

STANDARD OPERATING PROCEDURES (SOP)

Redding Gun Club
21777 Seven Lakes Lane
Redding, CA 96003
USA

COORDINATES

40°36'58.51N

122°14'53.51N

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History of the Seven Lakes Development Utilized in Part by the Redding Gun Club

During the early sixties, Jessie Palmer developed the existing seven lakes on the Palmer Property. Originally each pond was stocked with largemouth bass. Controlled fishing and some shotgun sports started at this time. Later, memberships allowed fishing, duck hunting, as well as flighted pigeon shoots and a private pheasant club.

In the eighties, trap and skeet houses were built which are currently utilized by the Redding Gun Club.

Seasonal dog training, including field trials, occurred in the surrounding area near the big pond through invitation only.

The club house was eventually built where storytelling and alcohol consumption regularly occurred as a favorite pastime.

At the club house patio, social events were held around the old barbeque pit as well as the preparation of pheasant which was smoked in the brick smoker which remains today.

During the early nineties, negotiations began for the lease of the property by the Redding Gun Club. According to the recorded Shasta County documents, the Palmer property, (AKA Palmer Trust) was divided into four parcels in 1997. Only Parcel 4 (currently leased by the Redding Gun Club) allowed the discharge of firearms. That same year (1997), the Redding Gun Club obtained its first lease with the Palmer family. Don Weatherbee, negotiated and signed the lease on behalf of the Redding, Gun Club.

CHAPTER 1: Preamble

Whereas range activities are open to the public, a few events that occur are: Pacific International Trap Association, United States Practical Shooting Association, American Rimfire Association, Single Action Shooting Society, Hunter Education, General Marksmanship, Personal Protection Training, Basic Marksmanship Training, Boy Scouts of America Rifle Merit Badge Classes and other events.

Whereas Redding Gun Club is under certain liabilities for public safety during open operations, the Board of Directors of the Redding Gun Club has determined the instituting of a set of Standard Range Operating Procedures to be desirable.

Therefore, the Board of Directors of the Redding Gun Club has adopted this Standard Range Operating Procedure to establish a minimum standard requirement for any user of the range in Shasta County, California, by the Redding Gun Club.

This Standard Range Operating Procedure will be reviewed for updates on a date set by the Redding Gun Club Board of Directors and becomes effective thirty days after the Officers affix their signatures.

Signed this _____ day of _____ in the year _____.

PRESIDENT _____

1ST VICEPRESIDENT _____

2ND VICE PRESIDENT _____

SECRETARY _____

CHIEF FINANCIAL OFFICER _____

CHIEF RANGE SAFETY OFFICER _____

Publication Dates:

10/21/20

CHAPTER 2: Constitution

Redding Gun Club, 21777 Seven Lakes Lane, Redding, CA 96003

A Board of Directors governs the organization's interests. The board meets the first Monday of the month. The Board of Directors consists of the following officers: President, 1st Vice President, 2nd Vice President, Secretary, and Chief Financial Officer, with ten (10) board members. These officers and directors are elected annually for a term of two (2) years.

The Redding Gun Club Board of Directors has established the office of the Chief Range Safety Officer. This individual is charged with the overall safe operation of the range.

The objective of the organization is the encouragement of all shooting sports among residents of the United States, with a view toward better knowledge on the part of such residents of the safe handling and proper care of firearms, as well as improved marksmanship. It is further the objective and purpose to forward the development of the characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance that are essential to good Sportsmanship, and the foundation of true patriotism, and to support the Constitution of the United States of America.

The Redding Gun Club is governed by: a written set of Bylaws, and written Range Standard Operating Procedures.

The Redding Gun Club occupies an outdoor range. This range is located at 21777 Seven Lakes Lane, Redding, CA 96003.

REDDING GUN CLUB CORE VALUES

S: Service. We will respond to the needs of our members with courtesy and professionalism.

I: Integrity. We will constantly strive and maintain the highest standards of firearms safety through education and performance.

T: Teamwork. We will respect and support one another as we work together for the greater good of the organization.

E: Excellence. We will continuously evaluate and deliver quality member services.

