm you intend to use.
- 7. DRAWING A FIREARM FROM A HOLSTER TO SHOOT IS PROHIBITED.** At certain events drawing from a holster may be permitted. Drawing from a holster, if allowed, will be covered during the safety brief.
- 8. USE ONLY THE CORRECT AMMUNITION FOR YOUR GUN.** When at a shooting range with more than one firearm, use one at a time and when finished, store the firearm and its ammunition before using the next one. **DON NOT MISTAKE YOUR AMMUNITION.**
- 9. ALWAYS WEAR EAR (HEARING) AND EYE PROTECTION.**
- 10. NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING.** Pay attention to prescription and nonprescription drug labels as well. Do not operate a firearm if you medication cautions you against operating machinery.
- 11. STORE GUNS SO THEY ARE NOT ACCESSIBLE TO UNAUTHORIZED PERSONS.**
- 12. BE AWARE THAT CERTAIN TYPES OF GUNS AND MANY SHOOTING ACTIVITIES REQUIRE ADDITIONAL SAFETY PRECAUTIONS.** You should be completely aware of any special handling characteristics of your particular firearm or of the particular activity in which you are engaged.
- 13. CONCEALED CARRY RULES.** Concealed carry will be governed by the laws of the State of Florida and specific rules of the facility to be used. The Shoot Manager should be aware of the site specific rules and inform attendees of the same. If an attendee wishes to use his/her carry firearm, **IT SHOULD BE BROUGHT TO THE FACILITY UNLOADED AND IN A CASE** just like any other firearm to be used.
- 14. OUTDOOR RANGES BY THEIR VERY NATURE ARE USUALLY LOCATED WELL WITHIN ISOLATED TERRITORY.** As such, health hazards such as poisonous plants, venomous snakes, as well as mosquitoes, bees, and wildlife should all be considered while on range property. **THEY WERE HERE FIRST! DO NOT MOLEST THEM!**

SUN AND HEAT: Sun screen may be necessary while on range property. It's Florida, it's hot! **HYDRATE!!!!!!**

Section IV - Specific Range Rules & Regulations

The Villages Straight Shooters Club does not have a designated range for open shooting or to conduct scheduled events at, therefore it is difficult to develop a consistent set of Specific Range Rules and Regulations. It is the Shoot Manager's responsibility to obtain the facilities Range Rules and Regulations for the event and provide them to the Range Safety Officer for use during the Event Safety Briefing. If a facility that is frequently used and has Range Rules and Regulations they may be included in this document as an appendix.

Section V - Safety and Personal Health Rules/Recommendations

1. **HEARING PROTECTION: EAR PROTECTION IS REQUIRED WHILE ON THE RANGE.** All shooters and non-shooters alike must select and properly use hearing protectors that will provide quality protection according to the specific shooting activity and /or nearby shooting activity in progress. Muzzle blast from large caliber and short barreled pistols is intense and all should consider both ear plugs and over-the-head muff type covers may be desirable. Be careful in selecting appropriate hearing protection.
2. **EYE PROTECTION: EYE PROTECTION IS REQUIRED WHILE ON THE RANGE.** Polycarbonate lenses are suggested as probably the best buy. They are inexpensive, provide good protection and are available commercially.
3. **BREATHING AND SWALLOWING AIRBORNE PARTICULATE LEAD:**
 - Inhalation and Ingesting airborne particulate lead is a health issue to be aware of when on a shooting range. Common sense and good personal hygiene is your responsibility; please follow these general guidelines before and after working or shooting on a shooting range.
 - Smoking at the range is not allowed under the covered areas and in any case is not recommended; as lead is more easily absorbed when smoking.
 - Eating and Drinking are not recommended without thoroughly washing hands, face and arms. Keep food and drinks away from the firing line.
 - Don't collect brass in your hat; spent brass is contaminated with lead particles.

- Shooters and instructors should wash thoroughly with cold water and plenty of soap. Use Cold water because it is generally believed, though not proven, that warm water enhances the absorption of lead by opening the pores of the skin.
- If water is not available, carry special lead removing handy wipes or bottled water.
- Be aware that hair and clothes are still contaminated, as well.

