

## Standard Operating Procedure (SOP)

### Range Master – East Texas Rifle & Pistol Club (ETRPC)

#### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to define the duties, authority, and operational expectations of the Range Master (RM) responsible for supervising Range Safety Officers (RSOs), managing daily range operations, and ensuring compliance with ETRPC rules, policies, and safety standards.

The Range Master is the senior on-site authority for range activity and is entrusted with maintaining discipline, safety, and operational efficiency across the facility.

#### 2. Scope

This SOP applies to:

- The Range Master
- All Range Safety Officers (RSOs)
- Any staff involved in range operations
- Oversight of general range use, scheduled events, and emergency situations

#### 3. Chain of Command

1. Board of Directors / Executive Committee – Highest governing authority.
2. Executive Director – Operational authority over club functions.
3. Range Master – Authority over RSOs and daily range operations.
4. Range Safety Officers (RSOs) – On-range safety enforcement.
5. Members and Guests – Must comply with all instructions.

## 4. Responsibilities of the Range Master

### 4.1 Oversight of RSOs

The Range Master shall:

- Assign RSOs to scheduled shifts and events.
- Ensure RSOs are trained, briefed, and equipped properly.
- Review and document RSO performance, including corrective actions.
- Provide mentorship, continuing education, and policy clarification.
- Respond to RSO questions regarding rule interpretation and enforce consistency.

### 4.2 Enforcement of Range Safety Rules

The RM is responsible for ensuring:

- All ETRPC rules and safety protocols are followed.
- All shooters comply with RSO instructions.
- Immediate correction of any unsafe action or condition.
- Documentation of rule violations.
- Confiscation of gate cards when necessary, with proper reporting.

### 4.3 Range Operations Management

The RM oversees daily operational readiness by ensuring:

- Ranges are opened on time and safely configured.
- Lighting, equipment, steel targets, and structures are inspected.
- "Range Reserved" signage is posted correctly.
- Ranges are closed properly at the end of the operational day.
- All incidents, maintenance needs, and hazards are reported.

#### 4.4 Incident Response and Reporting

The RM shall:

- Respond immediately to accidents, near-misses, or injuries.
- Ensure 911 is contacted when required.
- Secure the scene and preserve conditions for review.
- Complete incident reports with full detail and witness statements.
- Notify the Executive Director and Board as required.

#### 4.5 Member and Guest Conduct Oversight

The RM is responsible for enforcing:

- Code of Conduct rules, Prohibition of abuse, harassment, or unsafe behavior
- Zero tolerance for alcohol/drugs
- Guest supervision rules
- Minor supervision rules

#### 4.6 Verification Authority

The Range Master may:

- Request photo ID from any person on the premises.
- Request membership cards and verify membership status.
- Question unauthorized persons and remove them from the premises.

#### 4.7 Equipment and Ammunition Control

The RM ensures RSOs:

- Inspect firearms and ammunition for compliance.
- Remove unsafe firearms from use.
- Prevent use of prohibited ammunition or devices.

## 5. Daily Duties Checklist

### 5.1 Pre-Shift Opening Duties

- Conduct a walkthrough of all ranges.
- Inspect berm integrity and target structures.
- Verify no hazards, wildlife, or obstructions are present.
- Ensure first-aid kits and emergency signage are in place.
- Check RSO sign-in and assignments.
- Verify posted match reservations on the calendar.

### 5.2 Active Shift Duties

- Monitor RSOs and provide guidance as needed.
- Make periodic range walks to detect hazards or violations.
- Address member questions and concerns.
- Respond to malfunctioning firearms or unsafe equipment.
- Confirm Cold/Hot range procedures are being followed.
- Verify guests are supervised properly.
- Ensure compliance in all specialty ranges.

### 5.3 End-of-Day Closing Duties

- Ensure all shooters have exited by 8:30 PM.
- Secure all buildings, gates, and storage areas.
- Ensure trash, debris, and targets are cleared or reported.
- Document any issues for maintenance.
- Debrief RSOs and review logs.

## 6. Emergency Procedures

### 6.1 Medical Emergencies

1. Call 911 immediately.
2. Declare the range COLD.
3. Clear firearms and secure the area.
4. Direct responding units to scene.
5. Document incident fully.

### 6.2 Firearm Negligent Discharge

- Halt all activity on affected range.
- Ensure no injuries occurred.
- Interview shooter and witnesses.
- Document trajectory and conditions.
- Review for disciplinary action.

### 6.3 Unsafe Conditions or Severe Weather

- Suspend shooting immediately.
- Evacuate shooters from dangerous areas.
- Close range until safe conditions return.

## 7. Documentation Requirements

The RM must maintain:

- Daily logbook entries
- RSO attendance
- Rule violation reports
- Incident/accident reports
- Maintenance and hazard logs
- Match and event oversight notes

## 8. Authority to Suspend or Close Ranges

The RM may close ranges due to unsafe conditions, violations, hazards, weather, or inspection needs.

## 9. Discipline and Enforcement Standards

Progressive discipline:

1. Verbal warning (documented)
2. Removal from range for the day
3. Gate card confiscation
4. Recommendation for suspension/termination

## 10. Professional Conduct Expectations

The RM shall maintain professionalism, enforce rules consistently, educate when possible, and support a safety-first culture.

## 11. Revision and Review

This SOP will be reviewed annually or after major incidents or rule changes.