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**Salem Rifle & Pistol Club  
Salem, West Virginia**

**CHAPTER 1**

**PREAMBLE**

The objective of the Salem Rifle & Pistol Club is the encouragement of organized rifle and pistol shooting among citizens of the United States resident in our community and surrounding area, with a focus on improving knowledge of the safe handling and proper care of firearms and improved marksmanship.

It is further our objective and purpose to foster the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are essential to good sportsmanship and the foundation of true patriotism.

It is further the intent of this organization that all funds solicited, donated or raised by the group to be used only in furtherance of club objectives and to function at all times as a non-profit organization whether or not recognized as such by any government agency. No activity of this club will inure to the benefit of any individual member.

# **CHAPTER 2**

## **BY LAWS OF THE SALEM RIFLE AND PISTOL CLUB, Inc.**

Salem, West Virginia

Affiliated with the National Rifle Association of America

### **ARTICLE I - Name**

The name of this organization shall be the Salem Rifle and Pistol Club, Inc.

### **ARTICLE II - Object**

The object of this organization shall be the encouragement of organized rifle and pistol shooting among citizens of the United States resident in our community, with a view toward a better knowledge on the part of such citizens of the safe handling and proper care of firearms, as well as improved marksmanship. It shall be our further object and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.

### **ARTICLE III - MEMBERSHIP**

(a) Any citizen of the United States may apply to become a member of the Club. Applicants for membership in the club must:

- (1) Be at least eighteen (18) years of age;
- (2) Pay the prescribed initiation fee and first year's base dues (this fee and dues will be refunded if the applicant is denied membership); and
- (3) Complete, sign and submit to the Club an application for membership on a form prescribed by the Executive Committee. In the application, the applicant must subscribe to the following pledge:

I CERTIFY that I am a citizen of good repute of the United States of America; that I am not a member of any organization or group as its purpose or one of its purposes the overthrow by force and violence of the Government of the United States or any of its political subdivisions; that I have never been convicted of a felony, a crime of violence or any offense which resulted in my being prohibited from possessing a firearm under federal and/or state law; and that, if admitted to membership, I will fulfill the obligations of good sportsmanship and good citizenship.

Should any part of the applicant's application, including the aforesaid pledge, contain false information about the applicant, such falsehood(s) shall be grounds for rejection of the application, or, if such falsehood(s) is discovered at any time subsequent to the applicant's admission to membership in the Club, shall be grounds for termination of membership.

(4) Be sponsored by a Regular Member or a Life Member. The applicant's sponsor shall sign the applicant's application in order to indicate his or her endorsement of the applicant.

- (b) The Club shall have the following four (4) classes of members:
  - (1) Regular Member;
  - (2) Life Member
  - (3) Honorary Member; and

(4) Probationary Member

(c) A “Regular Member” shall have all of the rights, privileges, and duties of membership in the Club, including the full use of Club facilities, and including the right to vote on matters properly brought before the membership for a vote, and including the duty to pay his or her dues and fulfill the work/participation assessment. Regular Members shall be required to pay base dues and work/participation assessments as set forth in Article IV. Any Regular Member who does not pay his or her dues and work/participation assessment in accordance with Article IV prior to February 1 of each calendar year shall, **without exception**, forfeit his or her membership in the Club **for the remainder of that calendar year**. Any Regular Member whose membership has been so forfeited shall be eligible to reapply for membership in accordance with Section (a) hereinabove; however, such application shall only be considered on or after February 1 of the next calendar year and such former member shall, if approved, be readmitted only as a Probationary Member (as defined hereinbelow). All members (other than those carried on the rolls as Honorary Members) who were in good standing as of February 1, 2002, shall be considered “Regular Members”, except for any member who has been designated by the Executive Committee as a “Life Member.”

(d) A “Life Member” is a person who has been designated as such by a vote of the Executive Committee in recognition of his or her many years of outstanding, dedicated service to the Club. A Life Member shall have all of the rights, privileges and duties of a Regular Member of the Club, **except that** Life Members shall not be required to pay dues or fulfill the work/participation assessment.

(e) An “Honorary Member” is a person (i) nominated for such status by the Executive Committee, or by a member at a regular or special meeting, and (ii) upon whom the membership has bestowed such status by a vote at a regular or special meeting. An Honorary Member remains an Honorary Member until such status is revoked by a vote of the membership

at a regular or special meeting. An Honorary Member shall have all of the rights and privileges of membership in the Club, including full use of the Club facilities, but:

(1) Shall not have the right to vote on matters properly brought before the membership for a vote;

(2) Shall not be required to pay dues;

(3) Shall not be required to fulfill the work/participation assessment;  
and

(4) Shall not be eligible to hold an elected office in the Club.

(f) A “Probationary Member” shall have all the rights, privileges and duties of membership in the Club, including the full use of the Club facilities, and including the duty to pay dues and fulfill the work/participation assessment, but shall **not** have the right to vote on matters properly brought before the membership for a vote, and shall **not** be eligible to hold an elected office in the Club. Any Probationary Member who does not pay his or her dues and work/participation assessment in accordance with Article IV prior to February 1 of each calendar year, shall, **without exception**, forfeit his or her membership in the Club **for the remainder of that calendar year**. Any Probationary Member whose membership has been so forfeited shall be eligible to reapply for membership in accordance with Section (a) hereinabove; however, such application shall only be considered on or after February 1 of the next calendar year and such former Probationary Member shall, if approved, be readmitted only as a Probationary Member.

(g) The Club shall have no more than one hundred (100) Regular Members, **not including** Life Members and Honorary Members. The Club shall have no more than thirty five (35) Probationary Members. The total number of Regular and Probationary Members shall not exceed one hundred twenty-five (125); **provided, however**, that the number of Life Members of the Club and the number of Honorary Members of the Club shall **not** be included in that total.

(h)

(1) After February 1 of each calendar year, the Secretary of the Club shall report to the Executive Committee the current number of Regular Members of the Club in good standing and the current number of Probationary Members of the Club in good standing, after removing from the membership rolls of the Club those Regular and Probationary Members who have forfeited their membership for non-payment of dues and/or work/participation assessments.

