

Metacon Gun Club Certified Range Officer Booklet

STATEMENT OF PURPOSE

This booklet outlines the training necessary to become a Metacon Certified Range Officer

TABLE OF CONTENTS

- I. Advance Preparation
- II. On-Site Preparation
- III. Conclusion of On-Site Activities
- IV. Administrative Follow-up
- V. Metacon Gun Club Safety Rules

ADVANCE PREPARATION

A. Safe use of Firearms

1. Safety (Is paramount in running the range)
 - a. Four commandments of firearms safety:
 - i. Always keep the firearm under control and pointed in a safe direction.
 - ii. Always keep your finger off the trigger and outside the trigger guard until your sights are on the target and you are ready to shoot.
 - iii. Always keep your gun unloaded until ready to use.
 - iv. Know your target and what is beyond.
2. Safe Distances (.22LR travels 1.5 miles; High Power travels 5+ miles)
3. Carrying Positions:
 - a. Guns are to be cased or holstered until on the firing line.
 - b. If a gun case is not available, the firearm is to be carried unloaded, muzzle up, with the action open.

B. Types of Firearms

1. Rifles

- a. Falling/Rolling Block - i.e., Ruger #1
- b. Break-open
- c. Bolt
- d. Lever
- e. Slide
- f. Semi-automatic
- g. Full auto

2. Handguns

- a. Pistol (semi-auto- single vs. double action)
- b. Revolvers (single action vs. double action)
- c. Break action (Thompson Center)
- d. Bolt action (Remington XP 100; Anschutz Exemplar)

3. Shotguns

- a. Break action
- b. Slide
- c. Bolt
- d. Semi-Auto

C. Ammunition Description

1. Types (rim-fire and centerfire; shotgun, pistol, and rifle)
2. Components – **Rifle/Pistol** - Case, Primer, Powder, Bullet
Shotgun – Case, Primer, Powder, Wad, Shot
3. Safety (always use the right ammo)
4. Reloaded ammo (your own or factory only)
5. Dispose of damaged, old, or misfired ammo (orange Buckets)

D. Health and Safety Concerns

1. *Lead Contamination*

- a. Shooting produces smoke and other residues containing lead. To avoid absorbing lead into your system, the following procedures are strongly suggested:
 - i. Wear a cap, especially in the indoor range to keep residue out of your hair.
 - ii. Change your shooting clothes and shoes before you enter your home and launder them separately.
 - iii. Bathe after an extended shooting session, especially in the indoor range.
 - iv. **DO NOT EAT, DRINK, OR SMOKE AFTER SHOOTING UNLESS YOU HAVE THOROUGHLY WASHED YOUR HANDS.** Lead is easily ingested.
 - v. Wash up after cleaning your guns or handling fired guns.
 - vi. Dispose of cleaning materials properly.

2. *Eye injuries*

- a. Wear shooting glasses while at the range. Lenses should be made of polycarbonate plastic or other shatterproof material. Glasses should have side shields. Standard eyeglasses are better than nothing but will not protect against large projectiles or fragments coming from the side. Use of steel targets will produce bullet splash, which is dangerous to eyes.
- b. Wear a baseball-type cap while shooting, with the bill forward. Casings ejected from firearms can drop behind shooting glasses, trapping the hot casing and causing eye injury.

3. *Hearing*

- a. Wear hearing protection. Gunfire ~~can~~ and will affect your hearing over a period of time. Wearing hearing protection in the form of muffs and earplugs will help protect you and your guests.

4. *Hand injuries*

- a. Semi-auto and full-auto firearms have powerful springs and the mechanisms move fast when in use. Keep fingers and other body parts out of the mechanism.
- b. Firearms with very short barrels require extra care to avoid getting fingers in front of the muzzle while firing.
- c. Flash hiders, compensators and other barrel attachments should be checked regularly to ensure they haven't loosened.