CHAPTER 3: Safety Plan

1. Emergency Procedures

- a. Take charge of the situation.
- b. Cease firing, unload and stay in place until commands are issued
- c. Determine if the injury is a minor or major injury.
- d. Designate helpers, if necessary to render aid.
- e. The first aid kits and trauma kits are available in the range office and near the firing line on the rifle/pistol range.
- f. Determine level of care. Can injury/illness be cared for on-site?
- g. Gather Information for emergency phone call.
- h. Emergency phone numbers will be posted near each phone.
- i. Give Dispatcher necessary information: Location,
 - (a) 21777 Seven lakes Lane, Redding, California, and
 - (b) GPS coordinates for both shotgun range (40°36'58.51N, 122°14'53.51N) and rifle/pistol (40°36'56.32N, 122°14'44.07W) ranges. Include callers name, what happened, number of people injured, condition of injured, location of person who will direct emergency personnel to the scene. The nearest crossroad, is Old Alturas and Seven lakes Lane.
- j. Contact the President of the Redding Gun Club. If unavailable, contact an available officer beginning with the 1st Vice President.
- k. Position one or more persons to direct the emergency personnel.
- l. Assign somebody to take notes on all actions.
- m. Take notes. Annotate all actions and times of occurrence. Compile witness list to include names and contact information. Obtain report from each witness individually in appendix.
- n. Complete the required SOP form in the appendix.
- o. Notify authorities if necessary.

2. Media Enquiries.

- a. All information about any incident should be given to the President of Redding Gun Club or his/her designee.
- b. Remind all persons involved that they are not to talk to the media.
- c. All questions from the media are to be directed to the President of Redding Gun Club or his/her designee.

CHAPTER 4: Range Operations

Purpose of this Standard Operating Procedure.

This Standard Operating Procedure (SOP) is intended to provide a consistent and documented set of rules that serve as guidelines to be followed by all users of the range occupied by Redding Gun Club.

Organizations that use the range facility occupied by Redding Gun Club shall abide by the Redding Gun Club Standard Operating Procedures.

Safety is never to be compromised.

1. Range Capabilities.

The range governed by this Standard Operating Procedure is composed of two (2) separate shooting sub-ranges referred to as follows:

- d. The Shotgun/Trap/Skeet/Sporting Clays Range is open to any legal shotgun per California State Law. Shot-shells used to shoot trap, skeet, or sporting clays will not exceed 1250 FPS in 1 1/8 OZ load or 1300 FPS in a 1 OZ load. Only lead shot will be used for these events.
- e. The Rifle/Pistol Range is open to any legal rimfire or centerfire firearm per California State Law.

3. Range Operations

General

- a. The Redding Gun Club range is designed to provide access to a facility where Redding Gun Club members and/or public users can utilize live fire to become more proficient with firearms.
- b. All Users of the Range
- c. All members must complete a waiver or a member application yearly prior to utilizing the Redding Gun Club firing range. Participants and spectators will be required to sign in via the computer system.
- d. Shooting Range rules and regulations
- e. The Range rules and regulations are broken down into General Rules, General Shotgun Use and Safety Rules, Rifle and Pistol Range Use/Safety Rules, North Pistol Bay Range Use/ Safety Rules, and South Pistol Bay Range Use/ Safety Rules, and Administrative Rules.

4. General Rules

- a. Each range shall be listed with applicable safety rules
- b. There will be no shooting from any range before 9:00 AM. The Only exception is the .22 LR (Long Rifle) may be fired on the rifle/pistol range at 8:00 AM if the muzzle velocity does not exceed 1250 feet per second.
- c. Alcohol or any other mind-altering substance, legal or not, is not permitted before or while discharging any firearm on the Redding Gun Club.
- d. Persons not complying with any range rule will be asked by any member of the Board of Directors to leave the firing line or to leave the range depending upon the severity of the infraction. In the absence of a Board Member the Manager or Senior Employee of the Redding Gun Club may request the sanction.
- e. The hours of operation of both the Rifle/Pistol Range as well as the Shotgun Range will be Posted on the gates of entry.
- f. General Safety rules as included in the specific range rules will be adhered to always.

- g. All Shooting will immediately stop as soon as ANYBODY commands "CEASE FIRE"
- h. Each member, guest, or organization utilizing the Redding Gun Club will remove all spent ammunition cases on the range being utilized. Each member or guest will receive one warning from a Staff-Member, Director, or Officer of the Redding Gun Club if cases are found left behind after a shooting activity. Any member or guest who leaves cases on the range after a warning is subject to revocation of membership.
- i. Any organization that leaves fired shell or cartridge cases on a range which directly causes a monetary fine imposed by any regulatory agency, will be liable for all fines and fees which arose from the spent cases or cartridges left behind.
- j. The Redding Gun Club will close at 12:00 PM on Red Flag Days.
- k. There will be no use of steel targets on Red Flag Days on ANY range at the Redding Gun Club.
- l. On Red Flag Days, the closure of the Redding Gun Club prior to the 12:00 PM automatic closure, can be enacted by the Range Master on duty, or any Director, or Officer of the Redding Gun Club if fire danger is more severe than normal due to high winds or other factors. This is not to construe that any of those parties is responsible for the risks associated with fire at The Redding Gun Club.

5. General Shotgun Range Use/Safety Rules

- a. Non-Members who shoot trap league will be required to watch the safety video and sign a waiver releasing liability.
- b. Actions must be unloaded and open before leaving the shooting line and while changing stations.
- c. Actions must always be open when not on the shooting line.
- d. Load no more than one shell in your shotgun when shooting singles trap.
- e. Shotguns must be pointed downrange until unloaded and actions are open.
- f. Maximum loads are no more than 1250 FPS for 11/8 OZ of shot, or 1300 FPS for 1 OZ of shot. 7 ½ shot is the largest shot size that can be used.
- g. Any chronograph or other patterning activity must be directed at the patterning board from designated shooting position/s.
- h. During any calendared events, shooting of "annies" or "backers" must be shot on trap #1.
- i. There will be no alcohol use before or during live fire activity on the shotgun ranges.

6. General Rifle and Pistol Range Use/Safety Rules

- a. No handling of firearms permitted while anyone is downrange.
- b. Position targets so all shots fired will directly impact the berm.
- c. Shooters shall use only paper, cardboard, or steel plate targets.
- d. No exploding targets, clay pigeons, bottles, cans, appliances, or similar type of material are allowed as targets.
- e. No steel, armor piercing, tracer, or exploding ammunition allowed.

- g. There will be no alcohol use before or during live fire activity on the rifle or pistol range.
- h. No one shall be intoxicated or under the influence of alcohol or drugs (whether prescribed or not) while using any Ranges on the Redding Gun Club. If a person appears to be under the influence (intoxicated) they will be required to leave the range.
- i. Shooters will pick up after themselves, removing all litter and target debris left on the range after shooting.

7. Rifle Range Use/Safety Rules

- a. When arriving at the range, firearms shall be unloaded, actions open, with a chamber flag inserted and placed on a shooting bench with the muzzle pointed downrange.
- b. No shots shall be fired from in front of the benches.
- c. When anyone is downrange, all firearms will be unloaded, actions open, with a chamber flag inserted, and are not to be handled until the downrange area is clear of people.
- d. When anybody is downrange of the firing line all other people will stand behind the painted yellow line on the floor of the firing line until the range is clear.

8. North Pistol Bay Rules

- a. When arriving at the range, firearms must be unloaded, actions open, and placed on a shooting bench, table, barrel, or similar object, with the muzzles pointed downrange. An alternative method is a holstered pistol.
- b. Shooters shall establish a firing line.
- c. All rounds must be fired within the confines of the bay.
- d. Defensive shotgun practice is allowed on all north pistol bays.
- e. Discharging centerfire rifle cartridges are prohibited on bays 1 and 2.

9. South Bay Rules

- a. Only for the use of handguns, rimfire rifles, or pistol caliber carbines. There will be no rifle calibers fired in this area.
- b. When arriving at the range, firearms must be unloaded, actions open, and placed on a shooting bench, table, barrel, or similar object, with the muzzles pointed downrange. An alternative method is a holstered pistol.
- c. Shooters shall establish a firing line.
- d. All rounds must be fired from within the confines of the bay.

10. Administrative Rules

- a. All wildlife and domestic animals are protected on Redding Gun Club facilities.
- b. The shooting or harassment of any animal is strictly prohibited.
- c. All shooters under 18 years of age **must** be accompanied by an adult of at least 18 years of age, and be under that adult's direct supervision while shooting.

- d. Remove all trash when leaving the range. Ensure trash is properly disposed of in the correct receptacles.
- e. The primary purpose of a Members only club is to create a better managed and safer shooting environment.
- f. A regular member in good standing, spouse, children, and grandchildren 20 and under will have access to the RGC facilities, during club hours without further cost other than shoot tickets (shotgun) or other associated special event fees. Non-members participating in special events are responsible for the event fees only, the day use fee is waived.
- g. Minor children of a Member in Good Standing of the RGC must be accompanied by a parent or legal guardian.
- h. Members must have a valid picture ID and current year RGC membership card to be shown upon request.
- i. Non-members must be accompanied by a current-member to use the RGC facilities during regular shoot days. The non-member and current RGC member are required to register on a log sheet in the clubhouse or the rifle pistol entry point prior to using the RGC facilities. Members utilizing any shotgun facility will register in the clubhouse only when sponsoring a non-member. RGC members are responsible for educating as to the safety rules and etiquette associated with the activity they will be shooting. A regular member may bring any number of non-members during the calendar year with a daily limit of five non-members a day. Each individual non-member is limited to use RGC facilities two days a year. Non-members will pay a \$10.00 daily use fee.
- j. Members not registering a non-member may lose all rights and privileges associated with being a regular of RGC for that calendar year with no refund on dues paid or shoot tickets purchased. Non-members not registering or not paying the non-member fee may be asked to leave the RGC premises and may be refused the use of RGC during normal club hours for the calendar year.
- k. Non-member Special Groups (Boy Scouts, 4H, FFA, NWTF, etc.) with the special range use committee approval, may use RGC. RGC reserves the right to hold members only events.
- l. Eye and ear protection mandatory while shooting.
- m. No alcohol or mind-altering drugs are to be used prior to or during any shooting activity.
- n. No one shall be intoxicated or under the influence of alcohol or drugs (whether prescribed or not) while using the ranges. If a person appears to be under the influence, they will be required to leave the range.
- o. If you have been observed drinking alcoholic beverages you will not be allowed to shoot.
- p. Failure to observe these or any safety rule is grounds for immediate ejection from RGC facilities at the discretion of the range safety officer.
- q. Report any observed violations of rules or range abuse to any Range Officer, Club Manager, or Board Member.
- r. Organized club functions have the priority in the usage of the ranges.
- s. Pets must be on a leash and supervised always.
- t. Children will be supervised always while on the Redding Gun Club facilities and must wear eye and ear protection while on any range.

11. Enforcement

- a. Persons not complying with any range rule will be asked by any member of the Board of Directors or On-Duty Range Safety Officer to leave the firing line or to leave the range depending upon the severity of the infraction.
- b. A Safety Committee will be formed annually to review all infractions reported by Range Safety Officer, Board Members, or Club Manager.
- c. Serious violations will be referred to the Board of Directors for resolution by the Safety Committee.

12. Redding Gun Club Event Policy for the Use of Facilities

- a. Each organization shall have a Redding Gun Club Member as a sponsor, the sponsor will be on-site for the duration of the event.
- b. All range and safety rules must be complied with by the organization or group.
- c. Each organization or group must have a designated safety officer approved by the Board of Directors on the firing line at all times.
- d. If the group or organization does not have a qualified safety officer, a member of the Redding Gun Club, approved by the Board of Directors, shall act as the Event Safety Officer.
- e. Any costs incurred in providing a safety officer for the event shall be the responsibility of the organization or group.
- f. There shall be an adult instructor/ safety assistant as appropriate for teaching events. There shall be one adult/safety assistant for each 6 adults and there shall be one adult instructor/safety assistant for each 3 juveniles.
- g. APPLICATION PROCESS: Application for the use of the Facility shall be made in person to the Board of Directors. This application will be delivered to the Board of Directors during the monthly board meeting in September of each calendar year.
- h. The organization or group shall use the Redding Gun Club Form: Application for the Use of the Redding Gun Club's Facilities.
- i. INSURANCE: Each organization shall carry liability insurance in the amount of \$1,000,000. The Redding Gun Club shall be named as an additionally insured entity.
- j. A copy of the insurance certificate or policy shall be provided to the Redding Gun Club with the Application for the Use of the Redding Gun Club's Facilities.

13. Redding Gun Club Instructor Policy

- k. The Redding Gun Club will only authorize three CCW instructors to teach or instruct at the club.
- l. If an instructor leaves the Redding Gun Club, the Club will accept applications for the vacancy and the Board of Directors will vote to determine the newly appointed instructor.
- m. All instructors shall carry liability insurance with a minimum of \$1,000,000, with the Redding Gun Club Listed as an additionally insured, and a copy of the certificate or policy kept on file at the Redding Gun Club.
- n. All instructors will provide the Club with current instructor credentials.
- o. All CCW instructors shall be listed with the Shasta County Sheriff's Office List of Certified Instructors.
- p. No more than 5 students per instructor on the firing line, discharging firearms.

- q. The Redding Gun Club Range Safety Officer/Safety Officer or Board Member may observe an instructor's course and stop instruction for safety reasons.
- r. The Board of Directors reserves the right to revoke all privileges from an instructor for violations the Board considers are justified for removal. These violations include but are not limited to: Safety Issues, failure to pay fees, insurance issues, credential issues, etc.
- s. Shooting shall be on the North Bays unless there is a safety issue. (Inclement weather or another factor dictates no safe reasonable alternative.
- t. Instructors will not schedule classes during P.I.T.A. events. The gate to the rifle and pistol range will remain locked with a chain and lock during these events.
- u. No discharging of firearms on Mondays or Fridays as per the use agreement.
- v. An appropriate first aid kit and UL approved fire extinguisher shall be on-site while using the range. Instructors will have a plan for the gate entrance in case of emergency.
- w. Instructors will strive to build and foster relationships with other members by being courteous always and will seek to expand membership by encouraging students to join the Redding Gun Club.

APPENDIX B: APPLICATION FOR THE USE OF THE REDDING GUN CLUB'S FACILITIES

Application for the Use of the Redding Gun Club's Facilities

Approved June 13, 2016

Today's Date: _____.

Organization/Group Name:

⋮

Liability Insurance Documentation Attached: Yes _____ No _____.

Approved Safety Officers:

⋮

Contact Person:

⋮

Address:

⋮

Phone Number:

⋮

email:

⋮

Date/s of Event: _____ Time/s of Event: Start _____ Stop _____.

⋮

Approximate Number of Persons Attending: _____.

Shotgun Fees: Base Rate - \$150 flat fee MUST be Prepaid, plus each of the following used:
 \$20.00 per Hour - 3 Hour minimum for Manager
 \$15.00 per Hour - 3 Hour minimum for EACH Trap Person
 \$5.00 per Round for Trap and/or Skeet (25 Birds)
 \$0.20 per Target for Turkey Shoot type events
 \$10.00 per Round for Sporting Clays (50 Birds)
 \$100.00 Cleaning/Security Deposit

Rifle/Pistol Fees: Base Rate - \$50 Per Event - MUST be Prepaid
 \$10.00 per Participant
 \$100.00 Cleaning/Security Deposit

Pre-Scheduled and Nationally Sanctioned Matches:

- First Saturday - Redding Rimfire, ARA 0800 - 1300
- Second Saturday - Shasta Shooters, USPSA 0800 - 1500
- Third Saturday - Shasta Regulators, SASS 0800 - 1400

- Fourth Saturday - Shasta Shooters, Steel and BUG Match **0800-1500**
- Fourth Saturday - .22 Rimfire Silhouette Match **0800 - 1200**

Rifle and Pistol Range: 0900 to dusk Tuesday, Thursday, Saturday. 0900 to 1100 Wednesday. 1500 to dusk Sunday.

Shotgun Range Hours:

- The Shotgun Range is open **ONLY** on Wednesdays from 0900 - Dusk and Sundays from 0900 - 1500

Approved by the Board of Directors on: Date,_____. Signature and Title:

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Notifications to: Club Manager:_____. Applicant_____. Shasta Regulators_____.
Shasta Shooters_____. ARA Rimfire_____. .22 Silhouette_____.

APPENDIX C: REDDING GUN CLUB OPERATIONS MANAGER POSITION AND DUTIES

Operations Manager Position for the Redding Gun Club

June 1, 2017

The position of Operations Manager will be responsible for the overall Operations, Maintenance, Safety, and day-to-day activities of the Redding Gun club (RGC). They will be the spokesperson and first contact for the members, Board of Directors, and public. This position will oversee and provide training for staff and members for the safe use of the facilities of the RGC. They will schedule and oversee the use, maintenance, operation of all assets of the RGC, and work closely with the Board of Directors (BOD).