4. IF YOU ARE PREGNANT OR THINK YOU MIGHT BE PREGNANT:

Please consult with a physician prior to visiting a shooting range facility. The range facilities are considered an inappropriate environment for:

Expectant mothers

Infants

Toddlers (especially like to put everything in their mouths).

Anyone with any health concern should be aware of all the health issues of a range and consult their medical professional prior to participating.

Section VI - Range Commands

1. **“CEASE FIRE!”** Used to indicate an EMERGENCY or HAZARDOUS CONDITION. It may be called by anyone observing an unsafe condition. The purpose of this command is to stop all shooting routinely or, in the case of an emergency, immediately. Shooters are to immediately stop shooting, keep the muzzle pointed down range, remove their finger from within the trigger guard and await further instructions from the Range Safety Officer.
2. Commands for Hot Range
 - 2.1.If the range uses safety barrier between the shooting line and target area - “Are the safety barriers in place?”
 - 2.2.The RSO should ensure all shooters are accounted for. If a shooter is not in his/her place the process to take the range hot should be suspended.
 - 2.3.Is the left side (of the target area) clear?
 - 2.4.Is the right side (of the target area) clear?

- 2.5. Is the target area clear?
- 2.6. The target area is clear!
- 2.7. Set an appropriate firing period time and announce the length.
- 2.8. Eyes and Ears! All Shooters and observers should have eye and hearing protection on.
- 2.9. If the range is equipped with a light system or other indications, set the range HOT and announce.
- 2.10. Shooters may handle their firearms.
- 2.11. Shooters may load and fire when ready.
3. Commands for Cold Range
 - 3.1. Finish your string, Do not reload. (REPEAT ONCE)
 - 3.2. Please step behind the safe line when you are finished firing and your gun is safe. (ALLOW A REASONABLE TIME TO FINISH FIRING)
 - 3.3. CEASE FIRE - CEASE FIRE! (If the facility has bell or buzzer to indicate a stop firing command, ring it twice)
 - 3.4. Actions open, cylinders open, slides back and magazines out, guns on the bench with muzzles down range and ejection ports up.
 - 3.5. Everyone off the firing line and behind the safe line. (RSO should visually check the line to ensure firearms are in an unloaded and safe condition, the Shoot Manager can assist in this check)
 - 3.6. The line is safe, the range is cold. Shooters may go forward to the target area for target check and/or replacement.

Section VII - Emergency Procedures

1. In the event of an injury to a shooter the Shoot Manager should take charge of the situation and determine the seriousness of the injury and assign assistance duties.
2. The Range Safety Officer should take charge of the safety of the area and ensure shooters have placed their firearms in a safe condition and direct actions to shooters to place the range in a safe and cold condition.

3. First Aid may be rendered as appropriate. A First Aid Kit should be provided for the event.
4. If appropriate call 911 for assistance. Wait for EMS to hang up first. Continue to provide care until EMS arrives. Take steps to insure that EMS can access your location by designating a guide to meet them just outside the range and make sure that doors, gates, etc. can be opened when EMS arrives.
5. Take notes. All witnesses to any injury should fill out an Injury Incident Report Form (Appendix - 1)
6. If a range is being used for an event and phone/cell phone coverage does not exist it may be necessary to transport the injured/ill shooter to a location where a call to EMS can be made. When and where possible this determination should be made prior to the event.

APPENDIX 1:

Emergency Report Sheet

Effective Date: _____

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Poison Control Center				
Range				
Cellular Phone				

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- (Insert name and position) will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- (Insert name and position) will notify EMS at (insert contact number/frequency) from the nearest telephone/radio located at _____ and provide the following information:

1. Specific Location or Address of Incident with Directions

Location: _____

Address: _____

Directions: _____

2. Telephone number that you are calling from: _____

3. Your name: _____

4. What happened and possible hazards for rescuers: _____

5. Number of people injured or ill: _____

6. Condition of injured or ill: _____

7. First aid provided: _____

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

- (Insert name and position) is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:

1. Identify self to the injured.
2. Inform injured of training (American Red Cross Standard First Aid & CPR).
3. Inform injured of aid offered.
4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care.
5. Refrain from giving care to a conscious injured person whom objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
8. Move the injured only if life is endangered.
9. Check injured for life threatening condition before providing care. Provide care only within level of training.
10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center.