(2) Prior to the February meeting of the members, the Executive Committee shall meet to consider the status of each Probationary Member of the Club. In considering the status of each Probationary Member of the Club, the Executive Committee shall consider the following factors:

- Attendance at Club meetings;
- The level of participation in Club activities, especially the extent to which the Probationary Member has met or exceeded his or her work/participation requirements; and
- Such other factors as the Executive Committee may, in its sole and absolute discretion, deem relevant.

(3) After consideration of each Probationary Member, the Executive Committee shall, by vote, and in its sole and absolute discretion, either:

- Elevate such Probationary Member to Regular Member status, recognizing that the number of Regular Members is limited to one hundred (100); or
- Keep such Probationary Member as a Probationary Member; or

- Terminate the membership status of such Probationary Member. If the Executive Committee terminates the membership of such Probationary Member, the Club shall refund to such person all dues and work/participation assessment fees, if any, previously paid by such person for the current calendar year. Such Probationary Member whose membership status has been so terminated shall be eligible to reapply for membership in the Club as a Probationary Member, but only for consideration in subsequent calendar years.

(4) The Executive Committee shall notify each Probationary Member by mail of its decision after the completion of aforesaid process.

(i) Once the Executive Committee has considered the status of each Probationary Member, it shall determine the number of Probationary Member positions which are vacant, up to the limit of thirty five (35) total Probationary Member positions, also keeping in mind the limit of one hundred twenty-five (125) total Regular and Probationary Member positions.

(j) At the January meeting of the members the President shall then appoint a “Membership Committee” consisting of three (3) or more Regular Members, each of whom shall have been a Regular Member for at least five (5) calendar years prior to such appointment. The Membership Committee shall then meet prior to the February meeting of the members to consider all applications for membership in the Club. Each applicant shall be given full consideration regardless of when his or her respective application shall have been received by the Club.

(k) At the February meeting of the members, the Membership Committee shall make its report to the Executive Committee as to which applicants are recommended for admission as new Probationary Members in the Club.



(l) After receiving the report of the Membership Committee, the Executive Committee shall, by vote, fill the Probationary Member vacancies in the Club, which decision shall be in the sole and absolute discretion of the Executive Committee. The Executive Committee shall, by mail, notify each applicant as to whether or not he or she has been accepted as a Probationary Member in the Club.

#### **ARTICLE IV - Dues**

(a) A member's annual dues and any work/ participation assessment shall be payable not later than January 31<sup>st</sup> of each year. Any Regular or Probationary Member who has not paid his or her dues and/or work/participation assessment prior to February 1 of each calendar year shall forfeit his or her membership in the Club in accordance with Article III. Base dues for the next calendar year shall be determined by a vote of the membership at the October regular meeting of the club. There is an initiation fee of \$20.00 for all new Probationary Members. In addition, each Regular Member and Probationary Member shall be assessed a work/participation assessment for the preceding calendar year which shall be paid at the time when the base dues are payable; provided, however, that the value of the work/participation by each member during the preceding calendar year shall be subtracted from the work/participation assessment as provided for in Section (b) of this Article IV.

(b) The annual work/participation component consists of eight (8) hours, valued at an amount per hour determined each year by the Executive Committee. Work performed for the Club and participation in the Club activities shall be reported by the individual member or the appropriate committee chairman to the Secretary, who will in turn apply the value of the work/participation against the member's assessment. Activities qualifying for this credit will be approved by the Executive Committee, and will be announced at the Club meetings and noted in the Club newsletters. It is the responsibility of each member to learn about Club activities which qualify for work/participation credit. Members having a bona fide disability may request to be excused from this requirement by the Executive Committee; however, the decision as to whether

or not to grant such dispensation shall rest with the Executive Committee in its sole and absolute discretion.

(c) Any future changes in dues and work/participation hour requirements shall only become effective as of the January 1 subsequent to the approval of such changes by the membership. Any future changes in the value (expressed in an amount per hour) of the annual work/participation component shall take effect immediately upon adoption of said change by the Executive Committee.

### **ARTICLE V - Meetings**

(a) ANNUAL MEETING. The annual meeting of the club shall be held in November of each year. If the annual meeting shall not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors shall have been elected and installed.

(b) REGULAR MEETINGS. The regular business meeting of the club for the transaction of ordinary business shall be held on the last Thursday of each month, at such time and place as may be fixed by the Executive Committee.

(c) SPECIAL MEETING. A special meeting of the club may be held at any time upon the call of the President or upon the call of the Executive Committee, or upon demand in writing, stating the object of the proposed meeting, and signed by not less than 20% of the members entitled to vote. Notice of the time, place and object of any special meeting shall be given all officers and members in good standing in writing by United States mail not less than seven days prior to the date fixed for the holding of the meeting. The place of such special meeting shall be fixed by the Executive Committee.

(d) QUORUM. Ten Percent (10%) of the members of the club entitled to vote shall constitute a quorum at any meeting except as noted under Article VIII(a).

(e) VOTING

- (1) Except in instances where the Bylaws require a supermajority for an affirmative vote, passage of all resolutions coming before the members shall require an affirmative vote of a majority of the members entitled to vote present at the regular or special meeting where the resolution is considered (so long as a quorum exists); provided, however, that whenever a resolution needs to be approved on two (2) readings at two (2) separate meetings, the passage or failure of the resolution shall be determined by the aggregate number of affirmative and negative votes cast at the two meetings.
- (2) Voting by proxy is prohibited.
- (3) The following matters shall be voted upon using secret paper ballots:
  - (i) Proposed amendments to the Bylaws.
  - (ii) Election of officers.
  - (iii) Whenever the Executive Committee has determined that a matter should be decided by secret ballot.
  - (iv) Whenever at least twenty-five percent (25%) of the members entitled to vote who are present at a meeting vote to have a matter decided by secret ballot.
- (4) Whenever a secret ballot is to be used to vote upon a matter, the Secretary shall call the roll of the members entitled to vote. As each member's name is called, he or she will receive one ballot from the Secretary, and, while still present at the head table, complete the ballot and place it in the provided ballot box. Once voting is complete, two (2) officers shall count the ballots and announce the result of the vote.

**ARTICLE VI - Officers**

(a) The officers of this club shall be a President, Vice-President, Secretary, Treasurer, Chief Instructor and Range Officer who, acting together, shall constitute the Executive Committee. They shall be elected by a majority vote by ballot of the members in good standing at the annual meeting of the club. They shall hold office for one year, or until their successors are elected. (The offices of secretary and treasurer and Chief Instructor and Range Officer may be combined). All officers must be twenty-one years of age or older.

(b) The Executive Committee shall have general supervision and control of all the activities of the club. The Executive Committee may make agreements with other organizations and individuals to carry out objectives of the club. All actions of the executive committee shall be reported to the membership at the next regularly scheduled meeting.

(c) Meetings of the Executive Committee shall be held regularly at such time and place as the Committee may determine. Special meetings may be held at any time on the call of the President or on demand, in writing to the Secretary, by three members of the Committee.

(d) Four members of the Committee shall constitute a quorum.

(e) Resignation of any officer may be accepted by a majority vote of the remaining members of the Executive Committee.

(f) A vacancy in the Executive Committee may be filled by a majority vote of the remaining members of the Committee; however, if more than one vacancy exists, a special meeting of the club shall be called and new officers shall be elected to fill the vacancies until the date of the next annual meeting as provided in paragraph (a) above.

(g) The officers of this club shall maintain individual membership in the National Rifle Association for their tenure in office.

(h) The Executive Committee may appoint standing or special committees as is necessary to meet the objectives of the club. The Executive Committee may appoint a Chaplain. For the purposes of W.Va. law, the Executive Committee will serve as the Board of Directors.

#### **ARTICLE VII - Duties of Officers**

(a) **PRESIDENT.** The President shall preside at all meetings of the club and of the Executive Committee. He shall be a member ex-officio of all regular and special committees, and shall perform all such other duties as usually pertain to his office.

(b) VICE-PRESIDENT. The Vice-President shall perform the duties of the President in his absence or at his request.

(c) SECRETARY. The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the club by the National Rifle Association and by the Director of Civilian Marksmanship. He shall notify the members of the Executive Committee of all meetings and shall notify the members of special and annual meetings, as required in Article V. He shall keep a true record of all meetings of the Executive Committee and of the club and have the custody of the books and papers of the club, except the Treasurer's books of account. All applications for membership in the club shall be made to the Secretary. He shall be responsible for the collection of all fees and dues and shall remit the same to the Treasurer, taking his proper receipt therefore. He shall be responsible for reaffiliating the club annually with the National Rifle Association.

(d) TREASURER. The Treasurer shall have charge of all funds of the club and place the same in such bank or banks as may be approved by the Executive Committee. Such money shall only be withdrawn by check signed by the Treasurer and for the payment for such bills as shall have been approved by the Executive Committee. The Treasurer shall keep an accurate account of all his transactions and render a detailed report with vouchers at any meeting of the Executive Committee when requested and an annual report to the organization at its annual meeting.

(e) CHIEF INSTRUCTOR. The instructor shall have charge of all small arms instruction with authority to appoint his assistants.

(f) RANGE OFFICER. The Range Officer shall have charge of the ranges of the club, the printing of scorecards, the arranging of competitions, management of the work/participation accounts, the Range Safety Officer Program, etc.

## ARTICLE VII-A – Financial Responsibility Rules

- (a) All financial aspects of any Club activity or event must be coordinated with the Club Treasurer.
- (b) All money, checks and other income generated by any Club activity or event must be held by the committee chair of the committee responsible for the activity or event, or the Club member placed in charge of the activity or the event by the Club, separate and apart from the personal funds of said individual. All checks collected in connection with any Club activity or event must be payable to either “Salem Rifle and Pistol Club” or “SRPC.”
- (c) Any proposed expense associated with any approved Club activity or event must be approved prior to such expense being incurred.
  - (4) If the expense is less than or equal to Five Hundred Dollars (\$500.00) and the matter cannot wait until a regular meeting of the Club, a majority of the Executive Committee of the Club shall have the authority to approve such expenditure.
  - (5) If such expense is greater than Five Hundred Dollars (\$500.00), such expenditure must be pre-approved by the Club membership at a regular meeting of the Club.
- (d) Whenever any Club activity or event generates income or incurs any expense:

- (i) Standard Procedure:

The committee chair of the committee responsible for the activity or event, or the Club member placed in charge of the activity or event by the Club, shall, as soon as practical, but no later than the next regular meeting of the Club, remit all sums (whether cash, checks or otherwise) collected as income from such activity or event to the Club Treasurer, along with a written itemized report of all income and expenses associated with such activity or event.

- (ii) Optional Procedure:

The committee chair of the committee responsible for the activity or event, or the Club member placed in charge of the activity or event by the Club, may, prior to the commencement of the activity or event, submit a detailed plan to the membership of the Club as to how monies received at the income generated by the activity or the event shall be handled, and how expenses incurred by the activity or the event shall be paid. Should the membership approve the plan by resolution, the committee chair of the committee responsible for the event, or the Club member placed in charge of the activity or event by the Club, shall handle all money generated as income by the activity or event, and make all payments of expenses incurred by the

activity or event, in strict compliance with the plan approved by the members of the Club. If the members reject the proposed plan, then any income and expenses related to the event shall be handled in accordance with the Standard Procedure set forth hereinabove.

- (e) The committee chair of the committee responsible for the activity or event, or the Club member placed in charge of the activity or event by the Club, shall, at the next regular meeting of the Club, make an itemized report to the Club membership as to the sums collected at such activity or event and the expenses incurred. Should the person in charge of such activity or event not be able to attend the next regular meeting, it shall be the responsibility of said person to have another Club member make the report.
- (f) The Club member in charge of the activity or event shall submit a roster to the Secretary of the Club showing who participated in the event, which participants were Club members, and the number of hours of participation for each Club member.
- (g) All expenses related to a Club activity or event shall be paid as a reimbursement to the Club member (or other previously authorized person) who incurred such expense. All reimbursement requests to the Club Treasurer shall be in writing and itemized, and shall have attached thereto receipts for items purchased on behalf of the Club or for services that were rendered to the Club by a third party.
- (h) Should a Club member (or other previously authorized person) require an advance of funds from the Club treasury in order to pay for a large expense for an upcoming Club activity or event, such person shall make such request at a regular meeting of the Club prior to the anticipated expenditure. The request must be approved by a vote of Club membership.

