

Rockville Chapter, Izaak Walton League, Inc.



Range Rules and Procedures May 19, 2023

The Rockville Chapter of the Izaak Walton League, Inc. operates its ranges for the safe enjoyment of target shooting by its members and their guests. The Range Safety Committee, under the direction of the Chapter's Governing Body and the Range Coordinator, is responsible for the safe operation of the ranges. These are the only authorized and approved range rules and procedures, and they supersede all previous versions.

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Introduction

1. The use of all Chapter ranges shall be in accordance with these range rules. The Chapter's Governing Body may exempt a Chapter sanctioned event from one or more Range Rules provided the event is conducted in a safe and orderly manner. All local, state, and federal laws must be obeyed.
2. The following is an excerpt from our Chapter Constitution, and it is included here to emphasize that it applies to all of our ranges.

Section IV. Good Faith Privileges of Membership

A Chapter member may not profit, financially or otherwise (i.e., by gift or other consideration), from the use of and/or access to Chapter facilities, programs, activities and services at, in and of the Chapter, nor may a guest or guests of any member likewise profit, nor shall any member engage other members, guests or members of the public in any activity on Chapter property for which any consideration, financial or otherwise, is obtained, unless such activity is proposed to and approved by the Governing Body.

3. The Chapter's ranges are controlled by the Range Coordinator, the range chairpersons (Archery, Pistol, Rifle, and Shotgun), the *Duty Range Officers (DROs)*, *Range Officers (ROs)*, *Range Approved* members and *Archery Approved* members.

There are five levels of range usage certification:

- a. *Archery Approved*: may use the archery range and may bring guests to the archery range (See item 4 below).
 - b. *Range Approved*: has the privileges of *Archery Approved* and additionally may use the firearm¹ ranges under the supervision of a *Duty Range Officer (DRO)*. May bring guests to firearm ranges (See item 4 below).
 - c. *Range Officer*: has the privileges of *Archery Approved* and *Range Approved* and additionally may use the firearm ranges unsupervised. May bring guests to firearm ranges (See item 4 below).
 - d. *Duty Range Officer (DRO)*: a *Range Officer* scheduled by the DRO scheduler to supervise the firearm ranges (usually on weekends). A *DRO* may supervise multiple *Range Approved* members with guests and multiple *Range Officers* with guests. A *DRO* may not supervise guests.
 - e. *Sanctioned Event RO*: a *Range Officer* qualified to train and supervise event participants who may be members or non-members. Some examples are the outdoor pistol league, muzzleloader league, rifle league, Hunting / Fishing Day Muzzleloader Event, Hunting / Fishing Day Boy Scout Tomahawk Throw, approved NRA courses, etc. These events must be sanctioned by the Chapter's Governing Body.
4. Any member at least 21 years old with a chapter issued range card may sponsor guest shooters on Chapter ranges in compliance with number 3 above. Members are responsible for the direct supervision of their guests and may only supervise one guest shooting at a time. The member and guest may not shoot at the same time.

Each member is limited to two range guests per day and a total of four range guests per month (these limitations may be waived by approval of the range coordinator or the Chapter's Governing Body). Members may bring family members to the ranges as guests with no limit as to number.

5. All persons under the age of 18 must be accompanied by a parent or guardian at all times while using firearm ranges (12 years old for archery).
6. It is the responsibility of all Chapter members to report violations of safety, procedure, courtesy, good faith privileges of membership (See 2 above) or the range guest policy (See 4 and 5 above) to the *DRO*, the range chairperson, the range coordinator, or a Chapter officer. At the discretion of the range coordinator, a member's range privileges may be suspended. A verbal suspension will be followed (within 7 days) by a written suspension using certified-return-receipt mail. The suspended member will be invited to explain to the Chapter's Governing Body why the suspension should be rescinded. The suspension will remain in effect until modified by a majority vote at a Board of Directors meeting. The names of all members with suspended range privileges will be displayed on all ranges.

¹ Firearm(s) in these range rules refers to firearms as defined by federal law; muzzleloading guns; and air/pellet guns.
May 19, 2023

Emergency Procedures

In case of a serious injury or medical problem:

1. There are first aid kits at the:
 - a. Pistol Range.
 - b. Rifle Range.
 - c. Lower Chapter House.

There is a defibrillator (which is used to treat a heart attack) in the upper level of the chapter house.

2. If anyone present has emergency medical training, ask them to give assistance.
3. If you don't have a cell phone, send a person to the Chapter house with an access card to call 911 to get help.

Have that person stay by the telephone after the call in case the emergency dispatcher calls back for more information. Follow the 911 dispatcher's instructions and help direct them to the property.

The Chapter address and telephone number is:

18301 Waring Station Road
Germantown, MD 20874
301-972-1645

4. Send a second person to wait for the rescue crew on Waring Station Road. This person should remain at the entrance to Waring Station Road since the fire and rescue personnel may not all arrive at the same time.
5. If no medical personnel are present and you are not trained:
 - a. Do not move the injured person.
 - b. Make the injured person as comfortable as possible.
 - c. If bleeding, apply direct pressure to the wound with a sterile dressing, if available.
Use a tourniquet if direct pressure will not stop profuse bleeding.
 - d. Wait for medical assistance.

General Range Rules

1. The following fundamental safety rules apply to all Chapter firearm ranges:
 - a. Always keep the firearm pointed in a safe direction (i.e., down range, vertical for unloaded long guns).
 - b. Always keep the firearm unloaded until ready to use.
 - c. Always keep your finger off the trigger until ready to shoot.

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

2. The command **CEASE-FIRE** may be issued by anyone and shall be instantly obeyed. All shooters shall **immediately** cease firing, remove their finger from the trigger, point the firearm in a safe direction, and await further instructions from the *Duty Range Officer*.
3. A firearm or bow is in a **SAFE** state when the following conditions are met:
 - a. Archery: no arrow nocked.
 - b. Muzzle Loaders: barrel(s) / cylinders empty and de-primed or de-capped.
 - c. All other firearms: action open (when possible, or see item e, below), chamber(s) empty, magazine out. If the magazine is not removable, it must be empty.
 - d. One of the following conditions must also be met:
 - i. Firearm tabled and pointed down range.
 - ii. Firearm or bow racked.
 - iii. Firearm cased.
 - e. If it is not possible to lock open the action of a firearm, a spent casing (inserted sideways) or an empty chamber indicator shall be inserted into the action to prevent it from closing completely.

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

4. No one may go forward of the firing line on a range until all firearms or bows have been made **SAFE**.
5. No one may handle a firearm or bow while anyone is down range.
6. All firearms or bows that are not in use shall be made **SAFE**.
7. If a firearm misfires or experiences a weak load known as a squib, the shooter will keep the firearm's action closed and the muzzle pointed down range for 30 seconds (120 seconds for muzzle loaders) before checking for the cause of the misfire. After clearing the action, the barrel should be checked for obstructions before further use.
8. Anyone testing hand-loaded ammunition or altered firearms shall notify all other persons on the range.
9. Any shooter who cannot consistently hit the intended impact area must stop shooting.
10. Alcohol is not permitted on ranges or in range spectator areas. No person under the influence of alcohol or any substance that impairs the judgment or ability of an individual is allowed to shoot.
11. All firearms carried on Chapter property must be unloaded and carried in a closed or latched container with the following exceptions:
 - a. Concealed carry by a holder of a Handgun Permit valid in Maryland.
 - b. Uncased, unloaded firearms used during hunter safety training.
 - c. Law enforcement officers.

12. The DRO is responsible for the safety of the line. All commands of the DRO must be obeyed.
13. Smoking is prohibited within the rifle and pistol range houses.
14. A red range flag shall be flown on each range whenever that range is being used.
15. Members shall always prominently display their current range card when using any range.
16. When requested, members shall furnish additional identification with the goal of verifying that a displayed range card belongs to that person, or that the member is old enough to sponsor guests (see page 2, item 4).
17. A person not displaying a current range card will be considered a guest and must be supervised accordingly.
18. Members and guests must legibly print their name, date, arrival time and their IWLA Rockville membership number (or the word "guest") in the logbook when entering a range. They must also record their exit time, next to their original entry, when leaving.
19. All sanctioned shooting activities of the Chapter shall be exempt from the one-to-one guest supervision requirement specified in page 2, item 4. The guests shall receive Chapter-supplied safety training pertinent to the shooting discipline prior to shooting.
20. Other than certified service animals, pets are not allowed on ranges or in range spectator areas while the range is in operation.
21. Range usage restrictions:
 - a. There shall be no shooting of firearms on any day before 9:00 A.M. or after 9:00 P.M.
 - b. There shall be no shooting of firearms on Sundays before 1:00 P.M. except chapter sanctioned events may begin at 12:00 P.M. Air/pellet guns may be used earlier for chapter sanctioned events.
 - c. There shall be no shooting on any ranges during general membership meetings.
 - d. There shall be no shooting on unlit ranges past one half hour after sunset.
22. When firing is in progress, ear protection and eye protection must be worn by all shooters in the Pistol Range house, the Rifle Range house, and by all persons forward of the spectator benches on the Shotgun Range. Ear protection, but not eye protection, is required in the Pistol Range spectator area (outside the Pistol Range house) and the Shotgun Range spectator benches.
23. All shooting shall be done from a fixed position.
24. Targets:
 - a. Pistol and rifle shooters shall use only the special target frames that are located at each range.
 - b. All firing must be done at paper targets mounted on the supplied target frames.
 - c. Paper targets shall not be of an identifiable human likeness. An identifiable likeness is a human figure or outline containing facial features (eyes, nose, mouth) or distinctive clothing (religious attire, etc.) regardless of whether it is a photograph, drawing, or cartoon. Silhouette or other human figure targets are permissible provided they do not contain the above attributes.
 - d. Metallic silhouettes and other reactive targets may only be used on appropriate stands at the pistol range with air rifles or air pistols during Chapter organized activities. No other firearms are allowed on the range during these sessions.

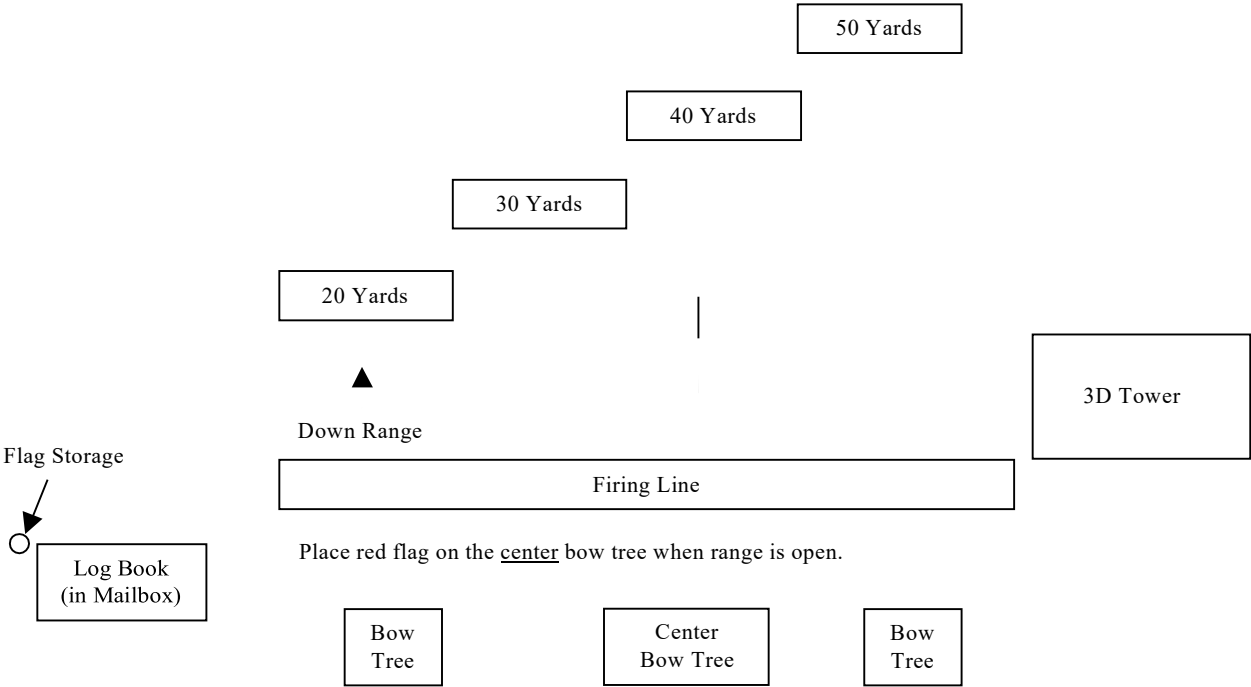
- e. Target mounting structures and target materials other than specified in items a through d above are prohibited.
25. Intentional firing at target frames, number boards, or to test penetration of any material is not allowed.
 26. The mining of spent projectiles from range impact or drop areas is prohibited. Loaded ammunition, including misfires and damaged rounds, shall not be discarded in trash or recyclable containers.
 27. Misfired or damaged shotgun shells must be removed from the range.
 28. Misfired or damaged metallic ammunition may be placed in the oil bath containers available at the pistol and rifle ranges or removed from the range.
 29. Spent shell casings are to be removed from the range or placed in the provided receptacles. They are not to be placed in the trash or recyclable containers.
 30. The following ammunition is prohibited on all ranges:
 - a. Armor Piercing.
 - b. Explosive.
 - c. Incendiary.
 - d. Tracer.
 - e. Multiple Projectiles (except as defined inside the pistol and shotgun range rules).
 31. Fully automatic firearms are not allowed; this includes firearms capable of selective firing.
 32. Additional muzzle loader rules include:
 - a. No open powder containers allowed on the firing positions while shooting is in progress.
 - b. With the firearm pointed down range in your normal firing position, to check for blockage, place a patch in the muzzle prior to capping and “snap the cap.”
 - c. No direct blowing down a barrel.
 - d. Always load with the muzzle away from your body.
 - e. Use only powder recommended by the firearm manufacturer. In most cases black powder or black powder substitutes (Pyrodex, Triple 7, etc.) must be used. Using non-recommended powder in a firearm not designed for it is prohibited.
 - f. The powder charge must be put into the barrel or cylinder chamber being loaded from a container that contains no more than the intended charge. For example, measure one charge from a powder flask into an intermediate container and then use the intermediate container to put the powder charge into the barrel or cylinder chamber being loaded.
 - g. Caution should be exercised when using a wooden ramrod as it may break and cause significant injuries. Use short ramrod strokes instead of a steady, heavy, push from the top.
 - h. The last action in the loading sequence is to cap or prime the firearm with the muzzle pointed down range.
 - i. If the firearm cap or flintlock pan powder ignites but the powder in the barrel does not, keep the muzzle pointed down range for 120 seconds. Reseat the bullet after the 120 seconds. You may then reprime the firearm and attempt to fire it again.
 - j. Bullet removal: Pulling a bullet from the muzzle is not allowed.
 - i. Fire it empty, if possible.
 - ii. If a CO₂ “discharger” is available, use it.
 - iii. If the barrel cannot be emptied, de-cap or de-prime the firearm, case it, and get competent help elsewhere.

33. The use of paintball and airsoft guns is prohibited on Chapter property.
34. No vehicles are allowed in the range area except:
 - a. Vehicles used in carrying materials and/or equipment for work parties.
 - b. Vehicles used to haul shooting equipment for Chapter sanctioned events.
 - c. Vehicles of handicapped members who have a Motor Vehicle Administration placard or license plate or have been given permission by the Range Coordinator or a Chapter sanctioned event sponsor.
35. The range road gate shall be kept open when authorized vehicles are in the pistol or rifle range areas.
36. When the ranges are not in use, all gates and doors shall be kept locked with the locks set to "0000." Only Chapter certified *Range Officers* or authorized individuals shall be given the lock combination and range authorized access cards.
37. Keep the ranges clean. Put all trash in the trash can or remove the trash from the range. Try to leave the range in better condition than you found it.
38. Pick up all spent shell casings and dispose of them properly in the containers provided. Each range has a spent casing receptacle. Brass, steel, and aluminum spent casings should be placed in the appropriate receptacle. Reloaders are welcome to take casings from the receptacles. Do not dispose of spent shell casings in the trash cans or the oil bath containers.
39. All air and BB gun shooting in the chapter house is limited to chapter sanctioned events and must be controlled by an authorized adult.
40. Conversation shall not be directed to a shooter on the line except for the purpose of instruction or spotting.

Archery Range Rules

1. All firing on the archery range shall be done by or under the supervision of an *Archery Approved* member, a *Range Approved* member or a chapter certified *Range Officer* who is present at the archery range.
2. Crossbows, vertical bows, and airbows (collectively referred as “bows”) may be used on the archery range and 3-D archery course.
3. Bows may be brought to and from the range uncased.
4. A red flag shall be affixed to the center bow tree to show the range is open.
5. No bows are allowed forward of the firing line.
6. If more than one person is shooting, all shall shoot from the same firing line.
7. Shooters are required to check behind the backstops prior to initially shooting.
8. Never nock your arrow until you are ready to shoot.
9. Make sure there is no one down range when shooting. Never release an arrow without being able to see its full path to the target.
10. Do not point or release your arrow above the backstop.
11. The maximum shooting distance shall be 50 yards except for special club functions.
12. Broad heads may be used on the range, but only into Styrofoam backing or member supplied targets, not into the hanging targets (excelsior). Member supplied targets must be backed by chapter supplied Styrofoam backing and must be smaller than the backing.
13. Range commands will be used when multiple shooters are using the archery range. These may be negotiated by all shooters.
14. The 3-D archery course may be used only during Chapter sanctioned events.
15. Members qualified to use the Archery Range may use the lower tower level. Contact the Archery Range Chairperson to obtain the combination.

Static Archery Range

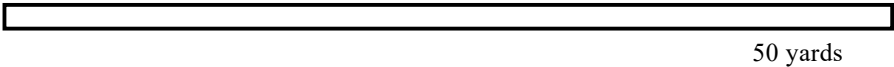


Pistol Range Rules

1. All firing on the Pistol Range shall be done by or under the supervision of a Chapter certified Range Officer who is present at the Pistol Range. When loading and firing, the muzzle must be forward of the side baffles.
2. All firearms must be cased and uncased only at a designated shooting position with the muzzle pointed down range, forward of the red line.
3. While in the range house, no one may be forward of the red line while the line is **SAFE**.
4. All firearms, unless cased or racked shall be pointed down range at the back berm.
5. All firing shall be conducted at one of the firing points through the apertures constructed for this purpose. All shots must be fired directly into the back berm. Dry firing is allowed only in the direction of the back berm.
6. No drawing and firing of firearms from holsters is permitted.
7. Barricade shooting is permitted using the removable barricade panel only. The barricade panel will be removed and stored in the supply shed when firing has been completed. Barricade shooting using the side walls of the firing point as the barricade is prohibited.
8. Long guns and handguns used on the pistol range must meet one or more of the below features:
 - a. Rimfire chambering.
 - b. Muzzleloaders and cartridges loaded with black powder or black powder substitute.
 - c. Straight-walled centerfire cartridge chambering.
 - d. Bottleneck cartridges whose loaded cartridge fits into the pistol range cartridge gauge (1.830" maximum overall loaded length or maximum .530" case head base diameter).
 - e. Shotguns loaded with slugs or sabots or multiple projectile ammunition in accordance with item 11 below.
 - f. Air and BB guns.
9. Targets may only be placed at fixed distances at 7 yards, 50 feet, 25 yards, or 50 yards.
10. Target overall size is limited to 10" x 11" for the 7 yard pistol range target holders.
11. Shotguns may be patterned on the pistol range in accordance with the following procedures:
 - a. All firing is under direct supervision of designated range officers during pre-arranged, specified times
 - b. All firing will be conducted with shoulder stocked, long guns only; minimum barrel length is 18.5 in.
 - c. All firing is performed from position 2 into the designated area to the left of 50 yard position 1
 - d. Target backing shall consist of 3' x 4' white plastic cardboard
 - e. No firing on other positions is allowed while patterning
 - f. Lead or Bismuth shot only (steel shot is prohibited)
 - g. Shooters shall police their shot wads
 - h. Up to 10 gauge bore, all size shot, choke, or shell length is permissible

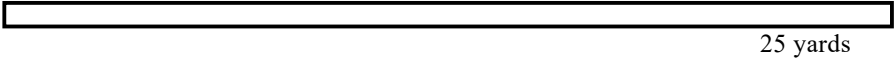
Pistol Range

Targets set at 50 yds. use a cardboard backer (24" x 30") mounted on 2 posts with clamps.

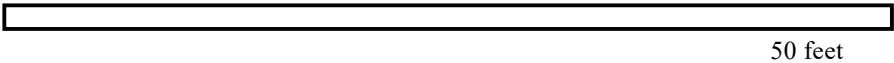


Shotgun Patterning
Target Stand – 35 yards

Targets set at 25 yds. use a cardboard backer (18" x 24") mounted on 2 posts with clamps.



Targets set at 50 ft. use a cardboard backer (18" x 24") mounted on 2 posts with clamps.

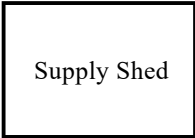


Targets set at 7 yds. use a cardboard backer (18" x 24") mounted in clamps installed at the end of each shooting position.



▲
Down Range

Red safety wire
controls down
range access.



								Lower Height Position
1	2	3	4	5	6	7	8	9

RED LINE

Flag
Target Backers
Target Hanging Posts, Accessories

Table

Bench

First Aid Kit

Flag Pole



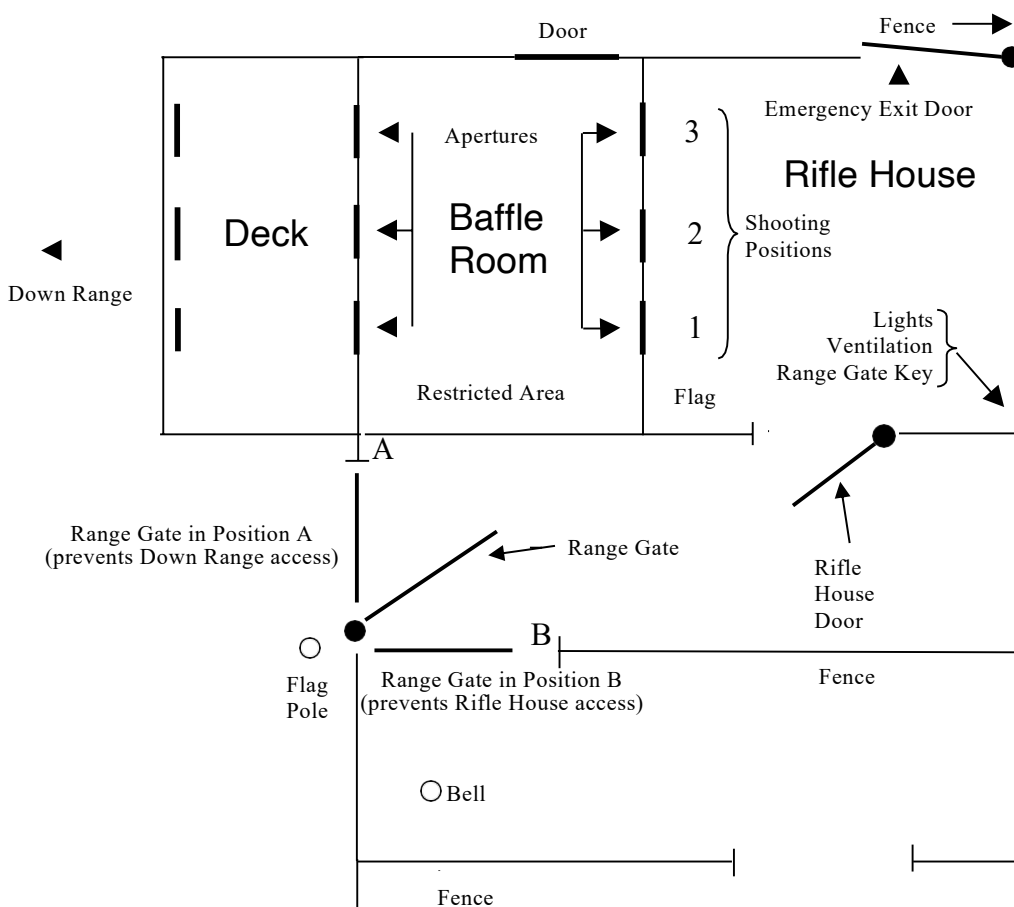
Rifle Range Rules

1. Firing by *Range Approved* members on the Rifle Range may be done under the supervision of a *Duty Range Officer* who is present either at the Pistol Range or the Rifle Range.
2. All firing must be done from within the rifle house at the designated firing points.
3. Firearms shall only be loaded after the muzzle has been inserted into the firing aperture. Muzzle loading firearms may be loaded with powder and projectile prior to being placed in the aperture, provided the muzzle is pointed in a safe direction. Muzzle loading firearms shall not be primed or capped until the muzzle is inserted into the aperture.
4. The range gate must be locked at all times either toward the range entrance (position B on the Rifle Range diagram) while down range or toward the target area (position A on the Rifle Range diagram) at all other times.
5. The exhaust blower and interior lighting shall be on while using the Rifle Range and turned off when the last shooter leaves (main breaker handle down).
6. When anyone is down range, no one is allowed to stay inside the rifle house. Anyone not going down range is to exit the range and the range gate must be locked in the position preventing access to both the range and rifle house by persons not going down range (position B on the Rifle Range diagram).

After all persons have left the target area and returned to the rifle house, the range gate must be locked in the position that prevents access to the down range and target area but allows access to the rifle house door (position A on the Rifle Range diagram). Persons who had previously left the range because they were not going down range can then re-enter the rifle house.

7. All apertures that are not in use shall be kept closed in order to contain noise.
8. Targets shall be placed only on the designated area of the backer boards placed at the 50-yard, 100-yard or 140-yard positions.
9. Only shooters, instructors, spotters, or *DROs* are permitted inside the rifle house.
10. While firing is underway, the rifle house doors must be closed and the pins must be disengaged on the emergency exit door.
11. A cease-fire to go down range shall be negotiated by all shooters. All firearms shall then be made **SAFE**.
12. Shotguns may be used with slugs or sabots only; use of shotguns with shot ammunition is prohibited.
13. The baffle room shall be kept locked and is off-limits to all. In an emergency (e.g., a fire), there is a key available on the back wall in a breakable plastic container. If the baffle chamber is accessed for emergency reasons, the Range Coordinator or Rifle Range Chairperson shall be notified as soon as possible.
14. Prior to closing the range, all apertures in the rifle house shall be closed, the flag taken down and stored, the range gate locked preventing access to down range (position A on the Rifle Range diagram), and the master power breaker turned off.

Rifle Range



Opening Range:

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

Hanging new targets:

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

Resuming Firing:

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

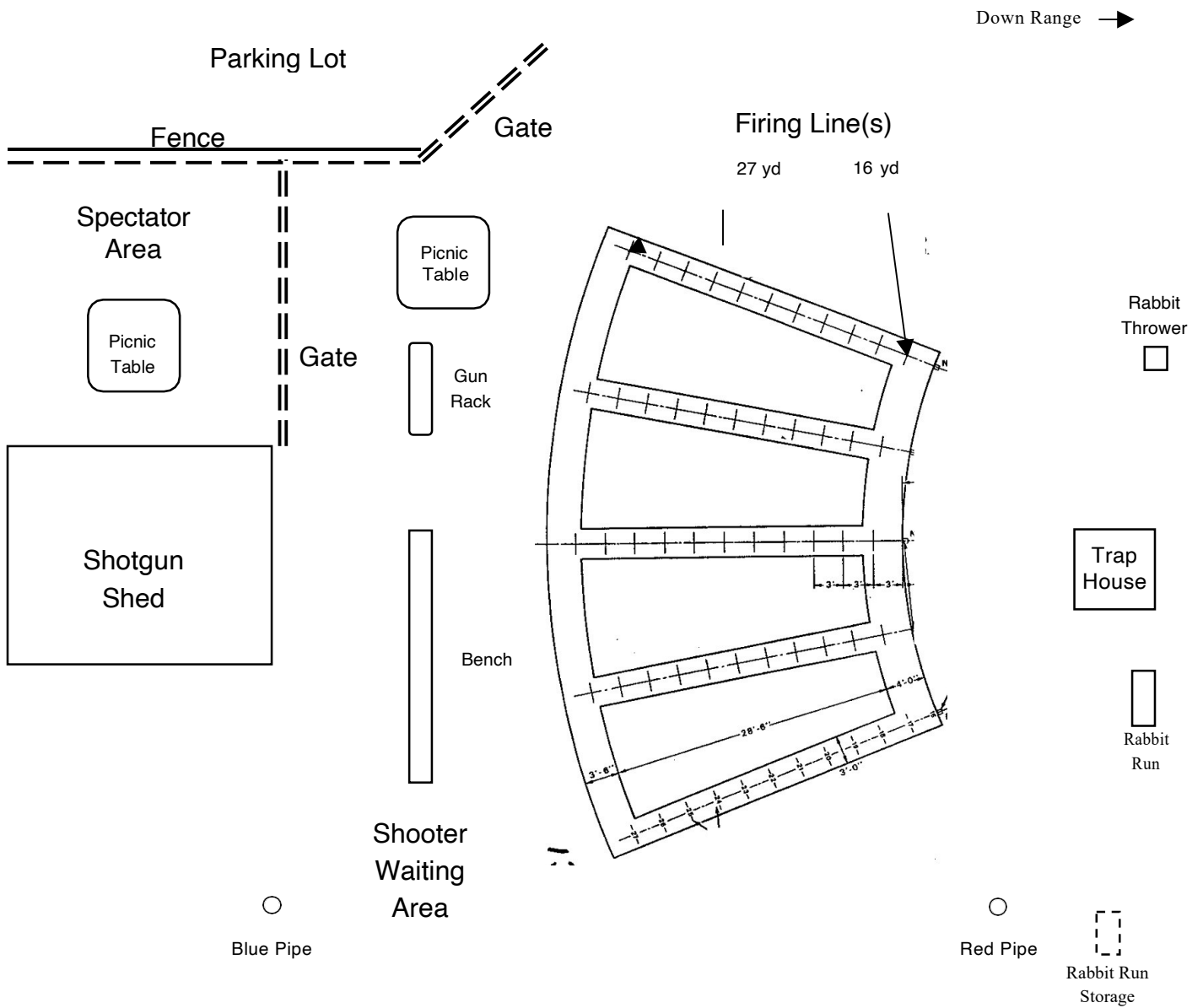
Closing Range:

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

Shotgun Range Rules

1. Shotgun range use is only under the direct supervision of the Shotgun Range Chairperson or a Range Officer designated by the Shotgun Range Chairperson.
2. Only Chapter supplied launching equipment may be used. All portable launchers are prohibited.
3. Prior to shooting, check down range to make certain that no one is down range. If you go down range, place the orange range flag into the trap house holder to indicate that you are down range.
4. All shells used on the range shall meet the following requirements.
 - a. Not to exceed 12 gauge 2 3/4" shells.
 - b. Not to exceed 3 drams equivalent load (i.e., target loads).
 - c. From # 7 1/2 to # 9 size shot.
5. When approaching or on the firing line, keep muzzle pointed up or down and action open at all times.
6. Noise should keep to a minimum so as not to distract shooters.
7. No one shall be forward of any shooters.
8. All shooters are responsible for cleaning up the area when they are finished shooting.
9. Firing line procedures for the Rabbit Run:
 - a. The firing stand shall only accommodate one shooter.
 - b. The rabbit thrower will announce "ready" and the shooter may then close the shotgun's action.
 - c. The shooter will call for the release of the clay rabbit by saying "Pull."
 - d. All shotguns shall have empty chamber(s) and open actions when approaching and leaving the firing stand.
 - e. All spectators shall remain behind the firing stand.
10. BB guns and archery equipment may be used under chapter sponsored events, shooting down range in the same direction as when shooting shotguns.
11. Shotgun shooters shall only shoot at ground-thrown targets. Airborne targets are prohibited.
12. Shotguns may be patterned on the shotgun range using the supplied target stand mounted on the red pipe with the shooter standing at the blue pipe.

Shotgun Range



Appendix 1: Range Usage Requirements

Archery Approved:

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

- a. Successfully complete the Range Orientation classroom course.
- b. Sign a statement attesting that they have read and understand the range rules.

Upon completion of these requirements, the member will be issued an *Archery Approved* range card.

Range Approved:

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

- a. Be *Archery Approved*.
- b. Successfully complete the Range Orientation practical training.

Upon completion of these requirements, the member will be issued a *Range Approved* range card.

Range Officer:

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

- a. Be 21 years old or older.
- b. Be *Range Approved* for at least six months.
- c. Obtain Range Officer certification, which consists of a *DRO* attesting that:
 - i) The *DRO* observed the member shoot on the Pistol Range for 30 minutes.
 - ii) The member understood the range commands issued.
 - iii) The member did not violate any of the range rules.

The signatures of three different *DROs*, on three different occasions, on the Range Officer Certification card indicates the completion of this requirement. Candidates must notify the *DRO* of their intent for *DRO* certification before shooting.

- d. Successfully complete the Range Officer course.
- e. Successfully serve as *DRO* during the live fire portion of a Range Orientation practical training.

Upon completion of these requirements, the member will be issued a *Range Officer* range card.

To maintain Range Officer status, Range Officer qualified members must renew their membership by October 31 each year and maintain a current phone number and email address with the Membership Secretary, Range Officer Scheduler, and Range Coordinator at all times.

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

For all range privileges (Archery Approved, Range Approved, and Range Officer):

To maintain Archery Approved, Range Approved, or Range Officer status, members must complete an annual attestation attesting that they understand, and agree to abide by, the chapter range rules.

Appendix 2: Duty Range Officer (DRO) Responsibilities

Duty Requirements

1. Respond to the Range Officer Scheduler as instructed in your Range Officer Assignment Notification sent via email.
2. Serve duty as assigned by the DRO scheduler.
3. Immediately notify the DRO scheduler if the time or date of your assigned range duty is unacceptable and arrange for it to be rescheduled. If a situation later arises that prevents you from serving your assigned duty, you must find a substitute *DRO*. Promptly notify the DRO scheduler of the change.
4. Range Duty Hours:
 - a. During Daylight Saving Time
 - Saturdays: 9:00 A.M. to 1:00 P.M. and 1:00 P.M. to 5:00 P.M.
 - Sundays: 1:00 P.M. to 5:00 P.M.
 - b. During Standard Time
 - Saturdays: 9:00 A.M. to 1:00 P.M. and 1:00 P.M. to 4:00 P.M.
 - Sundays: 1:00 P.M. to 4:00 P.M.

Operating the Ranges

1. Your primary duty station is the pistol range. Supervise and ensure safe range operation and ensure all shooters comply with all range rules.
2. Prominently display your Range Officer range card.
3. Require all members to display their range cards. Only members with current Range Approved or Range Officer range cards may shoot. Persons not in possession of a current range card may shoot as a guest if guest requirements are met (See page 2, item 4).
4. Make certain all persons wear ear and eye protection as required.
5. Assign firing positions so that shooters firing large caliber firearms, muzzleloaders, shotguns, and semiautomatic rifles are preferentially toward the right-end firing positions.
6. Make certain that no one goes down range until all firearms are made **SAFE** and no one is forward of the red line.
7. Make certain that no one goes forward of the Pistol House red line while anyone is down range.
8. Ensure that pistol range target frames are placed only in designated positions, that proper backing is used and that it is positioned at the proper elevation, so that all bullets hitting the target will impact the backstop.
9. Ensure that shooters remove targets and target mounting cardboard from the target frame. Cardboard shall be returned to the supply shed with staples removed or if not usable, placed in the recycle bin.
10. Make sure that all misfires are disposed of properly (either dropped in the oil bath container or carried outside the property by the shooter at the end of the firing session).
11. Request violators of any range rule to correct the issue or discontinue shooting.
12. Close any range if a situation arises that would endanger the surrounding community or persons on Chapter property (e.g., severe weather). Notify the range coordinator of such decision.
13. Be the final authority in any situation which may arise, provided the range coordinator is not present.
14. Allow spectators in shooting areas at your discretion.

Appendix 3: Duty Range Officer (DRO) Procedures

One week before your assigned date:

- Review the Range Rules and Procedures, available in the information center at the Chapter house or on the Chapter website at www.iwlar.org. If you have questions or concerns, contact one of the people listed under “Need Help on the Range?”
- Contact your assigned range duty partner to verify his or her availability or any duty substitutions.

On your assigned date:

Opening the ranges:

- Arrive 15 minutes early and inspect the rifle and pistol ranges before you open the range. The following steps are mandatory:
 - Retrieve a DRO checklist card from the mailbox located on the range road gate. All *DROs* must complete their own checklist card.
 - Open the range road access gate to the pistol and rifle ranges. The gate must remain open during your duty. Attach the lock to the chain and set to “0000” during this time.
 - Inspect the rifle range and the range house. Verify that the lights and fan are working. If they are not, keep the rifle range closed and report the problem to the rifle range chairperson. If the range house is damp or wet, open the Emergency Exit Door to let it dry.
 - Open the pistol range, visually inspect the range and verify no hazards exist. If you notice any problems, report them to the pistol range chairperson. Raise the red range flag, change the range sign to “open” and sign in as *DRO*.

Operating the ranges:

- Two Range Officers are assigned to work each shift. If your partner does not arrive at the start of your shift, NOTIFY the DRO scheduler IMMEDIATELY.
- When members and their guests arrive to shoot, they must legibly print the required information (See page 5, item 18) in the range logbook.
- Make sure that shooters use correct target backers for the distance they are shooting. Small backers are used at 7 yards, 50 feet, and 25 yards. Large backers are used at 50 yards only.
- Use the range commands as posted; do not make up range commands.
- Observe the impact of each shooter’s rounds on the pistol range and verify they are hitting the back berm. If they are not, the shooter must make adjustments until the rounds impact the back berm or must stop shooting.
- Whenever anyone is down range on the pistol range, one *DRO* must observe the down range area and one must maintain safety inside the pistol range house. If only one *DRO* is on duty, he or she should position themselves at the corner of the range gate that allows a clear line of sight to both down range and the red line. When all have returned, tell all to stay behind the red line and check the front of the positions to make sure no one is there before returning to the line.
- Make sure that shooters police their own spent casings and leave their position clean and tidy when they have completed shooting.
- Make sure that shooters remove their staples from the cardboard backers when they have finished shooting.
- During inclement weather and if no shooters are present, you may retreat to the Chapter house. You must leave a sign at the pistol range and close the range before going to the Chapter house, and you must return to the range if anyone (even another RO) wants to shoot.

In the event of an incident while operating the ranges

- Resolve the situation in a professional manner.
- Contact appropriate people if you need assistance - range chairperson, chapter officer, range coordinator, or Montgomery County police.
- Document the incident in detail.
- Describe the incident on the DRO checklist.
- Notify the range coordinator and the second vice president.

Closing the ranges

- At the end of your range duty, you must verify that all ranges are tidy and either closed, or under the control of another Chapter certified *Range Officer*. The following steps are mandatory:
- Verify all brass has been policed from the floor of the pistol house and that all trash and recyclable materials have been deposited in the appropriate bins.
- If a Chapter certified *Range Officer* is using the pistol range, they may assume control of the range when you depart. Otherwise, close the pistol range:
 - Lower and stow the range flag in the supply shed.
 - Turn the range sign to “closed.”
 - Sign out.
 - Make certain the gate latches behind you when you leave.
- Check the rifle range:
 - If a Chapter certified *Range Officer* is using the range, they may assume control of the range. Otherwise, close the rifle range:
 - Lower and stow the range flag.
 - Verify the outside apertures are closed.
 - Check for any damage to any safety structure.
 - Turn off the electricity.
 - Lock all doors and gates. All combinations must be set to “0000.”
- Sunday DROs must empty the pistol range trash and recycling bins in accordance with procedures posted at the pistol range.
- Close and lock the range road access gate. The combination must be set to “0000.”
- Deposit your completed DRO checklist form in the deposit box mounted on the range road gate.

Need Help on the Range?

Contact any of the following:

Chapter President
Chapter 2nd Vice President
Range Safety Coordinator
Pistol Range Chairperson

Rifle Range Chairperson
Shotgun Range Chairperson
Archery Range Chairperson
DRO Scheduler

Appendix 4: Duty Range Officer Pistol Range Actions and Commands

THIS TEXT INDICATES LOUD COMMANDS FROM THE *DRO* TO SHOOTERS.

This text indicates *DRO* actions.

1. Make certain no one is down range.
2. **YOU MAY GO FORWARD OF THE RED LINE TO YOUR SHOOTING POSITION.**
3. **EYE AND EAR PROTECTION ON.**
4. **YOU MAY HANDLE YOUR FIREARMS. DO NOT LOAD.**
5. Make certain that everyone has the required eye and ear protection in place.
6. **YOU MAY LOAD AND FIRE.**
7. Monitor the shooters, spectators, and the range while firing is in progress.
8. Negotiate a cease-fire.
9. **CEASE-FIRE.**
10. **MAKE THE LINE SAFE AND STAND BEHIND THE RED LINE.**
11. Make certain the line is **SAFE**.
12. **THE LINE IS SAFE. YOU MAY GO DOWN RANGE.**
13. Make certain that no one crosses the red line.
14. Repeat step 1.