



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

1. Live fire conducted at the Lowell Sportsmen's Club (LSC) is designed to provide authorized personnel access to a facility where they can become proficient with privately owned firearms and archery equipment.

2. Facilities for Use:

- a. Indoor Shooting Range – 6 shooting stations, 50 ft with target retrieval system
- b. Indoor and Outdoor Archery Ranges – moveable (inside), 3D and field targets.
- c. Trap and Skeet Range – 4 trap fields (one doubles) and one skeet field.
- d. Outdoor Shooting Ranges – 10-100 yd range w/3 benches and 20 yd black powder w/2 benches.
- e. Outdoor Pistol Range – 50 ft range w/4 stations.

3. Range Limitations and Safety requirements.

Live-fire shooters will:

- a. Fire only on designated ranges during scheduled hours of operation.
- b. Fire only authorized firearms and ammunition.
- c. Fire at authorized range targets only. No recognizable person, cartoon or realistic form may be used. Standard purchase bad guy/hostage type targets are acceptable.
- d. Metal silhouette or steel targets are to be used for matches and not for recreational shooting. Steel targets must be a minimum distance of 15 yards for pistols and 100 yards for rifle. Always check with the Target manufacturers specifications for the type of target and shooting style as it may specify minimum distances and target arrangement/angles depending upon target quality, caliber and bullet type.
- e. Ensure all projectiles impact within the established range safety limits.
- f. Call "Cease firing" and make all firearms safe when a shooter moves forward of the firing line or during any unsafe conditions.
- g. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the firing line.
- h. Use appropriate eye and ear protection during any live firing.
- i. Notify the Range Safety Officer (RSO) and/or Chief Range Safety Officer (CRSO) of any safety infractions.
- j. Pickup all spent cartridges, paper/plastic and other debris that accumulates on the range. Dispose of them in the containers provided.

4. Authorized and Prohibited Firearms.

- a. Only use firearms specified for ranges under specific range rules.
- b. Fully automatic firearms are only authorized upon prior written approval from the Board of Directors (BOD) and the CRSO. The member must provide the proper Federal Firearms Licenses (FFL) and all required paperwork prior to live fire.



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges 12/12/2023

- c. The following type of firearms shooting is FORBIDDEN, except for special events with the permission from the BOD, CRSO or the on-site events coordinator.
 - Combat shooting, Fast-draw shooting, Shooting from the hip, Cross-firing.
 - Shooting at anything other than paper, clay or cardboard targets.

5. Authorized Personnel.

The following persons are allowed to fire on the ranges:

Note: See specific range rules for additional authorizations/restrictions.

- a. An LSC member who has been approved by the Board of Directors (BOD).
- b. A guest of an LSC member in accordance with the By-Laws of the club.
- c. Participants in organized practices, training and shooting events.
- d. Invited quests and participants must have an LSC member present who assumes full responsibility for the conduct of quests and participants.
- e. Other quests with prior approval of the BOD on a case-by-case basis.

6. Personnel responsibilities:

A. Board of Directors.

- 1. Ensure range functionality.
- 2. Approves all special requests for club uses.
- 3. Ensure the CRSO has access to a range schedule at least one month in advance of planned activities. Schedules should include matches, recreational fire and any special instructions for the events.
- 4. Provide CRSO and RSO training, as needed using the NRA Range Safety Officer Training Programs.

B. Chief Range Safety Officer, CRSO.

- 1. Ensure a RSO is on duty prior to scheduled live fire events on specified ranges.
- 2. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with the SOP and specific Range Rules.)
- 3. Maintain a log of trained NRA RSO individuals and schedules (as needed).
- 4. Review all range reports and logs. Report to BOD any issues, violations and failure of SOP compliance.

C. Range Safety Officers, RSO

- 1. At least one RSO must be present on the range during live fire and has complete control of the shooting activities and conduct of the shooters. Commands given by an RSO must be obeyed immediately. Failure to do so is cause for revocation or suspension of range privileges. The RSO may, at his/her discretion, stop anyone from shooting if he/she feels that they represent an unsafe condition.



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges 12/12/2023

2. The first RSO on site has the responsibility as the RSO (unless transferred to another RSO when additional shooters arrive). When the RSO departs, responsibility transfers to another RSO on the range.
3. For formally scheduled shooting events:
 - a. Arrive one half hour prior to scheduled live fire. Review the Range Safety Briefing at the end of this document and the specific Range Rules.
 - b. Conduct and complete a Range Inspection Checklist for the range in use.
 - c. Ensure at least one RSO is on duty prior to and during the live fire.
 - d. Shooters will check in with the designated RSO at the scheduled range.
 - e. Ensure members have club identification badge prior to shooting.
 - f. Conduct live fire in accordance with specific Range Rules and Match Rules.

D. Lowell Sportsmen's Club members.

1. Shooters will conduct themselves in an orderly manner and will be responsible for the conduct of all guests they bring.
2. Shooters are responsible for their firearm & equipment while on club property.
3. Firearms out of their case/holster and not being used must be benched, actions open and facing up, chambers empty (or have empty chamber indicator/flag installed), magazines out, and muzzles pointed downrange and safeties on if applicable.
4. Follow all instructions given by the RSO.
5. Load firearms only after commands from RSO are given to do so.
6. Do not point firearms at anything other than authorized targets.
7. Give the command to "Cease Fire" if an unsafe condition arises.
8. Pick up all spent cartridges, paper/plastic and other debris that accumulates on the range and deposit it in appropriate containers.
9. Pets are not allowed on the firing Line during live fire.

7. Hours of Operation and Scheduling.

The Board of Directors develops a schedule of live fire based on special requests received at least one month prior to the event. The schedule will be posted for all members to view.

8. Alcoholic Beverages and Drugs.

Shooters may not consume alcoholic beverages prior to or during any live firing.

1. The consumption of alcohol may take place in designated areas only after completion of live fire and firearms are properly stored.
2. Use of controlled substances is strictly forbidden.



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

9. Food and Beverages.

No eating or drinking on the firing lines. The consumption of food and nonalcoholic beverages are permitted in designated areas only.

10. Medical Emergency:

In the event of a medical emergency Dial 911 and notify the RSO/CRSO immediately. The club telephone is located inside the clubhouse next to the restrooms. See attached Emergency Medical Procedures and related documents necessary to document the medical emergency.

11. Violation of Range Rules:

Any member violating these rules or conducting himself/herself in an unsafe or non-sportsman like manner may have his/her privilege of using the ranges suspended or revoked per the Lowell Sportsmen's Club by-laws. Range Safety Officers may have any person removed from the premises if the RSO feels that the person is conducting himself/herself in an unsafe or non-sportsman like manner.

12. Basic firing range safety rules. Other rules may be added for specific ranges.

1. Always keep your gun pointed in a safe direction.
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep your gun unloaded and action open until ready to use.
4. No firearm will be loaded until the shooter is in position at his/her firing line/station and the command to load has been given or implied (skeet/trap).
5. No person will go forward of the firing line until all firearms on the line are safe.
6. Firearms out of their case/holster and not being used must be benched, actions open and facing up, chambers empty (or have empty chamber indicator/flag installed), magazines out, and muzzles pointed downrange and safeties on if applicable.
7. It is the shooter's responsibility to ensure that the line is safe.
8. No handling of firearms while anyone is down range.
9. Ear & eye protection is required by everyone (including spectators) on the ranges.
10. Members who are licensed for concealed carry and carrying the firearm are considered "SAFE" and may go forward of the firing line while carrying. If a "CARRY" firearm is handled at any time on the range, then that firearm is considered "HOT" and all range rules apply until the carrier leaves the range.
11. The following are **FORBIDDEN** for health and safety reasons:
 - a. Eating or drinking while on the range or in the indoor range room.
 - b. Smoking while on the range and inside the indoor range room.
 - c. Loud talking or other distractions while people are shooting.
12. See the Archery Range rules for archery specific safety rules.



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

Emergency Medical Procedures

Emergency Medical Contacts:

- Emergency Communications **EMS 911**
- Chelmsford Police Business 1-978-256-2521
- Chelmsford Fire Department 1-978-250-5265
- Poison Control Center 1-800-222-1222
- State Police Andover Barracks 1-978-475-3800 Response

Guidelines for Injury or illness:

1. Call a "Cease Fire" if a live fire is being conducted.
2. The RSO is to be notified of injury or illness and ensure all firearms/bows are unloaded/clear.
3. If required, EMS will be notified immediately (See Contact References above) of the location of injured or ill person and the range will be made safe for EMS responders.
 - a. Provide the club address (see Header above) and your contact phone number.
 - b. State the nature of the injury or illness of the injured person.
 - c. Inform EMS of the aid being given to the injured or ill person.
 - d. Ensure EMS is aware of all conditions that may be hazardous or impeded care being provided to ill or injured person (e.g., Steep entrance to big bore range, narrow roads, access to field archery/pond areas).
 - e. Ensure someone will meet and direct EMS to the injured or ill person.
4. The RSO will help the person with the injury or illness until more qualified personnel arrive. Additionally, the RSO is responsible for the following:
 - a. Identify him/herself to the injured or ill person and inform them of their medical training and aid to be offered.
 - b. Receive permission from injured or ill person prior to providing care. If the injured or ill is a minor, permission must be given by parent or guardian (if available) prior to being given care.
 - c. Assume implied permission if the injured or ill is a minor and parent or guardian is not present, or if the individual is unconscious or unable to respond.
 - d. Refrain from giving care to any person who is conscious & alert that refuses care.
 - e. Do not move the injured or ill person unless a life threatening condition will occur.
 - f. Provide care only within level of training.
 - g. Never dispense any medication or other substance unless directed to do so by EMS or Poison Control Center.
 - h. Record all pertinent information for EMS when they arrive.
5. The RSO will/or assign someone to secure the person's firearm and equipment.
6. The RSO is responsible for completing an Injury Report Form, collecting witness information/statement forms and submitting it to the CRSO and the BOD (See attached Injury Report Form).



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

Injury Report Form

Name of RSO: _____ Date of incident: _____

Name of injured/ill: _____ Time of incident: _____

Describe the nature and extent of injury/illness:

Describe how the injury/illness occur:

Who provided aid to the injured/ill person: _____

Describe the aid given to the injured/ill:

Was EMS notified:

What aid, was provided to the injured/ill person by EMS:

Where was the injured/ill person taken:

Describe the location and condition of the area involved:

Was protective equipment worn at the time of injury/illness, describe:

Describe the equipment involved in the incident:



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

List all witnesses to the incident:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Notes/Comments:

Follow-up and disposition:

Incident report completed by:

Name: _____ Title: _____

Signature: _____



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

Witness Statement Form

Name: _____

Address: _____

Phone: _____

Describe in detail how the injury/illness occurred:

Describe the location and condition of the area the injury/illness took place:

Was protective equipment worn at the time of the injury/illness:

Describe steps taken to preserve the scene the injury/illness took place:

What role did you take in assisting the RSO in Providing aid:

Comments/Notes:

Signature: _____ Date: _____



The Lowell Sportsmen's Club, Inc.

50 Swain Road, North Chelmsford, MA 01863, 978-251-3637

Mail: PO Box 912, N. Chelmsford, MA 01863 • info@lowellsc.org

Standard Operating Procedures for Ranges

12/12/2023

Range Safety Briefing

Specific Range Safety topics are found in each of the Range Rules documents.

Some of the safety topics to cover may include the following, but this is not all inclusive:

- Always keep your gun pointed in a safe direction.
- Always keep your finger off the trigger until you are ready to shoot.
- Always keep your gun unloaded until ready to use.
- Be sure of your target and what is beyond it.
- Follow range limitations, boundaries and restrictions as needed.
- Ear & eye protection is required by everyone (including spectators) on the ranges (Archery does not require ear & eye protection).
- All firearms and archery equipment must be in good working order before use.
- Follow the safety requirements for shooting on specific ranges.
- Fire only on designated ranges during scheduled hours of operation.
- Fire only firearms and ammunition for the range you are using.
- Fire only at authorized paper, clay or cardboard targets.
- No recognizable person, cartoon or realistic form may be used.
- Standard purchase bad guy/hostage type targets are acceptable.
- Keep shotgun unloaded & actions open until the shooter is on the station pad.
- Shotguns will be unloaded & actions open before the shooter steps off the pad.
- Shotguns will be unloaded & actions open or in a gun rack before anyone goes forward of the shooting stations or into the trap or skeet houses.
- Entry into a trap or skeet house is forbidden until it has been disarmed and safe.
- Metal silhouette targets are for silhouette matches, not for recreational shooting.
- Ensure all projectiles impact within the established range safety limits.
- Arrows and ammunition dropped over the firing line are considered "DEAD" and will not be retrieved until the range is clear.
- Never nock an arrow when someone is down range.
- Running is not permitted on any of the ranges.
- Always listen for the RSO safety commands while shooting.
- Call "Cease firing" and make all firearms/bows safe when a shooter moves forward of the firing line or during any unsafe conditions.
- Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the firing line.
- Notify the Range Safety Officer (RSO) and/or Chief Range Safety Officer (CRSO) of any safety infractions.
- Pick up all spent cartridges, paper/plastic and other debris that accumulates on the range and deposit it in appropriate containers.
- No eating or drinking on the firing lines. The consumption of food and nonalcoholic beverages are permitted in designated areas only.
- Shooters are responsible for their guests, firearms & equipment. They and their guests will conduct themselves in an orderly manner.