E. **Handling Firearms That Do Not Discharge Properly.**

1. DEFINITIONS, CONTRIBUTING FACTORS, AND DANGERS

a. **Misfire**

- i. **Definition:** Trigger is pressed but firearm **does not discharge**.
- ii. Contributing Factors:

Ammunition:

- No ammo
- Defective ammo

Firearm:

- Broken, defective, or dirty mechanism
- Action not completely closed
- Poor gun handling i.e. loose grip on semi-auto pistol = misfeed

- iii. Dangers:

- May be a hang fire or a hot firearm

b. **Hang fire**

- i. **Definition:** Trigger is pressed firearm does not discharge immediately (usually one to 60 seconds later).
- ii. Contributing Factors:

Ammunition:

- Primer or powder contaminated
- Old or deteriorated ammo

Firearm:

- Temporarily "hung" firing mechanism, usually from dirt, oil, or powder residue
- Broken, defective firing mechanism
- Action not completely closed

iii. Dangers:

- Firearm can discharge unexpectedly, causing injury to self, others, and/or property.

c. Squib Loads

i. **Definition:** Trigger is pressed, firearm discharges, bullet may not exit the barrel - becomes stuck (often a reduced report is noted).

ii. Contributing Factors:

Ammunition:

- Defective ammo
- Incorrect ammunition for firearm
- Old or deteriorated ammo

Firearm:

- Barrel obstruction, bend, or dent

iii. Dangers: Following round may be fired into obstruction in barrel, causing an explosion.

d. Hot Firearms

i. **Definition:** Any firearm that has not been confirmed to be free of ammunition, both in the chamber(s) and in the magazine.

ii. Contributing Factors:

Ammunition:

- Loaded round or fired casing jammed in chamber

Firearm:

- Broken or defective mechanism
- Temporarily “hung” firing mechanism (trigger, pin, sear).

iii. Dangers: Firearm may discharge unexpectedly, causing injury to self, others, and/or property.

PROCEDURES FOR HANDLING MISFIRES, HANGFIRES, SQUIB LOADS, AND HOT FIREARMS: SEE APPENDIX A.

F. Range Equipment

1. First aid kit.
2. Target holders.
3. Hot buckets.

G. Range Officials

1. Certified Range Officer = Every Metacon member

- a. Has total responsibility for the range and its operation.
- b. Authority is not to be challenged while on the range.
- c. Has the power to remove anyone who violates the range rules. He/she may remove anyone who intentionally damages or destroys Club property.
- d. Will verify that all shooters are members and they are with their guests at all times.
- e. Will verify that all junior team members or other minors have a parent or guardian or a Club member over the age of 21 with them at all times.
- f. A copy of Club bylaws and Club range rules will be maintained in the tower for use by the Certified Range Officer.
- g. Has the authority to close the range in an emergency.
- h. Must file incident reports with the Education and Safety Committee in writing within 48 hours for all serious violations or injuries.
- i. Must enforce the range rules and the bylaws of the Club.
- j. Is allowed to give range commands except an Emergency Cease Fire.
- k. Has the authority to appoint Line Officers.
- l. A Certified Range Officer must always be in the tower if **more than ten shooters** are on the firing line, or if anyone is shooting close to the berm or when the firing line has been moved forward. (Match protocols may differ by discipline)

2. Line Officer *(May be appointed by the Certified Range Officer as needed)*

- a. Follows and responds to the Certified Range Officer's commands.
- b. May assume the duties of the Certified Range Officer at the request of the Certified Range Officer.
- c. Will make sure the magazines of the firearms have been removed and that all firearms are unloaded upon the command "Cease Fire".
- d. Will make sure no one touches firearms when shooters are down range.

H. Range Commands

1. Definitions:

- a. A **“Hot Range”** is one where uncased or unholstered firearms may be handled, loaded and fired. Eye and ear protection must be worn. No one is allowed down range when the range is “Hot”.
- b. A **“Cold Range”** is one where all uncased or unholstered firearms are unloaded and made safe. **There will be NO handling of uncased or unholstered firearms.** Persons are allowed to be forward of the firing line.
- c. **“Cease Fire”** means all shooters will immediately stop firing, unload all firearms, make them safe and step back from the shooting port/table.
- d. In the event a Certified Range Officer is required to be in the tower, he/she will remain there until relieved, **WHETHER THE RANGE IS “HOT” OR “COLD”**.