- (Insert name and position) will retrieve the first-aid kit located at _____ and assist ARC personnel as needed.
- If the accident involves chemical burns, an eye flush station is located at _____.
- If the accident involves a gun shot injury, (insert name and position) will notify police and preserve the scene as it appeared at the time of the incident.
- (Insert name and position) will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- (Insert name and position) will supervise the situation and ensure fulfillment of emergency procedures by:

1. Getting names of witnesses and taking statements.
2. Providing EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes) and next of kin information for the injured.
3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
4. Completing injury report forms.
5. Notifying official of the organization, range, club, etc., concerning activation of the emergency plan.
6. Notifying insurance company (personnel and/or organization as appropriate).
7. Evaluating emergency plan for possible revisions.
8. Filing copies of the injury report form with records as appropriate.
9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

HELICOPTER MEDICAL EVACUATION (MEDEVAC)

A suitable MEDEVAC site is available at (location and coordinate.) Orange flags, smoke signals, and strobe lights are available for marking the landing site, and are stored at _____. (Insert name and position) will mark the landing site and guide the MEDEVAC approach and landing. If smoke is displayed, initiate smoke downwind of the landing zone.

RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range, dated _____ is on file with EMS, police and the fire department. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

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

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

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

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

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

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

7. Location of incident and conditions of area: _____

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

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

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

A. Witness (Name): _____ Statement Attached Yes _____ No _____

Address: _____

Phone Number (Day): _____ Evening: _____

B. Witness (Name): _____ Statement Attached Yes _____ No _____

Address: _____

Phone Number (Day): _____ Evening: _____

11. Notes and Comments: _____

12. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up: _____

Name: _____ Title: _____

Date: _____

Signature: _____

APPENDIX 2 - SAFETY/RULES VIOLATION INCIDENT REPORT

This report must be filled out and turned over to a TVSS Club official by all persons witnessing an incident (violation of safety rules, injury, disturbances, etc during a sponsored event. All witnesses must be listed on this form. Use the reverse side for additional space if needed.

Name of individual/s involved in the incident: _____

Date and time of Incident: _____

Name of individual filing the report: _____

Phone number for filer of the report: _____

Location where incident occurred: _____

Incident description (be specific and detailed as possible): _____

Immediate Actions taken as a result of the incident: _____

Witness List: _____

Name of TVSS Club Official receiving Incident Report: _____

Follow Up Resolution/Actions Taken:

APPENDIX 3:

THE GUN SHOP & GUN RANGE – LEESBURG, FLORIDA RANGE RULES & REGULATIONS

1. Cased and Unloaded Firearms only, off the range (This includes CCW.)
2. Persons under the influence of alcohol or other substances will not be allowed to shoot.
3. Eye & ear protection is required when shooting.
4. Always keep firearm pointed down range at all times, no rapid fire.
5. No smoking, eating or drinking permitted while shooting.
6. Minors must be accompanied by a parent or guardian who is at least 21 years of age.
7. Only safe & operational firearms in good condition will be allowed on the range (shooter is liable.)
8. Shoot at your authorized target only, no rapid fire.
9. You must be level with your target, No sitting on the floor. Do not shoot any object on the floor ceiling etc.
10. All firearms and ammunitions are subject to inspection.
11. Factory ammunition only, no reloads.
12. Rifle calibers on rifle range, pistol calibers on pistol range.
13. No exploding targets allowed.
14. Only one shooter per lane at one time.
15. No quick draw shooting from a holster, no rapid fire.
16. Do not go forward of the firing line at any time for any reason.
17. No black powder shooting allowed.

- 18.No shotguns allowed.
- 19.No fully automatic firearms allowed.
- 20.No armor piercing, steel core or incendiary ammunition allowed.
- 21.Notify range personnel immediately incase of an accident or equipment failure.
- 22.Do not point or shoot guns at people.
- 23.Do not shoot yourself.
- 24.Failure to follow any rule will result in dismissal from the range without a refund.
- 25.All shooters must sign and agree to the above terms before shooting.