Abilities:

- Oversee and Schedule all day-to-day activities and uses of ranges
- Assign, develop, and evaluate staff
- Perform Training and Safety meetings including documentation of such
- Read and understand English
- Give both written and oral reports at regular BOD Meetings
- Oversee needs for inventory and supplies
- Develop and present Operations and Maintenance (O&M) projects to the BOD
- Have a good understanding of firearms and associated equipment
- Ability to work in all weather conditions and uneven terrain
- Demonstrate good management skills
- Must have a valid and unrestricted California Driver's License

Duties:

- Work collaboratively with the BOD, members, public, and other organizations and agencies
- Overseeing and scheduling the use of ranges and assets
- Providing training of staff for safety, development, and operation of range facilities and equipment
- Perform all documentation of Training, Safety Meetings, Incidents, etc.
- Develop and maintain a list of all supplies for the operation and maintenance of the facility
- Provide Training for members and other entities of range rules and procedures
- Develops projects and programs for the O&M of the RGC and presents to the BOD for approval
- Works in all weather conditions and on uneven terrain
- Performs other range related duties and tasks as directed by the BOD
- Work on weekends; a non-work day weekend may be scheduled
- Operate the range in accordance with NRA Range Development

Knowledge:

- Knowledge of sound O&M practices, Management, and Human Resources protocol
- Knowledge and understanding of firearms and associated equipment
- Knowledge of staff development and training
- Knowledge of County, State, and Federal laws and regulations pertaining to the RGC
- Knowledge in training and documentation
- Knowledge of retail sales and Point of Sales (POS) systems

APPENDIX D: REDDING GUN CLUB MEMBERSHIP AGREEMENT AND LIABILITY RELEASE

I have viewed and understand the informational content of the safety video provided by the Redding Gun Club as a condition of my membership of which I will follow while utilizing the firearms range. _____

I will be required to possess my membership card always while on Redding gun club property, and make it available on request by range personnel. _____

All family members that use the Redding Gun Club range are required to view the safety video and understand its contents. _____

Family members utilizing the Redding Gun Club without the member being present, must have the member's Redding Gun Club membership card and a valid piece of identification available upon request by range personnel. _____

An unsupervised family member must be at least 18 years of age to utilize the range.

Members will supervise their guests ensuring that range safety and procedures are followed.

Members are required to obey all posted speed limit signs on Redding Gun Club Property as well as Seven Lakes Lane to Old Alturas Rd. The speed limit on Seven lakes Lane is 25 MPH.

Print Members Name _____

Members Signature _____

Date of Signature _____

Membership # _____

APPENDIX E: REDDING GUN CLUB LETTER OF DISCIPLINARY ACTION AND RANGE OFFICER VIOLATION REPORT

To: _____

You are receiving this letter because you were found to be in violation of one or more of the RGC range rules on (Date)_____.

Violation: _____

Action Taken: _____

Disciplinary action is based on the severity of the infraction. Violations can be reported at any time to any range personnel, and sanctions, if any, are decided by the Redding Gun Club Board of Directors through the Chief Range Officer.

If you disagree with the violation or action taken you can appeal your case at the next scheduled board meeting either in person or in writing. Board meeting are held on the first Monday of the month at 6:30 PM, at the Redding Gun Club Clubhouse.

The range rules are intended to prevent unsafe practices, protect the members, and protect and preserve range equipment and facilities. Membership in the Redding Gun Club is a privilege based on your safe and responsible use of the club. Failing to adhere to the Range Rules may place your membership at risk of being suspended or terminated.

Members are responsible for knowing and adhering to these rules. It is highly recommended that every member keeps a copy of the Range Rules available to them at all times while on RGC property.

The range Rules are non-negotiable and they apply to everyone on club property. Although some may consider them restrictive, they are designed to ensure everyone safely enjoys shooting sports and their time on the range.

If a Range Officer, manager, or fellow member approaches you with comments, concerns, or questions please recognize that they have the authority to do so. Any argumentative, hostile, or combative response to their comments, questions, or concerns will not be tolerated.