2. Range Commands:

- a. To go “hot”.
 - i. “Is the line ready to go hot?” (Look for a response from all other shooters. Make sure they have had opportunity to put on eye and ear protection. Be sure nobody is down range. **NEVER ASSUME** that everybody heard you! Get a CLEAR response from everyone.)
 - ii. “The line is HOT!” (Commence firing)
- b. To go “cold”.
 - i. “Is the line ready to go cold?” (CONFIRM that all shooters on the line have acknowledged your question and have made all guns empty and safe. Don’t ASSUME that everyone heard you - CONFIRM IT!)
 - ii. “The line is COLD!” Hearing protection is no longer needed
- c. To call a “Cease Fire”.
 - i. “CEASE FIRE!” (The buzzer mounted in the tower or any yellow button buzzer located at the various shooting positions may also be used.)
 - ii. Note that the command to CEASE FIRE may be issued by any person on the firing line at any time if an unsafe situation develops. All shooters **MUST** immediately stop firing, unload and make their firearms safe. Firing will not resume until the unsafe situation has been resolved.

I. ON-SITE PREPARATION

- A. Prior to the range activity, check range for cleanliness and safety in the following areas:
 - 1. Check for clear zones of fire
 - 2. Check backstop and surrounding areas
- B. Emergencies
 - 1. Telephone - phones are in the clubhouse, in outdoor range tower or cell phone.

III. CONCLUSION OF ON-SITE ACTIVITY

- A. Check and clean up the range inside as well as outside.
- B. Pick up and properly dispose of all spent casings.
- C. Put range equipment away and **empty range trash barrels** if needed
- D. Close Range

IV. ADMINISTRATIVE FOLLOW-UP

- A. Incident Report (if necessary)
- B. Accident Report (If necessary)
- C. Damaged Equipment Report (if necessary)

Note: While all ranges and the parking lot are video monitored, you are urged to report any incidents to Education and Safety or to any BOG member. Reporting will help clarify your involvement in the chain of events.

APPENDIX A

WARNING

A SPECIFIC FIREARM WITHIN A GIVEN TYPE OF FIREARMS MAY HAVE PARTICULAR CHARACTERISTICS THAT REQUIRE THE USE OF ALTERNATIVES OR ADDITIONAL PROCEDURES IN ORDER TO SAFELY HANDLE THE FIREARM. IN ADDITION, DESIGN CHANGES AND ADVANCES MAY RENDER ANY GENERAL

INSTRUCTIONS OBSOLETE OR INAPPLICABLE WITH RESPECT TO A SPECIFIC FIREARM. THE FOLLOWING INSTRUCTIONS ARE DESIGNED AS GENERAL SUGGESTIONS FOR HANDLING CARTRIDGE MALFUNCTIONS IN THE INDICATED TYPE OF FIREARMS, AND ARE NOT INTENDED OR REPRESENTED AS: (1) BEING APPLICABLE TO ANY SPECIFIC FIREARM, OR (2) SUPPLANTING THE PERTINENT INSTRUCTIONS IN THE OWNER'S MANUAL OR OTHER APPLICABLE REFERENCE MATERIALS FOR A SPECIFIC FIREARM. **IT IS THE USER'S RESPONSIBILITY TO BE FAMILIAR WITH THE FUNCTION OF AND REMEDIAL ACTION PROCEDURES FOR HIS OR HER SPECIFIC FIREARM, AND TO MODIFY THE FOLLOWING GENERAL SUGGESTIONS AS NECESSARY TO ENSURE THE SAFE-HANDLING OF THE FIREARM.**

GENERAL GUIDELINES

Have shooter wait a minimum of 30 seconds before further action.

Have shooter with problem notify (Certified) Range Officer while keeping firearm secure and pointed safely downrange.

Call an "Emergency Cease Fire" (for all except person with the problem). - Cease all shooting - remove magazines - open actions - place firearms down and pointed downrange.

Clear firing line of all other shooters and other personnel.

Person with problem retains responsibility for the firearm and clearing the problem unless unable to do so.

(Certified) Range Officer talks person through procedure for resolving the problem.

If action cannot be opened case firearm and take it to a gunsmith for repairs.

CLEARING ACTIONS

Procedures for Break-Open, Falling or Rolling Block Type Firearms:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and Certified Range Officer if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

If possible, keep the path of the cartridge (if ejected from the action) oriented away from yourself and other persons.

Carefully open the action, ejecting the cartridge onto a cushioned surface if possible.

If the action won't open, case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for Bolt Action, Lever Action and Pump Action Firearms:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and Certified Range Officer if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

To the extent possible, keep loading ports and magazine wells oriented away from yourself and other persons. Keep clear of the path of an exposed bolt if it should be blown to the rear.

Remove any detachable magazine or, if possible, remove rounds from non-detachable magazines.

Open the action, ejecting the cartridge onto a cushioned surface if possible.

If the action won't open, case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for Semiautomatic Firearms:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and Certified Range Officer if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

To the extent possible, keep loading ports and magazine wells oriented away from yourself and other persons.

Remove any detachable magazine or, if possible, remove rounds from non-detachable magazines.

Open the action, ejecting the cartridge onto a cushioned surface if possible. If possible, lock the bolt to the rear.

If the action won't open, case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for Gate Loading Revolvers:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and Certified Range Officer if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

Open loading gate. (If necessary, with older styles: carefully move hammer to half cock)

If the loading gate won't open case the firearm and take it to a gunsmith for repairs.

Eject cartridges onto cushioned surface if possible.

If cartridge won't eject, and if one is present remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

Examine it to help determine the reason for the malfunction and place it in the hot bucket.

Check barrel for obstructions.

Procedures for Swing Out Cylinder Revolvers:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

Open cylinder. (If necessary older styles: carefully move hammer to half cock)

If cylinder won't open case the firearm and take it to a gunsmith for repairs.

Eject cartridges onto cushioned surface if possible.

If cartridge won't eject, and if one is present remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

Examine it to help determine the reason for the malfunction and place it in the hot bucket.

Check barrel for obstructions.

Procedures for Auto Loading Handguns:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

To the extent possible, keep loading ports and magazine wells oriented away from yourself and other persons.

Remove any detachable magazine or, if possible, remove rounds from non-detachable magazines.

Open the action, ejecting the cartridge onto a cushioned surface if possible. If possible, lock the bolt to the rear.

If the action won't open case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.).

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for Semiautomatic or Automatic Closed Bolt Firearms with Detachable Magazines:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

To the extent possible, keep loading ports and magazine wells oriented away from yourself and other persons.

Remove detachable magazine.

Open the action, ejecting the cartridge onto a cushioned surface if possible. If possible, lock the bolt to the rear,

If the action won't open case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for Semiautomatic or Automatic Open Bolt Firearms with Detachable Magazines:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

To the extent possible, keep loading ports and magazine wells oriented away from yourself and other persons.

Remove detachable magazine.

Open the action, ejecting the cartridge onto a cushioned surface if possible. If Possible, lock the bolt to the rear.

If the action won't open case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, lock bolt in the rearward position using safety notch, or if there is no safety notch, otherwise restrain; use extreme caution when bolt is in the rearward position, the cartridge primer will be struck if the bolt is allowed to move forward. If a cartridge is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If the action won't open, case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for Belt Fed Machine Guns:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

Open top cover.

Remove belt.

Retract bolt, extracting cartridge, and lock bolt in the rearward position.

If the action won't open case the firearm and take it to a gunsmith for repairs.

If cartridge is ejected, examine it to help determine the reason for the malfunction and place it in the hot bucket.

If no cartridge is ejected, check the chamber for a stuck cartridge. If one is present, remove it using appropriate equipment. (range rod, ruptured cartridge extractor, etc.)

If there is nothing visible in the chamber, check the bore for obstructions before continuing.

Procedures for All Percussion Muzzle Loading Firearms:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

Clean nipples and flash hole with wire nipple brush or appropriate cleaning tool.

Replace percussion cap and attempt to re-fire.

Repeat the first three steps a maximum of three times.

If still unable to fire, wait one additional minute and remove spent cap.

Keeping muzzle pointed down range, **install a silent ball discharger** and blow the defective charge and ball from the firearm. (Ball will travel as much as fifty yards with this procedure)

Procedures for all Flintlock Muzzle loading Firearms:

Keep the firearm secured and pointed down range for a minimum of 30 seconds while informing other shooters (and CERTIFIED RANGE OFFICER if any) that there is a problem. (CALL FOR EMERGENCY CEASE FIRE)

Clean pan and flash hole with wire brush or appropriate cleaning tool.

Recharge pan and attempt to re-fire.

Repeat the first three steps a maximum of three times.

If still unable to fire, wait one additional minute.

Keeping muzzle pointed down range, install a **silent ball discharger** and blow the defective charge and ball from the firearm. (Ball will travel as much as fifty yards with this procedure.)