### **ARTICLE VIII - Suspension or Expulsion**

(a) Any officer may be removed by a two-thirds vote of the members in good standing present at any special meeting called for this purpose. A minimum of twenty percent (20%) of the voting membership must be present and voting for this serious purpose. No vote on suspension or removal may be taken unless at least fifteen days' notice in writing shall have been given to the officer of the reasons for his removal and of the time and place of the special meeting at which such ballot on his removal is to be taken. At such special meeting the officer shall be given a full hearing.

(b) Any member may be suspended or expelled from the club for any cause deemed sufficient by the Executive Committee by a two-thirds affirmative vote of the members of the Committee present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least fifteen days' notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meeting the member under charges will be accorded a full hearing.

(c) Charges against any officer or member may be preferred by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Executive Committee to hear the charges. The Secretary will give at least fifteen days' notice of the meeting to each member of the Executive Committee and to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

(d) Any member suspended or expelled by the Executive Committee may appeal to the full membership of the club. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the club for the purpose of acting on the appeal. The Secretary shall give at least fifteen days' notice in writing to all members of the club in good standing stating the date, time, place and reason for such special meeting. At the meeting of the full club the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Executive Committee at which the charges were heard and action taken. A full hearing will be given to the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds vote shall be required to reverse the action of the Executive Committee.



## **ARTICLE IX – Shooting Regulations; Range and Facilities Operations**

- (a) Except for law enforcement shooting events which have been previously approved by the Range Officer, shooting shall only take place at the Club's range (i) after the official time of sunrise, and (ii) before the official time of sunset, each as determined by the National Weather Service for Salem, West Virginia on the date in question.
  
- (b) No alterations to the Club's range and/or the existing buildings on the range, and/or the existing range facilities shall be made without the prior approval of a resolution adopted by a vote of the members entitled to vote, which resolution must be approved upon two (2) readings at two (2) separate meeting of the Club. The definition "alterations" shall include the placement, construction, modification, relocation, or removal of any range building, facility, improvement or feature; however, the definition of "alteration" shall not include the repair and/or maintenance of any such item already located on the range property.
  
- (c) All shooting activities and range operations shall comply with Chapter 4, entitled "Safety Plan," and Chapter 5, entitled "Range Operations Guide," of the Standard Operating Procedures of the Club, as those chapters may be, from time to time amended by the membership of the Club by a resolution which must be approved upon two (2) readings at two (2) separate meetings of the Club; however, in the event that the rules and regulations set forth in said Chapters 4 and 5 shall conflict with the provisions of the Bylaws, the provisions of the Bylaws shall govern.

## **ARTICLE X - Amendments**

Any proposed amendments to these bylaws may be introduced by any member of the club at any regular meeting or special meeting called for the purpose. Proposed amendments must be acted upon by the club membership at a regular meeting or special meeting called for the purpose provided a copy of the approved amendments has been sent to each club member by either (1) United States mail to the address provided by the club member, or (2) email sent to the email address provided by the club member, at least ten days previous to the meeting. A two-thirds vote of the members present will be necessary to pass it.

# **C H A P T E R 4**

## **SAFETY PLAN**

### **1. GUN HANDLING RULES**

Gun handling rules are of primary importance. They should always appear first in the safety plan and be prominently displayed on the range. Several versions exist, but as a minimum, the following rules are required by the Salem Rifle & Pistol Club.

- a. ALWAYS POINT THE MUZZLE IN A SAFE DIRECTION.
- b. KEEP YOUR FINGER OFF THE TRIGGER, and outside the triggerguard, until ready to fire or until the command “Commence Firing” has been given.
- c. KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO USE. On a firing range this means the shooters are in position on the firing line and the range has been cleared for live firing.
- d. KNOW HOW THE FIREARM OPERATES.
- e. BE SURE THE FIREARM AND AMMUNITION ARE COMPATIBLE.
- f. CARRY ONLY ONE GAUGE/CALIBER OF AMMUNITION WHEN SHOOTING. When at a shooting range with more than one firearm, use one at a time and when complete, store that firearm and its ammunition before using the next one.
- g. BE SURE OF THE TARGET AND WHAT IS BEYOND. When on shooting ranges, be mindful also of adjacent areas and act accordingly.
- h. WEAR EAR AND EYE PROTECTION.
- i. DO NOT MIX ALCOHOL OR DRUGS WITH SHOOTING ACTIVITIES.
- j. BE AWARE THAT CERTAIN CIRCUMSTANCES MAY REQUIRE ADDITIONAL RULES.

### **2. GENERAL RANGE RULES**

All general range rules, whether on indoor or outdoor ranges, should incorporate at a minimum the following:

- a. Know and obey all range commands.
- b. Know where others are at all times.
- c. Shoot only at authorized targets.
- d. Ground level targets are not authorized without a proper backstop. See exceptions for Smallbore Rifle, Highpower and Smallbore Silhouette. Maintain

the proper target height to ensure that the fired projectile, after passing through the target, hits the desired portion of the backstop. This will reduce the possibility of ricochet and projectiles escaping the range safety fan or property.

- e. Designate a range officer when none is present or assigned.
- f. Unload, open the action, remove the magazine and ground and/or bench all firearms during a cease-fire.
- g. Do NOT handle any firearm or stand at the firing line where firearms are present while others are down range.
- h. Always keep the muzzle pointed at the backstop or bullet trap. Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.

### **3. SALEM RANGE RULES AND REGULATION**

- a. No alcohol and/or drugs

No alcoholic beverages will be consumed on or in the vicinity of the range. No (i) illicit drugs or (ii) prescription drugs which interfere with cognitive functions, shall be taken prior to or during shooting.

