

# SECOND KNOLL TARGET RANGE

## Operating Policy

### **2.0 RANGE OPERATIONS**

The primary objective of WMSA is to operate the Second Knoll Target Range for recreational shooting in a safe and orderly environment, subject to the WMSA By-Laws and AZGFD rules and regulations. The following Policies are intended to clarify responsibilities and define rules to achieve these ends.

### **2.1 CHIEF RANGE SAFETY OFFICER DUTIES AND RESPONSIBILITIES**

The Chief Range Safety Officer (CRSO) is an elected Officer of the BOD of WMSA pursuant to the WMSA By-Laws Article VII.3. As the BOD is responsible for the Second Knoll Target Range, the CRSO is responsible for the duties as specified in WMSA By-Laws Article VIII.5. Additionally, the CRSO has the following duties and responsibilities, but may delegate his inherent authority as necessary.

- A. Oversees all Range operations at the Second Knoll Target Range, including public shooting activity, WMSA sanctioned Shooting Clubs and commercial firearms training or special events.
- B. Selects and trains all RSO volunteer candidates, maintains and updates the RSO Orientation Training Plan as needed and observes RSOs while working.
- C. Dismisses RSOs who fail to meet the safety standards of the Second Knoll Target Range, fail in their duties as specified in USFS and/or AZGFD regulations, fail to meet requisite participation requirements or cause disruption at the range or among staff.
- D. Schedules RSOs to meet public shooting hours of operation
- E. Schedules Shooting Club matches in cooperation with the Baywatch scheduling procedure.

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- F. Manages and schedules the Removal Appeal Process for persons removed from the Range property.
- G. Ensures all supplies are in stock before needed.
- H. Ensures needed maintenance is performed.
- I. Ensures periodic inspection of the Range property is conducted.
- J. Suggests Range improvements to the board for action.

### **2.2 RANGE SAFETY OFFICERS DUTIES AND RESPONSIBILITIES**

Range Safety Officers interact directly with the public, are directly responsible for shooter safety and are the face of the Second Knoll Target Range and the White Mountain Shooters Association. RSOs are the on-site authority for determining whether conditions such as weather or other hazards permit the Range to open or operations to continue on any given day, including removing unsafe or uncooperative shooters from the range for the remainder of a shooting day. RSOs are responsible to:

- A. Ensure that everyone has a SAFE, enjoyable shooting experience
- B. Enforce WMSA rules and be familiar with all documents and forms related to operations at the Second Knoll Target Range.
  - 1. Second Knoll Target Range Range Safety Officer Log
  - 2. AZGFD Daily Time Sheet
  - 3. Second Knoll Target Ranges Daily Shooter Log
  - 4. WMSA Waiver of Liability, Release, Hold Harmless and Indemnification Agreement
  - 5. Second Knoll Target Range Safety Rules

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6. Second Knoll Target Range Policies
  7. WMSA Membership Application
  8. WMSA Membership Summary form
  9. WMSA Incident Reports
  10. WMSA Notice of Range Violation
  11. Second Knoll Target Range Documentation of Order to Leave Range form
  12. AZGFD Customer Removal Policy
  13. WMSA Shooter Removal Appeal Report
- C. Ensure scheduled RSOs are present before the Range is opened. At least two (2) RSOs are required to open and operate the Range. In the event of an RSO no show take the following actions IAW the No Show RSO Procedure notice posted in the Range office.
1. Identify and attempt to contact the absent RSO via the phone roster contact list posted in the Range office.
  2. If unable to contact the absent RSO, refer to the list of Short Notice RSO volunteers and call each in turn until someone agrees to work the needed shift.
  3. Call the WMSA Range Phone at (928) 205-3609 to notify of the absent RSO and actions taken. If unable to reach a live person on the Range Phone, leave a message.
  4. Contact the Chief Range Safety Officer, Charles DeSalme at (760) 213-2275.
- D. Ensure all required actions are taken before the Range is opened
1. Sign in on both the WMSA and AZGFD Volunteer forms.

