



# Policies and Procedures Manual

Approved By the  
Executive Committee  
February 20, 2024



**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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**Lemon Grove Rod and Gun Club  
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**Chapter 1 – Mission Statement**

The object of this organization shall be the encouragement of organized rifle, shotgun and pistol shooting with a view toward a better knowledge of the safe handling and proper care of firearms, as well as improved marksmanship. It shall be our further objective 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.

To foster the maintenance, development, restoration and wise use of all wildlife and other natural resources through education of the people and support of appropriate legislation.

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**Chapter 2 - Policy Manual**

**1. Purpose**

Guide for the orderly operation of the Corporation

**2. Executive Committee**

The Executive Committee will exercise fiscal responsibility in the conduct of the Corporation's affairs. To that end, the Executive Committee shall set Dues and Fees in such a manner and at such time as to ensure the on-going viability of the corporation.

**3. Meetings**

- A. The General meeting shall be held on the **First** (1<sup>st</sup>) Tuesday of each month at 6:30 PM, at the location determined by the Executive Committee. All meetings will be conducted under "Robert's Rules of Order, Revised."
- B. The Board meeting shall be held on the **Third** (3<sup>rd</sup>) Tuesday of each month at 6:30 PM, at the location determined by the Executive Committee. All meetings will be conducted under "Robert's Rules of Order, Revised."
- C. Newly elected board members shall attend the April board meeting.

**4. Membership**

- A. Regular and Military membership shall close at **Three hundred fifty** (350). Gold, Senior, Social, Inactive, and Junior member shall not be included in the 350 membership limit. Life members shall count against the membership limit until age 55.
- B. Junior, Social and Inactive members **converting** to Regular shall not be counted against the membership limit. This shall not be construed as an increase in the membership limit as openings for new members will only occur when the number of members drops below the membership limit. Members converting will be given priority over those on the waiting list.
- C. No more than **Twenty-Five** (25) approved persons shall stand on the waiting list for membership in this corporation.
- D. A prospective member has 45 days following notification of an opening for membership to pay all membership fees. Failing to complete this on time will result in removal from the wait list and the membership process must be restarted.
- E. Members will be advised at least 30 days in advance, by notice in the bulletin, of a proposed change to the membership limit being presented for approval by the membership.
- F. In addition to any dues or fees as listed in the Policy Manual, every regular and senior member, as a non-monetary assessment (**NMA**), will be required to fulfill a participation requirement. To meet this participation requirement, the member must serve in a working capacity at the Club for a minimum of eight (8) hours at an official activity of the Club. Methods of meeting this requirement include:
  - i. Every regular and senior member will participate in a four (4) hour work party. Range Chair signature will denote completion of this requirement,Plus,

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- ii. Every regular and senior member will be required to provide four (4) hours of volunteer service to the Club. Methods of completing this requirement include:
  - 1. Participation in an additional four (4) hour work Party. Range Chair signature will denote completion of the requirement.
  - 2. Working any four (4) hour event sponsored by the Club. Board of Director or Shoot Master signature will denote completion of this requirement.
  - 3. Working as a Shoot Master at a scheduled event hosted by the Club.
  - 4. RSO's completing 4 hours of scheduled (on the calendar) service.. RSO Coordinator or Board of Director signature will denote completion.
  - 5. Serving as an Officer, on the Board of Directors, or as a Presidential appointee.
- G. Participation fulfillment and exceptions
  - i. Participation fulfillment is deemed as 4 hours of participating in a work party and 4 hours of assisting with an event or 8 hours of work party. The executive board will make the determination as to whether the participation is sufficient.
  - ii. If a member has some physical limitation or scheduling problem that prohibits them from participating at a scheduled event, they must contact the Range Chair or one of the Directors to schedule an alternative method of fulfillment, or to seek a waiver under the appropriate circumstances and is the sole discretion of the Executive Committee. Participation fulfillment is deemed as giving a minimum of eight (8) hours (as determined by the requirements of the function) or working time to the Club during the course of the membership year. The Executive Committee will make the final determination as to whether the participation is sufficient.
  - iii. For members joining after November, their current fiscal year participation requirement will be deemed fulfilled by the completion of prospective member activities.
  - iv. Successful completion of an NRA instructor or NRA Range Safety Officer course will fulfill the work party and event participation requirements for the current fiscal year.
  - v. A member may opt to pay \$150 in lieu of working to satisfy the 8 hour participation requirement for the membership year for which they are renewing. The choice to pay must be made when a member submits their renewal paperwork during the renewal period of February 1 to April 30. The choice to pay is all or nothing – there is no partial payment to offset some portion of the requirement. A member may not opt out by payment at any other time during the year and, the Board will consider that member in violation of the non-monetary assessment requirement, and take appropriate action. New members must complete the non-monetary assessment during the first membership year in which they join the Club.
  - vi. Working four scheduled RSO shifts that are a minimum of 4 hours of duration per shift will fulfill the entire NMA requirement for the current fiscal year.



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- vii. Ten Percent Status - based on the concept that 10% of the members do 90% of the work, the club has a special recognition program for those that complete the following:

1. Fulfill the NMA requirement (if required)
2. Complete four additional activities of 4 hours each
3. Submit documentation of additional activities on Club supplied 10% Award card

At the end of the fiscal year, the LGRGC Board of Directors rewards those completing the award with a token of recognition.

NOTE: RSO range time may only be applied once with the priority order being NMA first, then Membership dues, then 10%-er recognition.

- H. Each member is responsible for insuring that the participation requirement for the year is fulfilled and that the completed participation card is turned in to the Membership Chair. Any member who feels that he/she will be unable to fulfill his participation requirement shall contact the Executive Committee as soon as he/she becomes aware of the inability to do so, but in no case later than December 1st of that membership year. The Executive Committee will attempt to find a method for the member to fulfill his requirement, or grant a waiver under the appropriate circumstances, but the responsibility of participation fulfillment is ultimately that of the member.
- I. Failure of the member to fulfill this non-monetary assessment by failing to meet his/her participation requirement by April 30th will be viewed in the same manner and with the same result as a failure to pay dues, pursuant to the Bylaws including but not limited to Sections 2.1, 2.13, and 2.20.
- J. NMA Requirements for Membership Class Change
  - i. Members converting to Gold must complete their NMA requirement for the current fiscal year but are exempt thereafter.
  - ii. Military, Junior or Social members converting to Regular after January 31<sup>st</sup> will have their NMA requirement waived until the next fiscal year.
  - iii. Members who convert to Inactive **MUST** complete their NMA requirement before April 30<sup>th</sup>.
  - iv. Members going from Inactive to Regular or Senior must complete the requirement prior to April 30<sup>th</sup>.
- K. **Membership Reinstatement:** There are three paths for inactive members, non-renewal members, and previous members to be reinstated into the club as active members.
  - i. **Inactive Members:** these members have changed their status to "Inactive" and have paid the required fee to remain with an Inactive membership classification.
    - a) Inactive Members can become active at the beginning of the fiscal year.
    - b) Inactive Members can become active during the fiscal year by paying the same prorated amount as new members and falling under the same NMA requirement as new members.
    - c) Inactive Members can have the Inactive fee credited toward the cost of becoming an active member.
    - d) Inactive Members retain their original join date.

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- ii. **Non-Renewal Members:** these members are still in the Wild-Apricot/LGRGC database and are renewing less than a year after their membership expiration.
  - a. Provided that NMA and NRA requirements are satisfied, Non-Renewal Members can be reinstated when they pay the full fee for the year.
  - b. Reinstated Non-Renewal Members retain their original join date
- iii. **Previous Members:** these are members who were in good standing that can prove they were previously in the club by producing appropriate documentation or by having a current club member vouch for them.
  - a. Previous Members join the club as new members but are exempted from
    - a) the requirement to attend the membership meetings.
    - b) the work party requirement
    - c) the shooting requirement
  - b. Previous Members must pay the initiation fee and the prorated membership fee that new members pay and complete all paperwork associated with the new member process.
  - c. Previous Members will be reinstated as regular members and have the same obligations and responsibilities as a new member.
  - d. Previous Members' joining date will be the date of reinstatement.

### **5. Reporting on Events**

All reports, documents, and proceeds concerning club events will be turned in to the Secretary within two (2) meetings, but in no case shall exceed forty-five (45) days from the date of the event. The documents pertaining to the event includes signup sheets, comp tickets, etc. as required for reconciliation of funds.

### **6. Initiation Fee**

There shall be an initiation fee for all **New Regular** members or **Military: One Hundred Dollars (\$100.00)**.

### **7. Dues and Fees (Subject to change without prior notice.)**

Membership renewal dues will be waived for any member who, over the course of the previous fiscal year, serves at least 12 scheduled RSO shifts of a minimum of 4 hours each shift.

NOTE: RSO range time may only be applied to one category with the priority order being NMA first, then Membership dues, then 10%-er recognition. Since Military and Gold members are NMA exempt, RSO hours would be applied first to offset Membership dues.

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The dues for the Corporation shall be as follows:

Regular.....	\$150	February through May
The fee will be reduced \$10 a month starting in June and ending in January. The June fee will be \$140 and January at \$70.		
Senior .....	\$100	
Gold.....	\$60	
Military .....	\$75	February through May
The fee will be reduced \$5 a month starting in June and ending in January. The June fee will be \$70 and January at \$35.		
Inactive.....	\$40	
Social.....	\$50	
Junior.....	\$20	
Family .....	\$190	

Life member fees shall depend upon the member's current class of membership:

Regular and Military .....	\$2,250
Senior .....	\$1,500
Gold.....	\$250

All Dues and Fees for all categories except Daily Use will be due for the current year.

Daily Use Fee (Public Events only) \$20 Valid only on the day of issue.

### **8. Membership Renewal**

Membership renewal occurs between February 1<sup>st</sup> and April 30<sup>th</sup> of the current fiscal year. Membership renewals arriving after April 30<sup>th</sup> are covered by the membership reinstatement process (Section 4, Part K)

- A. If a social members' sponsor dies, a social member may renew with the membership class of their sponsor.
- B. To renew a membership, a member must be up to date regarding their club obligations.
  - i. Non-Monetary Assessment (NMA): Nonexempt regular and senior members can upload their card to their Wild Apricot account and notify the membership chair or they can attach their NMA cards to their renewal paperwork. Exempt memberships can be obtained by purchasing an exemption at the beginning of the fiscal year for \$150.
  - ii. Payment of the appropriate fee regarding membership class and potential exemption.
    - 6. Credit cards can be used for online payments with a convenience fee.
    - 7. Cash or Checks can be used with the paper enrollment form.
- C. Membership expiration dates will be updated as soon as the membership renewal obligations are confirmed.
  - i. Membership cards will be mailed out to all members on May 1<sup>st</sup>.
  - ii. Self-Addressed Stamped Envelopes (SASE) are neither required nor desirable.

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### **D. Gate access is contingent upon**

- i. Lemon Grove Rod & Gun Club membership requirements being met.
- ii. Current NRA membership.

### **9. Executive Committee Spending Limit**

The spending limit of the Executive Committee is \$25,000.

### **10. Two-Man Rule**

Some maintenance is inherently dangerous due to the nature of the work. Activities being performed at the range such as those involving power tools, operating equipment, working at other than ground level or on electrical circuits, requires **two** (2) people to be present for safety reasons. The foregoing list is not meant to be all-inclusive and common sense should prevail as to what can be dangerous. It is the responsibility of each member to recognize those activities that, should an accident occur, a second person would be needed to summon help and administer first aid.

### **11. Proposals for New Events**

Proposals for new events, which utilize the range, must be submitted in writing to the Executive Committee for approval as well as the approval the Chief Range Safety Officer, prior to the event, with all supporting documents.

### **12. Appointed Positions and Duties**

The President may, at his discretion, appoint a member to any of the following, but not limited to, positions:

#### **A. Parliamentarian**

The Parliamentarian is to be familiar with the Constitution and by-laws of this Corporation and the National Rifle Association or any other organizations with which we may have affiliation. They must be familiar with “Robert’s Rules of Order” and have the most recent edition available at all meeting and advise the President upon request.

#### **B. Membership Chair**

The Membership Chair shall keep a complete and accurate record of all members and collect all dues and initiation fees. Shall keep the President and Executive Committee informed of all membership changes in the Corporation; Shall be responsible for issuing all membership cards; Shall encourage all regular members to continue membership; Shall be the NRA recruiter for the club. The Membership Chair is responsible for ensuring that the gate lock is updated as required including at the beginning of the new fiscal year, the first Tuesday of May.

#### **C. Range Chair**

The Range Chair shall organize work parties on a monthly, or as needed basis in addition to supervising and coordinating range facilities general maintenance and improvements. The Range Chair is responsible to ensure that the mechanical locks on the range are changed as required.

#### **D. Chief Range Safety Officer**

The CRSO is responsibilities are defined in Chapter 3 paragraph 8.B.

#### **E. RSO Coordinator**

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The RSO Coordinator shall keep track of RSO hours and pass comments along to either the CRSO or President or Range Chair.

### **13. Additional Duties of Elected Offices**

#### **Sergeant At Arms**

The Sergeant At Arms shall maintain order and be responsible for setting up the meeting hall prior to each meeting and see it is secured after each meeting; shall be responsible for displaying the colors; shall be responsible for the sign-in book to determine eligibility for voting at annual elections and other preparations required for the elections.

### **14. RV Parking at the Range**

As courtesy to members, the club allows RVs to be parked at the range but is not intended as a storage facility.

- A. Permission must be obtained from the Executive Committee to park an RV at the range.
- B. See Appendix J for all requirements.

### **15. Binding Contracts**

- A. Contracts binding the Club must be sponsored by an Executive Board Member and co-sponsored by a regular Board Member.
- B. A written estimate of all costs must be presented to the full Board for approval.
- C. Contracts and all modifications to a contract require both Sponsors' signatures to be binding on the Club.
- D. Cost over-runs must be approved by the full Board and if approved, will be paid by the Club. If not approved, the costs will become the responsibility of the Sponsors.
- E. All requests for payment must be clearly documented and follow standard business practices.
- F. Any money remaining that has been fronted by the Club must be returned at the next board meeting following the completion of the contract.
- G. Sponsors must meet with the Treasurer after completion of the contract to help audit and resolve any discrepancies.

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**Chapter 3 - Range Operations Guide**

**1. General**

- A. Live firing conducted at the Lemon Grove Rod and Gun Club (LGR&GC) Range is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms.
- B. Live fire on any range except the Upper Trap House is permitted only during times scheduled and published by the LGR&GC Executive Committee, and in the presence of a scheduled Range Safety Officer, as posted on the RSO Range Schedule accessible on the LGR&GC website. Members and guests are advised to consult the current schedule prior to coming to the range to engage in live fire.
- C. All ranges MUST cease fire if any range issues the emergency cease fire command until it can be determined by the RSO that is safe to continue firing.
- D. All shooting activities shall be conducted on the appropriate range.
- E. 50 BMG and similar center-fire calibers are not allowed on ALL corporation ranges.
- F. Fully automatic firearms are prohibited on ALL corporation ranges.
- G. Walking forward of the firing line unless a cease-fire has been declared is prohibited. If the lower trap range is in use, the upper trap house is designated as the lower range firing line for users of the main range.
- H. Handling of firearms is prohibited during a cease-fire or when people are forward of the firing line.
- I. Eye and ear protection are mandatory within 10 yards of the firing line. It is encouraged within 30 yards of the firing line.
- J. Closed toed shoes are required on the firing line. Open toed shoes, flip-flops and/or sandals are a safety hazard on the firing line and are not allowed.
- K. Range Closure Due to Red Flag Warning

When the National Weather Service issues a Red Flag Warning for an area which includes the Lemon Grove Rod and Gun Club range, the range will be closed for the duration of the warning.

The closure will include all shooting including archery and pellet gun, as well any other activities that may cause a spark. No fires are allowed anywhere on the range. Cooking and heating stoves inside RVs in the campground may be used.

**i. Actions**

- 1. A sign will be posted at the front gate informing members of the closure.
- 2. The club's web site will have a notice of the closure.
- 3. Members will be informed via email of the closure.
- 4. If a red flag warning is scheduled to go into effect before an event will finish, the event will be cancelled. An event cannot start if the warning is in effect or will go into effect during the event.
- 5. If an event is in progress when an unannounced red flag warning goes into effect, local conditions will dictate if the event must be terminated or allowed to complete. Local conditions to be considered are high wind, low humidity and high temperatures in any combination.

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6. The range will remain closed for the duration of the red flag warning.
  7. Board members, RSOs, shootmasters and the Webmaster shall be notified as soon as possible of the closure.
  8. The range will be reopened to normal activities after the Red Flag Warning has expired, or been otherwise terminated by the National Weather Service. The notice of closure will be removed from the Club web site, Club members will be notified by email, and the gate sign will be removed. Such action may only be taken by a Board member.
- ii. Responsibilities
1. The closure can be done by any board member when they become aware of the alert.
  2. The National Weather Service web site has red flag warning information and must be checked if local conditions indicate that a red flag warning may be pending or in effect.
  3. The gate sign will be maintained by the Range Chair and with access available to all members so posting can be done as soon as possible.

### **L. Holstered Handguns**

- a. Unloaded holstered handguns may be carried in the lower area of the club property, to include the vicinity around the porta-potties, the pistol range, the rifle range and the sign-up shack. Handguns should be removed from holsters and cased while on the firing line prior to shooter departing the property, entering the west parking lot or climbing the hill to the clubhouse/campground area. No openly carried handguns are allowed in or around the clubhouse, the campground or the western parking lot. Concealed handguns are only allowed in accordance with CCW section.
- b. Loaded holstered handguns may remain loaded while within the confines of the pistol range or the rifle range, but must be unloaded prior to the shooter leaving either of those areas, including going to the sign-up shack or the porta-potties. RSOs are exempted from the requirement to unload their handgun prior to departing the specific range area while on duty, but must unload, unholster and case their handgun prior to departing the range for the day unless in compliance with section in accordance with Paragraph 14 of this chapter, "Concealed Carry on Club Property".

## **2. Facilities for Use**

Range availability is at the discretion of the Executive Committee. Live-fire shooting is normally limited to the following ranges:

- A. Rifle ranges.
- B. Pistol range.
- C. Shotgun range.
- D. Field Archery range.

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### **3. Range Safety Officer Scheduling**

- A. RSOs must schedule shifts on the calendar at least 24 hours before the start of their shift.
- B. If a scheduled RSO is unable to attend, they will notify the RSO Coordinator and an attempt will be made to find a substitute. This may result in the range being unavailable without prior notice to the membership.
- C. In the event the scheduled RSO is unavailable, or requires relief or assistance, any Club-approved RSO may assume the responsibilities for the scheduled time and range. The substitute RSO must login on the Range Safety Officer Range Sign-In Roster, and this shall serve as notice and record of the substitution.
- D. An available and present RSO may volunteer to cover a period of open shooting at a Club scheduled event where open shooting has been advertised, but RSO coverage is not scheduled.

### **4. Cease Fire Commands**

#### **A. Emergency Cease Fire**

- i. The emergency cease fire shall consist of the command “**Cease Fire Cease Fire Cease Fire**” or “**Stop**” stated loudly by anyone who becomes aware of an emergency or unsafe condition.
- ii. Following a call of emergency cease fire, all shooters shall immediately stop all activity, remain in position and await further direction from the RSO on the range where the emergency was declared.
- iii. The nature of the emergency call makes it imperative that the cease fire call be communicated to all ranges and shooting stations by the most rapid means available.
- iv. Following a call of emergency cease fire, it may be necessary for the RSO to require all shooters to clear their firearms or bows and place them in the cold range locations for that event. Examples are on a shooting bench or in a holster for handguns; on a shooting mat or bench for a rifle; or in a rack for shotguns.
- v. An emergency cease fire supersedes all other event commands and must be observed by all shooters on all ranges as quickly and safely as possible.
- vi. All pre-shoot briefs will include an explanation of the emergency cease fire procedure.

#### **B. Administrative Cease Fire**

- i. For organized events, it is recognized that a standard set of range commands are already commonly used, and those commands shall be used to control shooting during those events.
- ii. For open shooting, the following commands will be issued by the RSO:
  - a. “**Ready to go cold?**”
  - b. The RSO will announce “**Cease fire, unload and show clear.**”
  - c. When the RSO has verified that guns or bows are cleared and placed in the customary cold range locations, the RSO will announce that the “**The Range is cold**”.
- iii. This action may require coordination among other ranges depending upon what is to be performed. It is left to the judgment of the RSO to determine what



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constitutes a safe condition. If it is safe to do, other ranges may continue to shoot as determined by the RSO.

- iv. An emergency cease fire command always takes precedence.
- v. For open shooting, the following commands will be issued by the RSO to allow shooting to begin:
  - a. The RSO shall verify that it is safe to begin shooting and will announce “**Is the range ready?**”
  - b. After all shooters have acknowledged and the RSO has checked for eyes and ears, he will announce “**The range is hot**” and shooting may commence.

### **5. Handgun power definitions**

Handgun ammunition is divided into two power categories, high power and standard power, as different rules must be applied for safety and to prevent damage to targets. For example, a .44 Magnum handgun firing .44 Special ammo would be classified as standard power but would be considered to be high power if using .44 Magnum ammo.

- A. **Standard power** – muzzle velocity less than 1600 fps and muzzle energy less than 600 ft.-lbs. Examples are non-magnum handgun rounds such as 9X19, .40 S&W, .45 ACP, 10 MM and other ammunition with similar power.
- B. **High power** – muzzle velocity 1600 fps or greater or muzzle energy 600 ft.-lbs. or greater. Examples are centerfire handguns shooting rifle or high powered pistol cartridges such as .44 Magnum, .460 S&W, .475 Linebaugh, .454 Casull, .500 S&W and other ammunition with similar power.

### **6. Range Limitations and Safety Requirements**

- A. Fire only on scheduled ranges that have a Range Safety Officer (RSO) present with the exception of the upper trap range which may be used without an RSO being present.
- B. Range Flags
  - i. Before any range can go hot the Red flag indicating a hot range, must be raised. When shooting is finished on all ranges the hot range flag shall be lowered and stowed.
  - ii. Before working down range, ensure the range is cold and raise the Yellow range warning flag. When the work is finished on all ranges the range warning flag shall be lowered and stowed.
- C. Steel targets must be set such that bullet impact deflects down – the top of the target must be closer to the shooter than the bottom. This requirement is waived for organized events where the proper precautions have been taken and the course has been checked by a certified RSO.
- D. Steel targets shall be at least 10 yards down range for standard pistol calibers, shotguns using #7 ½ or smaller shot and 22 caliber rifles. For all other rifles, magnum handguns and shotguns shooting slugs, only the bunkered steel targets provided shall be used and only from the rifle range firing line.
- E. Only lead or copper jacketed lead bullets may be used on steel targets.
- F. Place targets so that the bullet impact strikes the primary berm directly behind the target and in-between the left and right range limit flags or markers. For placement purposes, the target should be considered to be one foot larger in all directions than the actual target to provide a safe backstop for near misses.

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- G. The sliding door between the Shotgun Range and the Rifle Range is to be used as a barrier between the two ranges. When shotgun shooters are at or near the 16 yard line the door should be in the forward position and be moved back as the shotgun shooters do to keep it in between the line of shotgun shooters and the rifle firing line.
- H. Firearms must always be pointed in a safe direction. Circumstances dictate what a safe direction is. Down range or down at the ground are preferred, but up in the air or into an earthen bank may be appropriate.
- I. Fire only after completing a “Waiver and Hold Harmless” agreement (see appendix D).
- J. Ensure all projectiles impact on the primary berm directly in back of the targets. Secondary berms are provided only to increase the safety factor and are NOT to be used as primary backstops.
- K. Ensure range flags and/or markers are prominently displayed on the firing line.
- L. Call a cease fire and make safe all guns on the range before a shooter moves forward of the firing line or during any unsafe condition.
- M. Call an emergency cease fire if a firing line becomes staggered (one shooter in front of another) anywhere on the range complex.
- N. Eye and Ear protection is required at all times for all shooters or observers in the pistol range or within 10 yards of the firing line on the rifle range or trap range. Notify the Range Safety Officer (RSO) or Chief Range Safety Officer (CRSO) of any safety infractions.
- O. Closed toed shoes are required on the firing line. Open toed shoes, flip-flops and/or sandals are a safety hazard on the firing line and shall not be allowed.
- P. In case of a “Hang Fire”:
  - i. Keep the firearm pointing forward.
  - ii. Inform the RSO of the situation.
  - iii. After an appropriate amount of time, attempt to remove the cartridge or shell from the chamber in a safe manner.
  - iv. In the event of multiple hang fires on an individual firearm, it should be unloaded, cased and removed from the range.
- Q. Shooting of targets will be done so that the firearm is pointed directly forward and not at an angle to impact the target
- R. Police all brass, paper, and other debris that accumulates on the range. All empty shells must be picked up and removed from Club property by the shooter. The only exception is .22 brass which must be swept up and placed in one of the small blue barrels located on the rifle and pistol ranges. Dispose of all other items in the appropriate containers provided on the range.
- S. Place all target frames back in their storage locations.
- T. Shot Fall from all shotgun sports (not limited to: trap, sporting clays, five stand, etc.) shall land/fall within the following boundaries forming a rectangle:
  - i. On The North: Bounded by an imaginary line extending east to west at the highest elevation on Club property.
  - ii. On The East: Bounded by an imaginary line 50' inside the existing Club fencing.
  - iii. On the South: Bounded by an imaginary line running east west approximately 50 feet north of the trap houses.
  - iv. On The West: Bounded by an imaginary line 50' inside the existing westerly wire fencing.

## **Lemon Grove Rod and Gun Club Standard Operating Procedures**

- v. Exemptions to the shot-fall area MAY be approved on a case by case basis by the CRSO. Exemptions must be renewed annually within 30 days of the new fiscal year, May 1.

### **7. Prohibited Guns**

- A. Any firearm capable of fully-automatic fire.
- B. All firearms chambered in .50 BMG.

### **8. Authorized Personnel**

- A. Current members of the LGR&GC.
- B. Invited guests of members of the LGR&GC provided the authorized member is present and assumes full responsibility for the conduct of his or her guest(s).
- C. Non-members at LGR&GC sanctioned public events.

### **9. Personnel Responsibilities**

#### **A. Board Members**

- i. Maintain the range facility in a condition conducive to safe shooting.
- ii. Ensure the RSO Coordinator receives written range schedules with adequate time to post in the monthly newsletter and the LGR&GC web site. Schedules should include matches, recreational fire, informal range use, and any special events or instructions.
- iii. Approve CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.

#### **B. Chief Range Safety Officer (CRSO):**

- i. Ensure each RSO understands and can execute live-fire procedures. (Live fire must be conducted in accordance with this SOP)
- ii. Ensure that names of all RSOs are listed in the CRSO binder for each range and are up to date.
- iii. Ensure the names and contact numbers for the Executive Committee are listed in the CRSO binder for each range and are up to date.
- iv. Have the RSO complete the daily Range Inspection checklist, sign out a radio, first-aid kit, appropriate keys, required range flags, Waiver and Hold Harmless agreement, and SOP binder.
- v. Assist the Executive Committee in conducting the NRA Range Safety Officer Training Program for club members.
- vi. Shall maintain a First Aid/CPR qualification that meets or exceeds the standards set by the American Red Cross.

#### **C. Range Safety Officer (RSO)**

- i. RSO status is achieved by successful completion of an NRA RSO class given by a CRSO and then being approved by the Executive Committee. Information on dates and times for these classes can be obtained by checking the LGR&GC web site and will be posted in the club's monthly newsletter.
- ii. Recommended that all RSOs obtain and maintain a First Aid/CPR qualification that meets or exceeds the standards set by the American Red Cross.
- iii. Complete the daily Range Inspection checklist (Appendix A); sign out a radio, obtain a first-aid kit, appropriate keys, required range flags, Waiver and Hold Harmless agreement, and SOP binder.

## **Lemon Grove Rod and Gun Club Standard Operating Procedures**

- iv. Prior to commencing live fire the RSO shall ensure the warning signs are posted on the east and west perimeter roads to ensure nobody goes down range without permission from the RSO. A range check list must be completed by a club member prior to use of the upper trap range
  - v. Check the first-aid kit for completeness, reporting all deficiencies found to the CRSO for corrective actions.
  - vi. Check the radio to ensure it is set to the correct channel and is working correctly.
  - vii. Check that all shooters have current club cards, or are accompanied by a current club member.
  - viii. Check that all shooters and spectators have completed the “Waiver and Hold Harmless” agreement for the current visit and sign the shooter’s log book.
  - ix. Scheduled RSO can shoot by themselves if no other shooters are on the range.
  - x. Conduct live fire exercises in accordance with this SOP.
  - xi. Report all incidents to the CRSO and Executive Committee immediately or upon completion of your shift.
  - xii. Turn in all gear at the end of your shift.
- D. Shooting Club Members and their guests:**
- i. Members wishing to shoot during scheduled open shooting times must bring their **gate key** and **membership card** to gain access to the facility. The front gate must remain locked at all times except for sanctioned shooting events open to the public.
  - ii. All shooters and their guests must check in with the designated RSO on the scheduled range. Upper trap range users must sign in on the range check list of the upper range.
  - iii. All shooters and spectators, who are not club members, must fill out the “Waiver and Hold Harmless” agreement before being allowed to be present on the range during shooting activities.
  - iv. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
  - v. All shooters and spectators must wear eye and ear protection at all times within 10 yards of a "Hot" firing line. It is also recommended for spectators within 30 yards of the firing line.
  - vi. All shooters and spectators on the range will observe the NRA Safe Gun Handling and other rules outlined in the LGR&GC SOP manual.
  - vii. All shooters are responsible for their own guns, ammunition, and supplies while on the complex.
  - viii. All guns must remain cased during transit between vehicles and ranges. Shotguns may be uncased when on the ranges but must be unloaded with action open during transit.
  - ix. Guns that are not secured in a gun case or holster must be benched, (actions open and facing up, chambers empty, muzzle pointing downrange, and safeties on) or placed in gun rack with actions open, chambers empty and safeties on.
  - x. Guns will only be loaded on the firing line after the RSO has given the command: “Range is Hot.”
  - xi. Do not point guns at anything other than authorized targets.
  - xii. Fire only at your own targets.
  - xiii. Follow all instructions from the RSO.

## **Lemon Grove Rod and Gun Club Standard Operating Procedures**

- xiv. Police the area of brass and other debris. Shooters shall remove all their shell cases from range property with the exception of .22 cases.
- xv. No pets are allowed on the firing line.
- xvi. Shooters or guests failing to abide by the policies listed in this SOP will result in immediate eviction from the range and possible suspension of future shooting privileges.

### **10. Guest Attendance and Gate Fees**

- a. For events that are open to the public (range gate locked open), non-member participants shall be charged a minimum gate fee of \$15 per day in addition to any match fees.
- b. For events not open to the public (range gate locked), non-members may shoot once a month when accompanied by a member of the club in good standing.

### **11. Hours of Operation and Scheduling**

- a. Shooting is allowed on the range between the hours of 8:00 AM and sunset. Shooting outside of these hours requires board approval. In all cases shooting will cease at 10pm.
- b. The Executive Committee develops an event and open live-fire schedule based on the requests received and RSO availability. The events will be posted in the club bulletin and on the web site the first of each month. All other range requests will be approved based on range availability. RSOs desiring to open a range must notify the Executive Committee in order to be placed on the operations schedule. Information on range availability and scheduling is accessible on the web site. RSOs **must** schedule shifts on the calendar at least 24 hours before the start of their shift.

### **12. Consumption of Drugs including Alcohol**

Shooters **SHALL NOT** consume any drugs, prescription or recreational, that may lead to reduced cognitive ability before or during live fire events. Because the federal government classifies marijuana as an illegal drug, its use and/or possession on club property is prohibited. The Shootmaster or RSO will deny range access to anyone whom they have observed violating this rule or whose behavior indicates they may be in violation.

After an individual has ceased firing and guns and ammunition have been properly secured, alcohol may be consumed by those of legal age in the following areas:

- a. The camping area.
- b. Outside the club house adjacent to the shotgun range.

### **13. Medical Support**

In the event of a medical emergency response, call 911 and notify the Executive Committee as soon as possible. Complete the incident reports and witnesses reports that are available in the RSO box as soon as practical.

## **Lemon Grove Rod and Gun Club Standard Operating Procedures**

### **14. Waiver and Hold Harmless Agreement Form (Appendix D)**

A " **Waiver and Hold Harmless**" agreement form will be completed by each new member upon joining the club and given to the Membership chair to be maintained as a permanent record in lieu of signing a new agreement each membership year. If the form is modified, each member must sign a new form which will replace the old form on file

A "**Waiver and Hold Harmless**" agreement form will be completed by all guests of club members each time they visit the range unless they possess a card approved by the board and signed by an RSO or authorized shootmaster that acknowledges that the agreement form is on file. If the "Waiver and Hold Harmless" form is changed, the new form must be signed and a new card issued. The card will be issued by RSO's, shootmasters, board members, or authorized representatives of the club.

### **14. Concealed Carry on Club Property**

- A. To carry a concealed firearm on club property, you must have a valid California Concealed Carry Weapon License or be a sworn or retired law enforcement officer who is authorized to carry a concealed firearm.
- B. The firearm must remain concealed at all times unless needed for self-defense or on the firing line under conditions listed below.
- C. You must notify the Range Safety Officer (RSO) if you want to practice with the concealed firearm. The RSO will monitor the drawing of the firearm from the holster and during the unloading process. The shooter will then place the firearm on the bench or back in the holster.
- D. The RSO must be notified when you are ready to return the firearm to its concealed state and they will monitor the process to ensure safe handling practices are followed.
- E. At the RSO's discretion, you may be permitted to practice drawing from a holster, either concealed or unconcealed. The RSO may limit/restrict the ability to draw from the holster based on:
  - i. The shooter's ability to demonstrate safe practices with an unloaded firearm.
  - ii. The number of shooters on the range.
  - iii. Any other safety concerns.
- F. A CCW is not required in order to train drawing from concealment on the firing line or to compete in competitions requiring firearm to be concealed.
- G. Some events may require that only one firearm be on your person. In that case, notify the RSO and they will escort you to a safe place to monitor the removal of the firearm from concealment. The firearm must then be unloaded and cased. If you wish to return the firearm to a concealed state at the end of the event, notify the RSO and they will escort you to a safe location and monitor the reloading and concealment of the firearm.
- H. Concealed Firearms may not be handled, unloaded or loaded, at any time on club property (including buildings and vehicles) except on the firing line with an RSO present or for legally justified self-defense.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Chapter 4 – Range Rules**

**General Range Rules**

1. Any member entering the Corporation property must sign in with their name, date, and time in and out and the name of any guest present unless participating in an event open to the public.  
Note: Shooters need to sign the Range Sign-In Roster.
2. It is each shooter's responsibility to clean up their trash including materials used as targets.
3. Willful destruction of Corporation property will not be tolerated.
4. Guests may camp on the Corporation facilities when accompanied by a regular member.
5. The telephone is for Corporation business or emergency calls.
6. Under No Circumstances are members to loan their keys or gate card.
7. All animals brought onto the Corporation property are the responsibility of the owner, must be on a leash, and must be cleaned up after.
8. Any member wishing to camp on the Corporation property for seven (7) or more consecutive days must have written approval of the Executive Committee.
9. No storage of personal items on Corporation property without prior approval of the Executive Committee.
10. No member shall violate any local, state or federal laws while on Corporation property.
11. No shooting at wildlife on Corporation property.
12. When open for shooting, the hours of operation are from 8:00 AM until sunset. Shooting after sunset requires approval by the Executive Committee and shall cease at 10 PM.
13. Anyone 17 years of age or under must be supervised by an adult at all times.
14. Vehicles are not allowed on the range forward of the firing lines with the following exceptions:
  - a. As required during organized events.
  - b. As required for range maintenance.
  - c. As required by an RSO for inspection of the firing line(s) before commencement of open shooting
  - d. Those with physical challenges that receive written permission from the Executive Committee and after obtaining permission from the on-duty RSO for the range.
  - e. The shooting ranges are not maintained nor intended for vehicle traffic so if you choose drive your vehicle on those areas, the club is not responsible for any damage that occurs to your vehicle as you assume all risks.
15. No open fires are allowed at the range without board approval and a burn permit. Charcoal or propane barbeques and camp stoves or heaters using propane or white gas are allowed.