- b. One guest per member

Each member may have one guest at the range. The member must remain with the guest and is responsible for the guest's actions. All guests will receive the safety briefing prescribed for events and detailed in Appendix 2 by the host member prior to the guest shooting. For the purpose of this rule members of the same household do not count as guests, except for safety and responsibility requirements.

- c. No pets allowed on the range. All pets must remain in vehicles while firing is in progress.

- d. Must have membership card

The current membership card must be in the possession of the member while at the range. The Salem police routinely patrol the range and have been asked to eject all persons without a valid card.

- e. Police area

All shooters are requested to clean up after themselves to include putting away targets, policing brass (except .22 rimfire) and placing trash in appropriate receptacles.

- f. First Aid

All members are encouraged to have a first aid kit in their vehicles for use of any emergency. A first aid kit is located in the member's target shed. It is only to be used for injuries. The Chief RSO is responsible for maintenance and supply.

- g. Targets

Only paper or approved targets may be used. Glass targets are not acceptable.

- h. Well Tenders

Several oil and gas wells are tended by individuals who go to and from the wells via a dirt road adjacent to the left side long axis of the range. Prior to shooting, members must ensure that no one is in the impact area by checking the road and by verbally warning anyone behind the 200 guard berm.

#### **4. ADMINISTRATIVE RULES AND**

#### **REGULATIONS a. Range Safety Officer (RSO) Program**

The executive officer will manage the RSO program.

1. All members who so desire shall be eligible to become RSOs.
2. The Chief RSO will provide training using NRA approved materials. NRA instructors will be eligible for certified NRA RSO status. Non-instructors will be eligible to assume club RSO status.

3. A list of all RSOs will be maintained for use in identifying RSOs for events.
4. All events will require the presence of a RSO to ensure that all safety regulations are followed.

b. Sign in Program

All individuals who use the range must sign in using the forms provided. The sign in sheets will be kept in the member target shed. The supply will be maintained by the range manager. A section of the form will show the sponsor for guests and will indicate that the safety briefing was given prior to any guest shooting. A copy of the sign in sheet is contained in Appendix 6.

c. Emergency Parking

During range events, the parking space adjacent to the firing line will be left open for emergency vehicles. This space will not be blocked by parked vehicle.

d. Emergency Plan

1. All members should be prepared to execute the emergency plan at all times if RSOs are not present.
2. If the responsible member is not trained in first aid, query others present as to their qualifications and render what assistance you can.
3. Keep in mind that an injury report must be prepared so obtain the requisite facts before allowing anyone to leave.
4. Copies of the injury report are contained in the member target shed near the first aid kit.
5. The first aid kit is for emergency use only. If it is used, an injury report should be filled out and given to the club secretary or executive officer.

e. Security

1. All members are encouraged to inspect range premises upon arrival for evidence that unauthorized individuals have been using the range. Report such instances to the executive officer.
2. The combinations for range locks are secret and must be restricted to members only.
3. All members should feel free to question unfamiliar people at the range. Often passers-by see the gate open and think they are allowed to use the range as a public facility. Their use of the range cannot be controlled as they are not subject to the rules and regulations of the club. Additionally, the club's liability insurance does not cover non-guest use by non-members.

Members are encouraged to use the sign in sheets and to remind other members to use them.

4. Prior to shooting, members must assure themselves that no one has entered and remained in the impact area via the well-tender road to the left of the entrance gate.

f. Bulletin Boards (if applicable)

Members are encouraged to read the club bulletin board to keep current on information deemed important to the membership. The secretary will be responsible for maintenance of the board.

g. Signs

The CRSO will establish safety sign requirements for the range. The range manager will coordinate and accomplish placement of all signs. Signs will include:

1. Safety Reminders
2. Range Rules
3. Perimeter Warnings
4. Firing Limit Signs
5. Range Flags
6. Parking Limitation

## 5. SUGGESTED BASIC RANGE COMMANDS

The following commands are provided along with their purpose and a description of the action that should result. All commands are given by a designated range or safety official, except for cease-fire or misfire. A cease-fire may be called by anyone detecting an unsafe situation. In the event of a misfire, the shooter experiencing the difficulty should alert the range officer immediately. If a range officer is not formally assigned, then participants should mutually designate a person to perform the function. (For action pistol commands see Section II, Chapter 9).

## 6. COMMANDS AND ACTIONS

To indicate EMERGENCY or HAZARDOUS CONDITIONS

- a. Command: CEASE FIRE!

Purpose: To stop all shooting routinely or, in case of emergency, immediately.

Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within the triggerguard, unload and clear the firearm and await further instructions from the range officer.

b. Command: MISFIRE!

Purpose: To notify by raising hand the range officer and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist, especially with muzzleloaders.

Action: (1) The shooter experiencing the misfire continues by raising hand and staying in position to keep the firearm pointed down range, remove the finger from within the triggerguard and awaits further instructions. (2) The range officer may or may not call a general cease-fire depending upon the situation. (3) Shooters immediately adjacent to the misfire should cease fire, unload, open and either ground or bench their firearms and step back from the line. (4) The remaining shooters may continue to fire as directed by a range officer or may cease fire at their option and await further instructions.

Preparing the range for live firing.

a. Command: LOAD! (Optional for training)

Purpose: To notify participants that they can load the prescribed number of rounds. For muzzleloaders, the commands are somewhat different. The command to “Commence Firing” is given after which the participants will snap a minimum of three caps prior to loading the firearm. The command “load” is not for muzzleloading shooters.

Action: Participants will load the prescribed number of rounds and stand ready for the next command.

b. Command: “IS THE LINE READY?”

Purpose: To determine if all shooters along the line are ready.

Action: All shooters not ready should indicate their status to the range officer. Sufficient time will be allowed for the shooter to complete his preparation.

c. Command: “READY ON THE RIGHT!”

Purpose: To declare that the shooters on the right have indicated they are ready.

Action: Any shooter not ready at this command may choose either to alert the line officer that he is not ready or to complete the process of getting ready before the final command has been given.

d. Command: "READY ON THE LEFT!"