APPENDIX 4 – GENERIC RANGE SAFETY BRIEFING FOR TVSS SHOOTS

Introduction:

1. State purpose of the shooting event – 1. To be **safe**, 2. To have **fun**, and 3. (*state purpose of the shoot, overview of event, approx rounds expected, time available, cleanup*)
2. Introduce range personnel
3. Point out Spectator area (mention eye protection), Preparation area, Firing line, backstop, safe area.
4. Demonstrate (if necessary) special equipment operation, such as target reset, etc.

(You may use a 'blue' or 'orange' gun to demonstrate some of the following)

Rule one: Keep Gun pointed in a safe direction. Safe direction is at the berm, not up, not down, not left or right. Pay special attention during reloads. If you hear the command, “**muzzle**,” it means correct the direction of aim. No fly-fishing, no bowling.

Rule two: Keep finger off trigger until on target. Keep your finger up on the frame away from the trigger guard until ready to fire. The command, “**Finger**,” means correct your finger position.

Rule three: Always keep the gun unloaded until ready to use. Wait until you receive the RSO's command to load.

Rule four: Know your target and what's behind it. You own the bullet until it stops moving. Be certain that you are NOT too close to steel targets that ricochet, that after passing thru target the bullet will not escape the range confines, etc.

This is a COLD range. Do NOT load your weapon until told to do so at the firing line. Do NOT handle your weapon unless you are at the firing line. You may prepare magazines and speed loaders in the prep area.

Range Commands at the firing line:

1. **Load and Make Ready** – load only on this command at the firing line. You should insert magazine/speed loader (watch muzzle direction), chamber a round and return weapon to high ready position in preparation to fire.

2. **Unload and Show Clear** – keeping the weapon pointed in a safe direction, remove the magazine/unfired rounds and lock or hold the slide (open cylinder) so the safety officer can see an empty chamber(s). Then, on command, release the slide and while pointing down range, trigger the hammer down (but not with rimfire weapons) to verify again that the chamber is empty. Do NOT use a decocker; this could allow a live round to stay in the chamber. You may then recase your empty weapon and leave the firing line. If you have dropped any live ammo, wait until you have secured your weapon to retrieve it.
3. **Cease Fire** – Anyone may scream Cease Fire if there is a safety issue. If you hear this command, freeze in position (*it is important that you do NOT turn, weapon in hand, etc.*) and remove your finger from the trigger. Await further instruction.
4. **Finish your string (do not reload)** – You may finish firing the rounds in your weapon expecting that a command to stop firing will soon follow. Do NOT reload.

Emergency procedures.

Hangfire – this is a rare problem. If your weapon does not fire after pulling the trigger, keep it pointed down range at the target and wait for a slow count to 30 (seconds). Keeping the weapon pointed in a safe direction, raise your hand and call for the Safety Officer if you cannot clear the malfunction.

Squib – this is probably less rare than a hangfire. You may hear a softer than expected ‘bang’ and greatly diminished recoil. DO NOT PULL the trigger again. Keep the gun pointed down range and unload it making sure the chamber is empty. Raise your hand and call for a safety officer.

Do NOT drop a loaded weapon. If you do, DO NOT pick it up. Do NOT try to catch a falling weapon – it is generally safer to let it hit the ground. Raise your hand and call for a safety officer. You will be asked to collect your belongings and leave the range.

N.B. Point out the phone. Check cell phone service. Point out location of first aid equipment, defibrillator, etc.

Clothing

1. Eye and Ear protection must be worn at the firing line Eye protection must be used at all times when shooting steel targets.
2. No sandals, no scoop neck shirts/blouse. Wear a hat with a bill or brim, turn up the collar on your shirt to prevent incursion by hot brass.

Hygiene

Wash hands and face to remove lead. Wash clothing as soon as you get home. Refrain from eating, smoking, drinking, applying makeup or otherwise placing hands near mouth or nose while at the range.

Local

Point out the posting of additional Local Rules for the range and review as appropriate.

Document developed by:

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Date: October 10, 2014

Approved by:

Date: