
LIVINGSTON CONSERVATION & SPORTS ASSOCIATION

FIREARMS
STANDARD OPERATING PROCEDURES
AND
RANGE RULES

**“What Every Club Member Must Know to be Safe and
Knowledgeable on the Firearm Ranges”**

JULY 2016

LC & SA FIREARMS COMMITTEE

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Livingston Conservation & Sports Association

PREAMBLE

Year established: 1941

Address: 8532 McClements Road
Brighton, MI 48116.

The Livingston Conservation and Sports Association is dedicated to conservation and advancement of the Shooting Sports for youths and adults. Our primary goal is to develop the knowledge, skills and attitude in shooters of all sports to become safe and proficient in their area of interest, including archery and firearms.

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CONTACT NUMBERS

FIREARMS COMMITTEE

Name	Position	Contact No.
Jon Brough	Chairman/Director	(734) 645-0996
Brian Bedini	Member	(248) 881-9146
Stephen Canale	Member	(734) 481-9000
Bob Carlson	Member/ Trap-Shotgun	(313) 680-0869
Jim Carter	Director/Pistol League	(248) 515-6917
Robert Fauls	Director	(810) 265-1122
Dave Johnson	Member/IDPA	(248) 986-8619
Curt Kofahl	Member/NRA Rifle-Pistol-Airgun	(810) 229-4903

LC & SA OFFICERS

Name	Position	Contact No.
Tony Hundal	President	(810) 877-1922
Garry Flanary	Vice President	(517) 404-3107
Sue Parry	Secretary	(248) 573-5131
Bill Neuendorf	Treasurer	(517) 861-1125

LC & SA BOARD OF DIRECTORS

Name	Position	Contact No.
Wes Brooks	Director	(517) 402-5975
Jon Brough	Director	(734) 645-0996
Shawn Campbell	Director	(810) 360-3955
Jim Carter	Director	(248) 515-6917
Robert Fauls	Director	(810) 265-1122
Brian Fink	Director	(810) 355-8546
Rich Hunt	Director	(517) 375-4070
Troy Parent	Director	(517) 518-4686
Roger Parry	Director	(313) 510-4074
Kim Price	Director	(734) 878-5795

FIREARM RANGE OPERATIONS AND HOURS

- You must sign in at club house before using any range.
- Members may use the ranges during the published hours of operation.
- Members are responsible for the conduct of their guests.
- All guests will be accompanied by a member. NO GUEST IS ALLOWED ON A RANGE WITHOUT A MEMBER PRESENT.
- Members may bring up to two guests at one time. No guest may accompany a member more than four times a year.
- All Range Rules must be followed. Range rules are posted on all ranges.
- All scheduled events will be manned by Certified NRA Range Safety Officers.
- Shooters are responsible for their own equipment.
- THE USE OF FULLY AUTOMATIC, BUMP FIRE OR RAPID FIRE DEVICES IS ONLY PERMITTED ON BAY 7 BY MEMBERS AUTHORIZED BY THE BOARD OF DIRECTORS.

HOURS OF OPERATION

Time Period	Hours
April 16th to November 15th	9:00 a.m. to 9:00 p.m. (or dusk, when dusk occurs before 9:00 p.m.)
November 16th to April 15th	9:00 a.m. to 5:00 p.m.
Sunday	Shooting hours start at 10:00 a.m.

During all scheduled events, a Release Liability Form must be signed by all participants and kept on file by the chairperson of the event.

STANDARD OPERATING PROCEDURES

ALL RANGES

- All Federal, State and Local firearms laws must be obeyed.
- Safety is the first consideration in using firing ranges.
- Always keep the muzzle 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.
- Eye and ear protection is mandatory for all shooters and spectators.
- No alcoholic beverages shall be consumed prior to or during your time on the range. No drugs, prescription or consumer medications, may be taken prior to or during time on the range that could render the shooter unsafe.
- Long guns not cased are to be racked or benched with the action open, magazines removed. Pistols are unloaded and placed on a firing bench pointed down range with action open and magazine removed, or cased or holstered when not on the firing line. No one is to go down range until pistols are made safe or holstered.
- If there is no Certified Range Safety Officer present, a temporary RSO will be appointed from among the shooters on the line. It will be the RSO's duty to maintain safety and order on the line.
- Any shooter who sees an unsafe condition will call a cease fire and all firing will stop immediately, muzzles pointed in a safe direction, fingers off the trigger, and wait for further instructions until the condition has been corrected.
- When a cease fire is called to check or replace targets, all firearms must be unloaded, benched with the actions open. No one will proceed down range until all firearms are verified safe.
- No one will approach the bench or handle firearms when anyone is down range. Shooters will step back from the line to confirm no one is touching a firearm.
- Ensure all rounds fired are impacting the backstop. Target stands are to be placed directly in front of the berms. Short range low targets may cause rounds to skip over the backstop and leave the range.
- Shoot only authorized paper targets. No glass, plastic, wood, steel or other reactive targets are allowed except with prior written approval from the Board of Directors.
- Do not shoot barricades, anchor posts, target stands or support wires.
- Shoot only authorized firearms and ammunition. No tracer, exploding or armor piercing ammunition is allowed.
- Shooters are responsible to police up brass, targets, and trash. Put all trash in the trash barrels when finished shooting. Please deposit all empty cartridge casings in the recycling "bird houses" provided at the range.
- Return target stands, barrels, barricades, etc., to their proper storage locations. Leave the ranges cleaner than you found them.
- Food, beverages and smoking is prohibited on the firing line.
- Only members and guests that are signed-in at the club house are permitted on the ranges. Members are fully responsible for the actions and conduct of their guests. Parents and guardians are fully responsible for the actions and conduct of their children.
- In the event of any serious accident refer to the emergency procedures (see [pages 12,13 & 14](#)) and call 911 immediately.
- NO muzzles are to be pointed above the top of any berm.
- Violations of Standard Operating Procedures, range rules, specific procedures, or any unsportsmanlike conduct may result in the temporary or permanent loss of membership as determined by the Board of Directors.

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TRAINING RANGE

For Close Quarter Battle (CQB) practice, Shotgun patterning and Board of Directors approved training events.

USE OF THE TRAINING RANGE REQUIRES PASSING A QUALIFICATION TEST AND
APPROVAL BY THE BOARD OF DIRECTORS.

Exception: This qualification is not required if patterning a field/sporting shotgun or
sighting in a scope on this range. See specific rules below.

AN IDENTIFICATION CARD WILL BE ISSUED TO MEMBERS AUTHORIZED
TO USE THE TRAINING BAY.

The LC & SA Standard Operating Procedures for all ranges ([see page 4](#)) and the specific Training Range rules below must be followed when using this range.

AUTHORIZED FIREARMS AND AMMUNITION

- Battle rifles: AR/AK type firearms or tactical shotguns. A pistol may be used as a secondary firearm.
- The use of tracer, armor piercing or steel core ammunition is prohibited.

TRAINING RANGE RULES

- Only approved LC & SA members can use this range. Guests are not permitted to use this range, unless being instructed at an organized and scheduled class.
- MUZZLE DISCIPLINE IS MANDATORY AT ALL TIMES! All muzzles must be kept pointed below the top of the berm. No high muzzle practice will be conducted. All shooting and magazine changes will be from the "low ready" position.
- All targets must be posted between the berm and the posts marking the 5-yard line.
- No shooting from behind the orange posts marking the rear boundary of the training range.

PATTERNING/SIGHT-IN STATION RULES

- This station is limited to the area directly along the right (south) berm using the provided target stand only.
- Any member may use this station to pattern shotguns.
- Any member may use this station to sight in a scope on a rifle or shotgun.

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QUALIFICATION COURSE OF FIRE FOR USING THE TRAINING RANGE AND PISTOL BAY 7

- This qualification course of fire (CoF) is required to be successfully completed by any member who wants to be approved to use the Training Range/CQB Range or Pistol Bay #7.
- The CoF is conducted by Dave Johnson, Bob Fauls, or Roger Parry.
- A safety briefing will be conducted to let the shooter know what the Course of Fire (COF) will be and what is expected during the skills demonstration.
- Shooter will be expected to know how to clear a Type 1, Type 2 and Type 3 malfunction safely.
- Shooter will be expected to perform all reloads and malfunction tests from the low ready position.
- The muzzle of the firearm must never be raised above the horizontal level or a disqualification will result.
- Shooting requirements will be a forty (40) round course of fire using a five (5) yard square, starting ten (10) yards from the target.
- A B-27R target will be used for the course of fire.
- All forty (40) shots fired are required to be on paper. Thirty-four (34) of thirty-eight (38) shots fired, or 90% must be in black area of the target. Both head shots must also be in the black head area of the target. Failure to meet these criteria will result in a disqualification.
- If the tester (at his discretion) determines that the shooters skills are not sufficient for the intended use of this range, the shooter will be asked to consider a 'AR 101' class and more practice, then return for a retest.

The course of fire for qualification is as follows:

PHASE 1

Load two magazines for positions A & B with five (5) rounds each. Load two magazines for positions C & D with ten (10) rounds each.

1. At position A, load/unload twice.
2. Load firearm with five (5) rounds maximum.
3. Fire five rounds moving to position B, and then perform an emergency reload.
4. Fire five rounds moving to position C, and then perform an emergency reload.
5. Fire five rounds moving to position D, perform a tactical reload.
6. Fire five rounds moving to position A, perform a tactical reload.
7. While standing at position A, fire two rounds, head shots only.

Rounds fired: 22.

PHASE 2

Load three magazines, with ten (10) rounds each.

1. While standing at position A, fire five rounds and reload.
2. Run to position B, drop to the prone position and fire five rounds. Stand and reload.
3. Run to position D, drop to the kneeling position, fire five rounds. Stand and unload.

Rounds fired: 15.

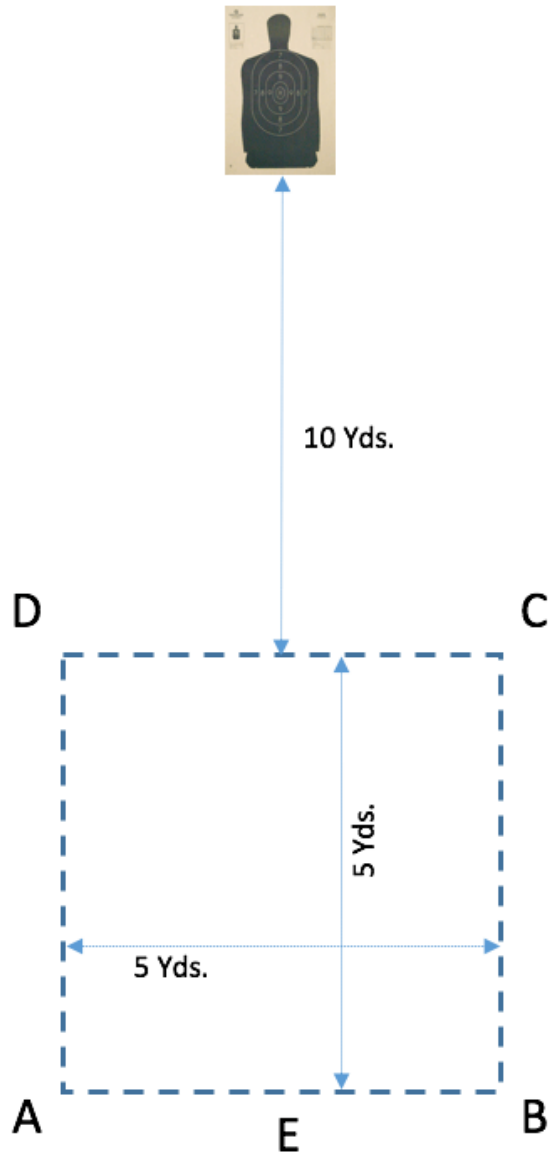
PHASE 3

At position E

1. Set up a Type 1 malfunction (failure to fire).
2. Clear and fire one round.
3. Set up a Type 2 malfunction (failure to eject).
4. Clear and fire one round.
5. Set up a Type 3 malfunction (double feed).
6. Clear and fire one round.

Rounds fired: 3.

Total rounds fired: 40.



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RIFLE RANGE

The LC & SA Standard Operating Procedures for all ranges ([see page 4](#)) and the specific Rifle Range rules below must be followed when using this range.

AUTHORIZED FIREARMS AND AMMUNITION

- All rifles up to .50 calibers may be used on the rifle range.
- Only pistols chambered in hunting calibers are allowed.
- Extra care must be taken when shooting handguns on the rifle range to ensure all rounds fired impact on the backstop.
- Shotguns may be used with slugs only.
- Patterning of shotguns may be done on the Training Range only ([see page 5](#)).

RIFLE RANGE RULES

- Firearms will be loaded only on the firing line prior to shooting.
- When shooters are downrange, both the downrange flags must be moved to the forward position to block the doorways.
- When all shooters downrange have returned to the firing line the downrange flags will be returned to their stowed position and only then may shooters return to their shooting positions and handle their firearms.
- The firing line is the front edge of the concrete pad in the rifle shack. No shooting will occur in front of or behind this line.
- Commands issued by the Range Safety Officer and range personnel must be obeyed immediately and without question.
- When the line is declared CLEAR, all firearms will be made safe, actions open, pointed down range, with shooters behind and away from the shooting benches.
- Targets will be hung only on permanent target backers/wire at the 50, 100, and 200 yard berms. Targets and target stands are not to be placed anywhere in front of the permanent target line to ensure that all rounds impact the backstop.
- All shooting will be with aimed shots. No full automatic, bump fire, or rapid fire will be conducted on the rifle range. (See [page 5](#) for Tactical Range and [page 10](#) for Pistol Bay 7 rules).
- No cross-firing from shooting positions is permitted. Shoot only at yardage posted above each firing position.

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PISTOL RANGE

The LC & SA Standard Operating Procedures for all ranges ([see page 4](#)) and the specific Pistol Range rules below must be followed when using this range.

AUTHORIZED FIREARMS AND AMMUNITION

- All hand guns chambered for pistol cartridges may be used.
- Carbines chambered in pistol cartridges may be used.
- Rimfire rifles may be used.
- No armor piercing or tracer ammunition may be used.
- Full auto, bump fire, or enhanced fire firearms may be used on Pistol Bay 7 only (see [page 10](#)) with Board of Directors approval and completion of the shooter qualification course of fire.

PISTOL RANGE RULES

- Pistols will be unloaded and placed on a firing bench pointed down range with action open and magazine removed, or cased or holstered when not on the firing line. No one is to go down range until pistols are made safe or holstered and the range is declared CLEAR.
- No firearms will be handled or touched in any way, while people are down range.
- Commands issued by the Range Safety Officer and Range Personnel must be obeyed immediately and without question.
- Only strong side handgun holsters may be used on the pistol range. No shoulder or cross-draw holsters may be used.
- Handgun muzzle discipline will be maintained at all times.
- Muzzles must never be pointed above the top of the berm.
- All shooting will be conducted from the same firing line. No shooter will be in front of or behind the firing line.
- NO shooting from behind the orange posts marking the rear boundary of the bay.
- Members may set up targets in the pistol bays except for:
 - Bay 1 – IDPA and Special Events use only.
 - Bay 7 – Training bay for CQB with board approval (see [page 10](#)).
 - Bay 8 – The bay and the Shoot house are closed to all shooters. IDPA use only.

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PISTOL BAY 7

USE OF PISTOL BAY 7 REQUIRES PASSING A QUALIFICATION TEST AND APPROVAL
BY THE BOARD OF DIRECTORS.

The LC & SA Standard Operating Procedures for all ranges ([see page 4](#)) and the specific Pistol Bay 7 rules below must be followed when using this range.

AUTHORIZED FIREARMS AND AMMUNITION

- Battle rifles: AR/AK type firearms or Tactical shotguns. Fully automatic and bump fire firearms may be used on this bay only.
- The use of tracer, armor piercing or steel core ammunition is prohibited.

PISTOL BAY 7 RULES

All users of the LC & SA Pistol Bay 7 range MUST abide by the following rules:

- Only authorized LC & SA members can use this range. Guests are not permitted to use this range.
- No loaded firearms are permitted up range of the safety markers at the rear of the range.
- MUZZLE DISCIPLINE IS MANDATORY AT ALL TIMES! All muzzles must be kept pointed below the top of the berm. No high muzzle practice will be conducted. All shooting and magazine changes will be from the "low ready" position.
- NO shooting from behind the orange posts marking the rear boundary of the bay.
- Only one shooter is allowed on the range per course of fire, with the exception of any Range Safety Officer(s) present.

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TRAP RANGE

The LC & SA Standard Operating Procedures for all ranges ([see page 4](#)) and the specific Trap Range rules below must be followed when using this range.

AUTHORIZED FIREARMS AND AMMUNITION

- All shotguns 410 through 12 gauge may be used.
- Only shotgun shells matching the following criteria may be used on the trap/shotgun range: Shot size: #7 1/2 or smaller, and a maximum velocity of 1200 fps.

TRAP RANGE RULES

- Firearms will be loaded only on the firing line prior to shooting.
- No firearms will be handled or touched in any way, while people are on the firing line or down range.
- Commands issued by the Range Safety Officer and Range Personnel must be obeyed immediately and without question.
- When the south trap field is in use, the access road to the rifle range and the rifle range must be closed.
- Muzzle discipline must be followed when changing shooting positions on the trap range and carrying firearms on or off the range. Always keep muzzle pointed in a safe direction.
- While not prohibited, the practice of resting the muzzle of shotgun on a toe is ill-advised and discouraged. The practice of resting the muzzle of a shotgun on a ground pad, designed for that purpose, is acceptable.
- No patterning of shotguns will be done on the trap/shotgun range. Field and sporting shotguns may be patterned on the far right (south) side of the Training range ([see page 5](#)).
- No hand throwers are allowed. Use only the mechanical throwers provided at the range.
- Do not adjust or reposition the mechanical throwers provided on the range.
- All shooting will be conducted from the designated shooting positions for the clay pigeon machine in use. These are either the designated positions on either trap field, or the two concrete slabs adjacent to the manual thrower.
- The field of fire on the trap/shotgun range will be kept within the orange marker posts downrange, and also kept BELOW the tops of the trees.
- Pick up and deposit all empty hulls in the container by the trap house.

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PROCEDURES FOR LEAGUES AND SHOOTING EVENTS

- Our primary objective is to conduct safe and enjoyable events for our members and guests.
- During any LC & SA league or shooting event it is the responsibility of the chairperson or event leader to ensure that club SOP's, range rules, and league rules are followed. Other duties include:
 - Inspect the range and clean debris from the range, impact area, firing line, safety zone, and spectator area (see Appendix 1).
 - Make sure all targets, backers, and lane markers are properly installed.
 - Ensure the release from liability form is completed prior to the shooter participating.
 - Maintain a list with the names of the participants.
 - Identify participants as members or non-members.
 - Collect the fees and turn in the money to the club treasurer.
 - Provide sufficient Range Safety Officer support – normally a minimum of one safety officer per five shooters. If there are questions, ask the Firearms Committee.
 - Maintain a list of work hours for club members.
- Give a briefing before the event takes place. This will include a summary of the event, the safety rules, what is expected of the shooters, the course of fire, and any unique considerations.
- Safety rules are posted on all ranges.
- All standard league events require a cold range be maintained. No firearm is to be loaded until the command "Load and make ready!" is given. It is the responsibility of the RSO to maintain safety and order on the line.
- Shooters who display disruptive, unsafe, or unsportsmanlike conduct may be removed from the event at the discretion of the chairperson or the event leader.
- If an offender becomes combative, 911 is to be called.
- During IDPA and Pistol League events, the event rules, along with the range rules, will be in effect.

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EMERGENCY PROCEDURES

- In case of an emergency involving a firearm, clear the range and take charge of the firearm.
- If the accident involves a gunshot injury, the police need to be notified. When calling 911, relay this information at the time of call.
- Call 911 and send someone to the gate to guide the responders to the injured party.
- If anyone is a first responder, have them render aid.
- A first aid kit and AED are located in the trap house, club house and pistol barn.
- Take notes and get statements from everyone on site. This includes their name, address, phone, and what they witnessed. If they say they didn't see anything have them put that in a statement. The police will need this information. See Appendix 2.
- The President, Vice-President or Board Member needs to be contacted immediately. Phone numbers are listed on [page 2](#).
- Above all keep the injured person calm and warm until help arrives.