Purpose: Same as "Ready on the Right"

e. Command: "READY ON THE FIRING LINE!"

Purpose: To notify all participants that the range is about to be under live fire and that if anyone is not ready at this point, he should call a range officer; otherwise, await the next command.

Action: Participants simply await the next command.

f. Command: "COMMENCE FIRING!"

Purpose: To declare the range formally open for live fire.

Action: The participants may commence the prescribed course of fire. Muzzleloaders may snap caps prior to loading. No muzzleloaders may be loaded before the command to fire has been given.

### Firing Period

Firing shall continue until a predetermined time period has lapsed or until all participants have completed the prescribed course of fire. During informal shooting events, participants when finished firing should simply open the action, clear the firearm, bench or ground the firearm and step back behind the line and wait until all shooters have completed the event. After this, a mutually agreed upon cease-fire is called.

To stop firing and declare the range safe

a. Command: SHOOTERS YOU HAVE (X) NUMBER OF MINUTES LEFT TO COMPLETE THE COURSE OF FIRE or SHOOTERS FIRE YOUR REMAINING ROUNDS>



Purpose: To alert all shooters that a general cease-fire is about to be called and to allow the slower shooters to complete the course of fire. Those that have completed the day's activities may put away their equipment. In the event there are rounds remaining that have not been fired, the shooter upon the command "Cease Fire" simply unloads, clears and grounds or benches his firearm.

b. Command: "CEASE FIRE!"

Purpose: To stop all firing.

Action: All participants shall unload, open, remove magazines and bench or ground all firearms. And if activities are complete for the day, step back from the line or clear the area by packing away firearms, ammunition, other gear and cleaning up the area.

c. Command: "SNAP CAPS!" (Muzzleloading only)

Purpose: To assure that the flash hole is open and the barrel is free of any material (oil) capable of causing a hangfire. In some events, this command is also used to determine if all firearms are unloaded. In others, safety precautions require the guns to be uncapped, unprimed with hammers down prior to leaving the line.

Action: All participants using percussion type muzzleloaders shall step up to the firing line, affix a primer cap, point the firearm down range and "snap" the cap.

d. Command: "RANGE IS CLEAR!"

Purpose: To alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, the removal of brass and trash is approved.

Action: Participants may move down range as directed or desired to change, remove targets or to clean up. The next relay shall not take up positions on the firing line until told to do so. Participants not going down range are to stand back from the firing line and away from firearms. **NO** firearm will be handled while others are down range.

# C H A P T E R 5

## RANGE OPERATIONS GUIDE

1. **General.** Live firing conducted at the Salem Rifle and Pistol Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
2. **Facilities for Use.** Range availability is at the discretion of the Executive Officer. Live-fire shooting is normally limited to - - Rifles smaller than .50 caliber centerfire; pistols and shotguns any caliber or gauge. (No tracer or armor-piercing ammunition).
3. **Range Limitations and Safety Requirements.** Live-fire shooters will:
  - a. During scheduled events have a Range Safety Officer (RSO) present.
  - b. Fire only authorized firearms and ammunition.
  - c. Fire at authorized targets only.
  - d. Fire only after completing a “hold harmless” agreement. (Appendix 5).
  - e. Ensure all projectiles impact within the established range safety limits.
  - f. Ensure range flags are displayed on the firing line.
  - g. Call “Cease firing” and made safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
  - h. Use appropriate ear protection.
  - i. Wear appropriate eye protection.
  - j. Notify the RSO or Chief Range Safety Officer (CRSO) of any safety infractions.
  - k. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms.** Fully automatic firearms are authorized; however, the owner must contact the Range Officer for approval prior to the live-fire event. The Range Officer can deny automatic fire during shooting for any reason. The member must provide the proper federal licenses and all required paperwork to the CRSO prior to firing any automatic firearms.

5. **Authorized Personnel.** The following persons are allowed to fire:
- a. Current members of the shooting club.
  - b. Invited guests of the above, provided the authorized person is present, provides a safety briefing, and assumes full responsibility for the conduct of the guest.
  - c. Personnel approved by the club officers, Range Officer, or CRSO on a case-by-case basis.
  - d. Non-members attending functions that are open to the public.
- e. Personnel Responsibilities.**
- a. **Range Officer**
    - (1) Maintain the range facility through range committee.
    - (2) Ensure the Secretary receives written range schedule to publish via newsletter. Schedules should include matches, recreational fire, and any special instructions.
    - (3) Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.
  - b. **Chief Range Safety Officer.**
    - (1) Manage assignment of RSO for events.
    - (2) Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this chapter).
    - (3) Ensure the RSO checks in prior to going downrange.
    - (4) Ensure that names of all RSO listed in the CRSO's roster.
    - (5) Insure safety signage is in place and legible.
    - (6) Assist the Chief Instructor in conducting the NRA Range Safety Officer Training Programs to club members.
    - (7) Clubs RSO's will provide the same services as CRSO.
  - c. **Shooting Club Members.**
    - (1) All shooters must check in with the designated RSO prior to scheduled event.
    - (2) All shooters and spectators must fill out "hold harmless" agreements. (Appendix 5).
    - (3) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
    - (4) All shooters are responsible for their guns and ammunition while on the complex.

- (5) Firearms that are out of the case and not being fired must be benched.  
(Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
- (6) Only load firearms on the firing line after the RSO have given the command to load.
- (7) Do not point firearms at anything other than authorized targets.
- (8) Fire at your own target only.
- (9) Give the command "Cease firing" if an unsafe condition exists.
- (10) Follow all instructions from the RSO.
- (11) Assist in policing the area of brass and any other debris.
- (12) When no RSO is present appoint one of their number to act as RSO.