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2. Balance Range cash at the beginning and end of each shift
  3. Porta-Pottie is swept out and supplies (TP/hand sanitizer) are available
  4. Target stands are available
  5. Flags are displayed on road to Range and at the Range
  6. Shooting benches are in the proper position, PA system is operational, brooms, dustpans and buckets for brass are available on the line.
- E. Ensure all required actions are taken before a shooter goes to the Firing Line
1. Ensure every shooter or observer understands the Range Safety Rules and Range Commands
  2. Ensure every shooter or observer has a current waiver on file and signs in on the Daily Shooter Log.
  3. Collect appropriate fees and account for all funds
- F. Control and, if necessary, remove shooters/observers who will not obey the RSO commands and/or WMSA rules.
- G. Operate the range pursuant to RSO training, including supervising shooters, giving range commands, completing the appropriate reports and forms in the event a shooter is asked to leave the range for safety violation(s), there is an injury (to a shooter, an observer or RSO) or damage to property (either Range property or a shooter's property.) In case of:
1. Inclement weather the Second Knoll Target Range will be open during published operating hours unless the Lead RSO determines a specific hazard to the public exists. The decision to close, or not open the Range, is based on the Lead RSO's judgement, but a strong preference must be given to remaining open during published operating hours.

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- i. For example, the Range should be closed if:
    1. snow or mud accumulation on the road into the Range would prohibit a two-wheel drive vehicle from entering or leaving the Range.
    2. wind, including gusts, creates the potential for injury to shooters from flying debris such as target frames, shooter's gear, etc. or if wind speeds in the vicinity (including gusts) exceed 45 mph in accordance with the Beaufort Wind Scale - Level 8 ([www.rmets.org](http://www.rmets.org)). Show Low Airport recorded weather conditions are available at 928-532-0379
    3. rain squalls and heavy downpours threaten to flood the concrete pad or runoff creates a hazard to persons setting out targets or entering/leaving the Range.
  - ii. If the Range is closed (or not opened) the Lead RSO will call the Range Phone (928-205-3609), Chief RSO (602-369-6301) and the WMSA President (928-205-2051).
  - iii. If the Range is closed by the morning shift, notify the afternoon Lead RSO who can make a decision about whether to open. If the Range is to remain closed, the Lead RSO will then make the notifications above.
2. Fire on the Range: Call cease fire, evacuate the immediate area, call 9-1-1 and notify the CRSO and WMSA President.
  3. Wildland fire above the Range: Call cease fire, inform all shooters that per Timber Mesa Fire they should shelter in place, call 9-1-1 and advise you are sheltering in place and number of persons on the Range. If someone insists on leaving, they may do so.
  4. Thunderstorm with lightning within one mile, close the Range and evacuate all personnel.

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- H. Ensure that fresh target backers are ready for shooters and adequate supplies (targets, backer paper and staples) are readily available to shooters and RSOs.
- I. Promptly sweep up and collect brass left behind by shooters.
- J. Sort brass during slack time; segregate useable cases for range patron use from salvage brass to be sold to recycler.
- K. Ensure everyone (except RSO's or authorized persons) has left the range prior to locking the gate.
- L. Abandoned Firearms.
  1. If a firearm is left at the Range by a shooter, RSOs will ensure it is unloaded and safe, then safeguard the firearm until it is returned to the owner or surrendered to the Navajo County Sheriff's Office (NCSO) (afternoon shift RSOs will be fully briefed on the situation.) If the shooter returns to retrieve the firearm before the end of the day, it may be returned if the RSO is satisfied (i.e., by accurate description/serial number etc) the individual claiming the firearm is the actual owner. Firearms will not be released to anyone other than the actual owner. If a firearm remains unclaimed two (2) hours prior to end of the day, the lead RSO will notify the NCSO Dispatch by calling (928) 524-4050 and request a deputy respond to the Range to take possession of the firearm. Alternatively, call Lt. Alden Whipple at (928) 414-1535 or Sgt Matkin at (928) 532-6098. Abandoned firearms will not be stored overnight at the Range.
  2. The lead RSO will prepare a **Notice of Range Violation: No Damage or Injury**. Include a brief description of the event as well as the shooter's name and member number, if known, the firearm serial number and description, as well as the responding deputy's name with **SIGNATURE** and the time the firearm was surrendered to NCSO.
  3. Notify the WMSA President and CRSO as soon as possible.

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M. RSOs may carry a sidearm if desired during their shift.

N. Maintain current WMSA membership and ensure annual renewal is completed within 30 days of the end of the fiscal year. Delinquent RSOs may not exercise RSO privileges or act as RSO until membership is renewed.

### **2.3 RANGE SAFETY OFFICERS BENEFITS**

WMSA relies on volunteer RSOs to meet the manpower requirements of the Range for public shooting and recognizes that the Range could not be operated without the hours donated by RSOs. To maintain an active RSO status and eligibility for benefits, RSOs are asked to donate two (2) shifts (a total of eight hours during the summer and six hours in the winter) to the public shooting range per month.

Benefits available to RSOs are

- A. RSO training at no cost in proper procedures for supervising shooters at the Second Knoll Target Range.
- B. No cost biennial CPR and 1<sup>st</sup> Aid training to American Red Cross standards.
- C. WMSA RSO name tag and recognition certificates for exceptional service.
- D. Use of the Range, including with friends and family, during non-public hours.
- E. Annual RSO luncheon and update training.
- F. Seasonal RSOs (part time residents of the White Mountains) are recognized as an essential component of Range operations and are eligible for the same benefits while living in the area as are permanent resident RSOs.

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### 2.4 SHOOTERS

This Policy applies to all users of, or visitors to, the Second Knoll Target Range, whether participating in a Club event, public range use, private event or sanctioned instruction.

A. Everyone on the Second Knoll Target Range property, including FS Road 206, is a “shooter”, for purposes of this and other Range Policies, and is therefore subject to the Second Knoll Target Range Safety Rules and Second Knoll Target Range Waiver of Liability, Release, Hold Harmless and Indemnification Agreement.

1. Shooters must check in with the RSO, sign in on the Daily Range Log and pay requisite fee (if required) prior to moving to the shooting tables or obtaining targets.
2. Handling and/or discharge of firearms on the Range implicitly affirms that the shooter has read and signed the Second Knoll Target Range Waiver and is not a prohibited possessor of firearms under any Local, State or Federal statute.
3. Eye and Ear protection is required for everyone while shooting or observing from the concrete pad.
4. Anyone can call a Cease Fire if they see a safety concern.
5. Everyone must obey the commands of the RSO; they are the sole authority on the shooting range.
6. Children under 5 years of age are NOT allowed on the concrete pad.
7. Children from 5 to 16 must be accompanied by a responsible adult at least 18 years of age.
8. Each child under the age of 12 must have an adult, at least 18 years of age, assisting them at all times on the Firing Line



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- B. Persons on the concrete pad observing, but not shooting, are classified as Visitors and must sign a Waiver and the Daily Range Log, but do not pay a fee. Observers are counted on the Daily Range Report as Visitors. Persons who are just looking around the Range facility (and not staying to watch a shooter) need not sign a Waiver or the Daily Range Log and are not counted. These visitors should be given a set of range rules, an application, and a WMSA rack card and/or business card.
- C. Abandoned Firearms. Shooters are responsible for the control and security of their individual firearms. Any firearm left at the range will be considered abandoned and surrendered to the Navajo County Sheriff's Office (NCSO) if not claimed by the owner by the end of the day. Shooters may contact the NCSO to retrieve a firearm left at the Range by calling (928) 524-4050.

### 2.5 RANGE COMMANDS

- A. Standardized Range Commands are required pursuant to the AZGFD Second Knoll Target Range Operating Plan dated June 2014.
- B. Standard Range Commands:
  - 1. An optional 1 or 2 minute warning of imminent Cease Fire may be announced
  - 2. Cease Fire: "Cease Fire. Remove all ammunition from all firearms, place them on the table with the actions open, and step behind the yellow line."
    - a. When all firearms have been checked/confirmed empty and all shooters are behind the Yellow Line, announce:
    - b. "The range is safe/cold, shooters may attend to their targets."
  - 3. When all shooters are back behind the Yellow Line (check down range) announce: "Eyes and Ears please, the line is about to go hot"

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4. After visually confirming all shooters have donned eye and ear protection, announce: “The Range is hot, you may resume firing.”

### **2.6 FIREARMS SAFETY**

#### A. NRA Gun Safety Rules

1. ALWAYS treat firearms as if they are loaded
2. ALWAYS keep your firearm pointed in a safe direction
3. ALWAYS keep your finger off the trigger until ready to shoot
4. ALWAYS know your target and what’s beyond it

B. Only firearms in good mechanical condition are allowed on the Range. Shooters using the Second Knoll Target Range are expected to have a working knowledge of their firearm including the appropriate caliber and type of ammunition (i.e., +P/+P+/etc.) used by the firearm, proper procedures for manipulating all controls including the safety (if equipped), magazine release and slide or action as well as proper use of the sights. Limited safety related coaching by RSOs is allowed workload permitting, but instruction is not permitted. Shooters are encouraged to seek formal instruction and/or be thoroughly familiar with the firearm manual prior to shooting at the Range.

C. Shooters are expected to be familiar with and abide by the Second Knoll Target Range Safety Rules (copies available for distribution in Range office.)

1. Always arrive and leave the firing line with the firearm in a case or holster, alternatively it may be unloaded, action open, magazine out and carried muzzle up.
2. When firearms are not being fired, they will be placed on the shooting bench (or the rifle rack with the muzzle up) unloaded with actions open, magazines removed and muzzle pointed down range.
3. When a line break or cease fire is called, immediately unload your firearm, remove the magazine, open the action, lay the firearm on the

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bench pointed downrange and step back from the firing line and behind the yellow line.

4. Always stay behind the safety line until the RSO announces that it is safe to go forward and attend to targets.
  5. DO NOT stand at the firing line or handle any firearm during a cease fire period or when others are down range.
- D. Shooters will only engage authorized targets (see Policy 2.9) and only the target aligned with their shooting position – no cross lane shooting.
- E. Firearms may only be brought to the firing line (forward of the Yellow Line)
1. when the line is HOT and
  2. the firearm is cased/holstered (when cases are opened firearms must be turned so the muzzle is pointed downrange before it is handled)
  3. or with the muzzle up, action open and unloaded (magazine removed and chamber empty.)
- F. Rifles may be placed on the rifle stand behind the firing line (painted Yellow Line) once uncased and unloaded AT THE SHOOTING TABLE. When moving a rifle between the rifle stand and the shooting table care must be taken to ensure it is unloaded, any removable magazines are out, the bolt/action is open and the muzzle is pointed straight up.
- G. Use of holsters.
1. Cross-draw holsters are not permitted on the Public Range
  2. A personal protection firearm in a holster is considered cased for purposes of moving to or from the firing line and may only be unholstered or re-holstered on the firing line when the line is HOT.

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3. Once at the firing position (shooting bench) the shooter may either place the unloaded firearm on the table or maintain it in the holster until ready to shoot.
4. Pursuant to Second Knoll Target Range Safety Rules, a shooter may draw and fire from a holster while standing next to the shooting bench. Extreme care must be taken while drawing a personal protection firearm from the holster to prevent a negligent discharge or unsafe condition.

### **2.7 AUTHORIZED FIREARMS**

The following firearms are authorized for use on the Second Knoll Target Range subject to the restrictions noted.

- A. Fully automatic or burst type firearms are authorized on the Range; however, the shooter should notify the RSO on duty prior to discharging a firearm in automatic mode.
- B. Commercially manufactured suppressors are authorized for any firearm at any time, however improvised suppressors are not permitted.
- C. Black powder firearms, including flintlock and cap lock, firearms are authorized at any time
- D. Rifle calibers smaller than .50 BMG (excluding black powder firearms) are authorized subject to limitations outlined in Policy 2.8 Ammunition and Brass and 2.10 Steel Targets.
- E. Shotguns may be used on the Range. Shooters may “pattern” a shotgun using birdshot and may use buckshot or slugs, but targets will be no closer than the 15 yard line and shooters are limited to five (5) rounds fired at the target.
- F. Any pistol caliber is authorized at any time

### **2.8 AMMUNITION AND BRASS**

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### A. Ammunition

1. The following types of ammunition are allowed on the range:
  - a. Solid lead
  - b. Copper or steel jacketed
  - c. Solid Copper
  - d. Steel Core
  - e. Armor Piercing
  - f. Synthetic
  - g. Hollow point
2. Armor piercing, steel jacketed or steel core ammunition is allowed on paper or plastic targets only. **NO ARMOR PIERCING, STEEL JACKETED OR STEEL CORE ON STEEL TARGETS!**
3. Tracer or incendiary ammunition is not allowed on Second Knoll Target Range IAW Federal Law (36 CFR 261.5(b)) prohibiting tracer or incendiary ammunition on National Forest land.
4. .50 BMG ammunition is not allowed on Second Knoll Target Range

### B. Brass

Shooters may keep their own brass or give it to another person. Brass left behind becomes the property of WMSA to be sorted and offered for donations or sold for salvage.

1. Do not pick up brass on the firing line during a cease fire break.
2. Shooters may, however, pick up brass FORWARD of the firing line during a cease fire break.

## 2.9 PUBLIC RANGE TARGETS

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The Second Knoll Target Range provides moveable target stands that can be placed at various distances on the 100 yd. Public Range and target frames with backers and bullseye targets attached. The following guidance is provided regarding target use on the Public Range.

- A. WMSA will provide a target frame with backer and two B8CP style bullseye targets for each shooting position. Shooters may obtain additional bullseye targets at no charge for use on the range.
- B. A target frame and backer, without targets, will be provided if a shooter wishes to use his own targets.
  - 1. Personal targets may be commercially produced drawings or generic photo targets of persons appearing as threats. Targets must be paper or plastic, and attached to a target frame backer.
  - 2. No non-threat pictures or drawings of actual persons are allowed.
  - 3. No ground targets are allowed.
  - 4. No clay pigeons or other targets likely to leave debris are allowed.
  - 5. No aerial targets are allowed.
  - 6. Shooters should use reasonable care to avoid damage to target frames due to target placement and while firing.
  - 7. Personal target stands made of wood or plastic may be used on the Public Range, subject to other limitations in this Policy.
- C. Shotguns may be fired on the Public Range only when using a steel target frame with a cardboard backer.
- D. NO explosive targets are allowed – Tannerite and similar compounds are banned from National Forests. This range is in a National Forest.

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### 2.10 STEEL TARGETS

A steel “gong” type target is available for public use on the Public Range. The following guidance is provided for use of steel targets on this Range and does not apply to use of steel targets by Shooting Clubs operating in the Bays. NO personal steel targets are allowed on the Public Range.

A. The steel target (gong) may ONLY be engaged from positions #19 or #20

B. Pursuant to Range Policy 2.8 Ammunition and Brass

1. No armor piercing, steel jacketed or steel core ammunition may be used on steel targets.
2. No .338 Lapua ammunition may be used on steel targets.

C. The Shooting Clubs may use steel targets in the competition/training bays. All targets must be reasonably flat with minimal dents or craters and must be able to move when hit or angled down to direct bullet fragments towards the ground.