REDDING GUN CLUB RANGE OFFICER VIOLATION REPORT

DATE: _____

MEMBER NAME _____

MEMBER NUMBER _____

VIOLATION: _____

ACTION TAKEN: _____

WITNESSES: _____

REPORTING OFFICER/MEMBER _____

CHIEF RANGE OFFICER _____

**APPENDIX F: REDDING GUN CLUB EMERGENCY REPORT
EMERGENCY REPORT SHEET**

To be turned into the Redding Gun Club Secretary
Effective Date: August 2017

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number
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EMS	911
Shasta County Sherriff	911
Fire	911
Fish and Wildlife	911
Poison Control Center	911

Immediate Response for Injuries or Illness.

- Call a cease-fire if the injured is near the firing line. Ensure that **all** firearms are unloaded and clear
- The primary RSO will coordinate edging or pulling of targets, if possible, and securing the scene and the injured persons gear.
- Persons will notify 911 from the nearest available telephone either located in the range office or on their person and provide the following information:

1. Specific Location or address of incident with directions:
 - Location: _____
 - Address: _____
 - Directions: _____
2. Telephone Number calling from: _____
3. Caller's name: _____
4. What happened:

5. Possible hazards for rescuers

6. Number of people injured or ill: _____

7. Condition of injured or ill:

8. First Aid Provided:

- Wait for 911 to hang up first.
- First Aid Provider Will:
 1. Identify self to the injured
 2. Inform injured of training (American Red Cross Standard First Aid & CPR).
 3. Offer Aid to Injured
 4. Receive verbal permission from injured (if adult), or parent/guardian (if child) *prior* to giving care
 5. Refrain from giving aid to person that is conscious whom objects
 6. Assume implied permission if person is unconscious or unable to respond
 7. Assume implied permission if person is a child with a severe injury and a parent or guardian cannot be contacted.
 8. Move injured only if life is endangered
 9. Check injured for life threatening condition before providing care. Provide care only within level of training.
 10. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed to by EMS or Poison Control Center.
- _____ will retrieve the first-aid kit located at the Range Office.
- If the accident involves chemical burns, an eye flush station is in the first aid kit. (it is a small bottle of saline) _____.
- If the accident involves a gunshot or archery injury, Range manager or other personnel will notify police and preserve the scene as it appeared at the time of the incident.
- _____ will go to the range entrance and direct EMS personnel to the injured and remain until the last emergency vehicle has departed the scene.

Coordination

- The primary RSO will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses
 2. Witnesses to write statements
 3. Notify next of kin once EMS has examined the injured and prepared for transportation to a medical facility, *only if requested by victim.*
 4. Completing injury report forms
 5. Notify the President of Redding Gun Club or his/her designee, concerning the activation of the emergency plan
 6. Notifying insurance company (personnel and/organization as appropriate)
 7. Evaluating emergency plan for possible revisions
 8. Filing copies of the injury report forms with records as appropriate.

**APPENDIX G: REDDING GUN CLUB INCIDENT REPORTING SHEET
AND WITNESS NARRATIVE**

EMERGENCY MEDICAL REPORT	
INCIDENT DATE _____	TIME _____ LOCATION _____
NAME of PATIENT _____ DATE OF BIRTH _____	
ADDRESS _____	
CITY _____	STATE _____ SEX _____ PHONE _____
EMERGENCY CONTACT _____	RELATIONSHIP _____
PHONE NUMBER _____	
TYPE OF EMERGENCY (CHIEF COMPLAINT) _____	

WHAT WERE YOU TOLD ? _____	

ALLERGIES: _____	MEDICATIONS _____

WHAT DID YOU OBSERVE ? _____	

WHAT IS YOUR ASSESSMENT OF THE PROBLEM? _____	

WHAT DID YOU DO FOR THE PATIENT? _____	

911 CALLED? YES/NO	TIME OF ARRIVAL _____ UNIT NUMBER _____
SIGNATURE _____	DATE _____
WITNESS SIGNATURE _____	DATE _____
USE REVERSE SIDE FOR ADDITIONAL SPACE. MORE ON REVERSE? YES/NO	

WITNESS NARRATIVE FORM.

WITNESS NAME: _____

WITNESS PHONE NUMBER _____

WITNESS EMAIL ADDRESS _____

What did you see? _____

What did you hear? _____

What did you do? _____

Signed

Date

FIRST AID SUPPLY USAGE FORM

Date: _____

Range: _____

The following items were used from the first aid kit:

The following items were used from the Master first aid kit:

Signed

Date