## 7. **Range Maintenance**

- a. Range management will be accomplished by the maintenance committee.
- b. Maintenance activities are divided into two areas, buildings and grounds and equipment.
- c. Buildings and grounds.
  - (1) Mowing will be accomplished as necessary.
  - (2) A portable toilet will be maintained as part of the facility.
  - (3) Maintenance of safety and security features will be coordinated with the CRSO.
  - (4) Labor associated with maintenance will be accomplished by club members if possible and work credit awarded.
  - (5) A list of routine maintenance tasks will be provided at each meeting to allow the membership to accomplish tasks at their convenience.
- d. Equipment
  - (1) All moveable equipment will be kept in repair and inventoried annually.
  - (2) Equipment may be loaned with the permission of the Executive Officer but a receipt will be received and all damage will be the responsibility of the person or organization using it.
- e. Maintenance Projects
  - (1) All members are encouraged to suggest appropriate building projects to improve the facility.
  - (2) Major projects must be approved by the executive committee.

# APPENDIX 1:

## Range Inspection Checklist

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

Yes No

- Controlled Access/Fencing/Gates Closed
- Flags or Signs Displayed
- Left and Right Range Limits Displayed
- Backstop/Impact Area Inspected
- Number Boards Painted and Visible
- Target Frames/Mounts in Good Repair
- Firing Line Marked
- Firing Points Numbered/Clean
- Shooting Benches/Tables Inspected
- Sandbags/Gun Rests on Hand
- Ready Line/Area Marked
- Spectator Area Designated
- Scoring Area Established
- Supplies Available
- Emergency Communications Working
- First-Aid Kit Filled/Accessible
- Range Rules Posted
- Bulletin Board Hung
- Gun Racks Available
- Empty Trash Receptacles Available
- Brass/Dud Buckets Labeled
- Wash Area Identified
- Lockable Storage

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX 2:

### Range Safety Briefing

**Follow** this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, *the RSO must follow the NRA gun safety rules.*

#### 1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total numbers of rounds and time available.

#### Range Personnel

- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified, e.g., orange vest and hat.

#### 2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
- **Point out** key areas of the range and briefly describe actions that occur within each.
  - Spectator area - - Located behind the ready line where visitors and range users may wait and observe activities.
  - Ready area - - Located behind the firing line where shooters may store and prepare their equipment.
  - Firing point - - Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
  - Backstop - - Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
  - Cleaning area - - Located in covered area behind line. Cleaning is authorized only in the cleaning area. No ammunition is allowed in the cleaning area.

- **Demonstrate** the proper use of special equipment and **explain** any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

### 3. RANGE SAFETY RULES

#### ❖ NRA Gun Safety Rules

##### **Three Fundamental NRA Rules for Safe Gun Handling**

**Ask:** What is the first rule of safe gun handling?

- *Always* keep the gun pointed in a safe direction.

**Ask:** What does a “safe direction” mean?

- The gun is pointed so that even if it were to go off, it would not cause injury.

**Ask:** What is the second rule of safe gun handling?

- *Always* keep your finger off the trigger until ready to shoot.

**Ask:** Unless shooting, where should the shooter’s finger(s) rest?

- The finger(s) should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.

**Ask:** What is the third rule of safe gun handling?

- *Always* keep the gun unloaded until ready to use.

**(Emphasize** that safeties can fail. Safe gun handling rules should be followed all the time!)

##### **Rules for Safe Use**

- ◆ Know your target and what is beyond.

**Ask:** What is meant by “know your target and what is beyond?”

- The shooter must be sure that projectiles will safely impact into the backstop.

- ◆ Be sure the gun is safe to operate.

- ◆ Know how to use the gun safely.

**Ask:** What is meant by “know how to use the gun safely?”

- Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.

- ◆ Use only correct ammunition for your gun.

**Ask:** What is meant by “use only the correct ammunition?”

- Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique firearms.

- ◆ Wear eye and ear protection as appropriate.

**Ask:** Why should range users wear both eye and ear protection?

- Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
- Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
- ◆ Never use alcohol or drugs before or while shooting.
- Ask:** What type of substance is implied by “never use alcohol or drugs . . . .?”
- Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

~ **General Range Safety Rules**

**Ask** range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Know and obey all range commands.
- ◆ Know where others are at all times.
- ◆ Shoot only at authorized targets.
- ◆ Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
- ◆ Stop shooting immediately upon the command of “**Cease Firing**”.
- ◆ **Ask:** Why is it important to shoot only at authorized targets?
  - Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.

**Ask:** What actions should shooters perform during a cease fire?

- Stop shooting immediately.
- Await further instructions from the RSO.

**NRA Hygiene Guidelines**

**Explain** that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

**Emphasize** that everybody exposed at the range or cleaning area - - even if he did not participate in the shooting session - - should follow these guidelines. **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.



· Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

### Site-Specific Range Rules (examples)

~ **Ask** range users to read rules as you (RSO) point to range posters or refer to handouts.

- ◆ Armor-piercing, tracers ammunition is not allowed.
- ◆ Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- ◆ Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- ◆ Notify the RSO when there is a firearm stoppage malfunction.
- ◆ Dry firing is only permitted at the firing line and only when authorized.
- ◆ All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- ◆ When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- ◆ Ammunition is not permitted in the cleaning area.

### Administrative Range Rules

~ Example: Did everyone park his car in the shooters' parking area?

## 4. FIRING LINE COMMANDS

**State and explain** standard range commands that will be used for specific shooting event(s), e. g., formal competition rules are specified in NRA Rule Books.

- ◆ “As you were” means to disregard the command just given.
- ◆ “Carry on” means to proceed with what was being done before an interruption.
- ◆ “Relay No. \_\_\_, Match No. \_\_\_ (or naming the match), on the firing line” means shooters are to move to their firing points.
- ◆ “The preparation period starts now” means shooters may occupy their firing points, prepare, and dry fire at the targets.
- ◆ “The preparation period has ended” means shooters must stop preparation activities.
- ◆ “Load” means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- ◆ “Is the line ready?” allows a shooter with problems to raise an arm and call “Not ready on target . . . .”
- ◆ “The line is ready” means all shooters are ready to begin.
- ◆ “Ready on the right!”, “Ready on the left!”, “Ready on the firing line!” is the sequence of

commands that gives shooters their last chance to signal “Not ready”. “Ready on the firing line!” means that targets will be exposed in three to five seconds.

- ◆ “Commence firing!” signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- ◆ “Misfire” is called by a muzzleloading shooter to inform the RSO and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hangfire (a delay in the ignition of the cartridge), keep the firearm pointed downrange and wait at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.
- ◆ “Cease firing!” notifies shooters to stop firing immediately and await further instructions. “Cease firing” may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. **Emphasize** that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- ◆ “Is the line clear on the right?”; “Is the line clear on the left?” means line officers or the RSO check that all firearms are unloaded with actions open and chambers empty.
- ◆ “Go forward, score targets, and paste” (or “Change”) authorizes shooters to go forward of the firing line to change targets.
- ◆ “Range is clear, you may handle your guns” means shooters may approach the firing line and handle their firearms since no personnel are downrange.
- ◆ “Move out of position and remove your equipment from the firing line” authorizes shooters to remove their gear.
- ◆ “Police your firing point” means shooters are to pick up fired cartridge cases and clean their firing points.

**Ask:** What two range commands may be issued by shooters? ·  
“Cease firing” and “Misfire.”

**Ask:** What does “misfire” mean?

- That the muzzleloading firearm failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

**Ask:** What actions are taken during a misfire?

- Due to the possibility of a hangfire, the shooter keeps the firearm pointed downrange and waits at least 30 seconds for modern firearms, or at least two minutes for muzzleloading firearms, prior to correcting the malfunction.

**Ask:** Where and when may shooters dry fire?

- Only at their firing points and only when authorized to do so.

## 5. EMERGENCY PROCEDURES

- Take charge of the situation. (Determine seriousness of injury and assigned duties)
- Render aid. First-aid kit is located in the member's target shed.
- Call for help via telephone. Emergency phone numbers are listed in Appendix 3.
- Direct help to location.
- Take notes. Emergency report sheet are located in range SOP's binder (See Appendix 3).

# APPENDIX 3:

## Emergency Report Sheet

IN CASE OF EMERGENCY CALL: 911

### IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- The event RSO or informal RSO will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- \_\_\_\_\_ will notify EMS at **911 or Salem Police at 304-782-1313** from the nearest telephone and provide the following information:

1. Specific Location or Address of Incident with Directions

Location: **SALEM RIFLE AND PISTOL CLUB RANGE**

Address: **DOG RUN ROAD, SALEM, WEST VIRGINIA**

Directions: **ONE TENTH OF A MILE NORTH FROM RT. 50 ON DOG RUN ROAD, TURN RIGHT AT SILVER GATE, DRIVE TO COVERED AREA.**

2. Telephone number that you are calling from: \_\_\_\_\_  
\_\_\_\_\_

3. Your name: \_\_\_\_\_  
\_\_\_\_\_

4. What happened and possible hazards for rescuers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Number of people injured or ill: \_\_\_\_\_  
\_\_\_\_\_

6. Condition of injured or ill: \_\_\_\_\_  
\_\_\_\_\_

7. First aid provided: \_\_\_\_\_  
\_\_\_\_\_

# APPENDIX 4:

## Injury Report Form

Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

\_\_\_\_\_

Telephone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

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

\_\_\_\_\_

2. Describe how the injury occurred: \_\_\_\_\_

\_\_\_\_\_

3. Describe first aid given: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

7. Location of incident and conditions of area: \_\_\_\_\_

\_\_\_\_\_

8. Was protective equipment worn (if applicable)? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

A. Witness (Name): \_\_\_\_\_ Statement Attached Yes \_\_\_ No \_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ Evening: \_\_\_\_\_

B. Witness (Name): \_\_\_\_\_ Statement Attached Yes \_\_\_ No \_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

11. Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Injury report completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

13. Disposition and follow-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX 5:

### RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT

WHEREAS, in consideration of being permitted to attend a course for instruction in firearms, for the instruction in firearms, for use premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees on the following:

Undersigned agrees to indemnify, hold harmless and defend the **Salem Rifle and Pistol Club** (hereinafter referred to as “**Instructor**”), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned’s presence at and/or participation in the course of instruction; the discharge of firearms by Undersigned; Undersigned’s presence on or use of the range, buildings, land and premises (“**Premises**”); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned’s property) which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned’s presence on or use of said Premises; Undersigned’s property (whether or not entrusted to Instructor); and, the discharge of firearms. Instructor shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin hereby expressly releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in firearms and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees that this instrument is intended to be a broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy nor or hereafter existing at law or in equity or by statute or otherwise. The decision of any one or more remedy hereunder by the Instructor shall not constitute any waiver of Instructor’s right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness (Member of SRPC)







# SALEM RIFLE AND PISTOL CLUB

## Membership Application

NAME (print): \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(If unlisted, indicate)

NRA Member # (if member): \_\_\_\_\_

NRA Certified Instructor: Yes \_\_\_ No \_\_\_ Discipline: \_\_\_\_\_

Shooting Interests: \_\_\_\_\_

Special Skills (e.g. carpenter, mechanic, welder, etc.): \_\_\_\_\_

- 
1. I hereby apply for membership in the Salem Rifle and Pistol Club.
  2. I certify that I am not prohibited by state or federal law from owning or possessing firearms.
  3. By making this application I understand and agree that, if selected:
    - a. I am responsible for reading, understanding, and applying relevant portions of the Standard Operating Procedures (SOP) Manual. Violation of safety or security provisions of the SOP may be grounds for dismissal.
    - b. I am responsible for the actions of the guests I sponsor.
    - c. I am expected to participate, to the extent I am able, in club activities, including meetings, work, shooting, and social events.
    - d. I am subject to a possible background investigation.
  4. I CERTIFY that I am a citizen of good repute of the United States of America; that I am not a member of any organization having as its purpose or one of its purposes the overthrow by force and violence of the government of the United States or any of its political subdivisions; that I have never been convicted of a crime of violence; and that, if admitted to membership, I will fulfill the obligations of good sportsmanship and good citizenship.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed name of Nominating Member

\_\_\_\_\_  
Signature of Nominating Member

Return to: Tina Bailey  
112 Water St  
Salem WV 26426

**NOTE:** Memberships are only considered in February of each year with the decisions of the Membership Committee announced in mid-February.