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16. During scheduled events the entire range is closed to other shooting activities unless noted in an event's description. If some ranges are available you must still coordinate with the event's Shootmaster.

These and the following additional range specific rules shall be observed by each member and their guests. Violations of these rules shall be reported to the Executive Committee and may result in ejection from the range, suspension of Corporation privileges, or expulsion from the Corporation.



## Lemon Grove Rod and Gun Club Standard Operating Procedures

### Shotgun Range Rules

The Shotgun range consists of two trap houses. An upper trap range (adjacent to the Long Distance (Rifle) range) and a lower trap range (at the western border of the range property).

1. The upper trap house is available for regular shooting by all authorized range users during normal range operating hours.
2. During use, the trap house doors must be chained open.
3. All firing must take place from designated firing positions between the 16 and 27 yard lines.
4. Members must supply their own clay targets to use in the trap house.
5. The lower trap house may only be used during organized shooting events or by written permission of the Executive Committee.
6. An RSO is not required to be present during operation of the upper trap house during normal operating hours. **However**, a range check list must be completed and shooters must sign in. Shooters desiring to operate the upper trap house during normal operating hours must have been certified by one of the RSOs or Trap Range Instructors on the use of the trap machine before operating the machine.
7. Shotguns limited to #7½ shot or smaller for all events.
8. Slugs are not permitted on the shotgun range.
9. No armor piercing, incendiary, or other ammunition prohibited in California shall be permitted on the range.
10. The RSO will coordinate cease fire with the trap, rifle ranges and pistol range.

Note: The shotgun range **MUST** go to a “cease fire” condition if any other range calls an emergency cease fire.”

- A. If the upper trap house is to be reloaded/reset, the rifle and multipurpose ranges **MUST** be cold. The lower trap range and pistol range may continue firing.
  - B. The upper trap range **MUST** be cold if the lower trap house is to be reloaded/reset. All other ranges may continue firing.
  - C. Both trap ranges **MUST** be cold before anyone can cross the firing line on the rifle or multipurpose ranges.
  - D. The pistol range may continue to fire if either trap house is being reloaded/reset.
11. When loading/resetting the upper and/or lower trap houses, users **MUST** only approach and leave from the trap houses from the East side
  12. When all three ranges are in use, the time between “cease fire” commands shall not be less than 20 minutes.
  13. The trap machines angles must be adjusted so no shot leaves the club range.
  14. The trap machines are to have all tension removed from the cocking spring and the throwing arm is to be released when usage of the trap house is finished.

**Lemon Grove Rod and Gun Club**  
**Standard Operating Procedures**

15. If shooters are at different yardages there shall be no more than two (2) yards difference between adjacent shooters in the squad, and no more than a total difference of three (3) yards in a squad. If 18, 19 or 20 yard shooters are in a squad, it is strongly suggested that there be no more than one (1) yard difference between adjacent shooters in the squad, however there shall be no more than a total difference of two (2) yards in these squads.
16. Empty shotgun shells must be removed from Club property by the shooter. Disposal in Club trash cans is prohibited.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Rifle Range Rules**

The rifle range is a multi-function range that consists of 2 different sets of ranges. The first is the combined 100 yard, 175 yard and 200 yard rifle ranges. The second range is the multi-purpose 50 yard range which is at the east edge of the rifle range, next to the 25 yard pistol range.

For the purposes of range management, the long distance rifle and multi-purpose range shall be considered one range unless otherwise noted.

1. The largest centerfire caliber allowed - must be .50 caliber or under with the exception of shotguns firing slugs. **50 BMG is expressly prohibited on ALL Corporation ranges.**
2. The largest black powder caliber allowed on the rifle range must be .75 caliber or UNDER.
3. High power handguns with long range sights may use all distances on the rifle range. Standard power handguns and high power handguns without long range sights are restricted to distances of 100 yards or less. Both must follow all rules regarding target type and distances
4. Only approved targets may be used and targets shall be positioned directly in front of the shooter
5. All targets must be positioned so that all bullets impact the primary berm:
  - A. One (1) foot above the ground.
  - B. One (1) foot below the top of the primary berm.
  - C. One (1) foot inside of the left or right limit of the primary berm.
  - D. All bullets impact within the target zone outlined by a through c above.
6. When positioning a firearm from a kneeling or standing position, start from the low ready position.
7. Shooters must make every effort to ensure the muzzle of the firearm does not extend above the primary berm.
8. No armor piercing, incendiary, tracer or other ammunition prohibited in California shall be permitted on the range.
9. The RSO will coordinate cease fire with the trap houses.

Note: All ranges **MUST** go to a “cease fire” condition if any range calls an emergency cease fire.

- A. The rifle range **MUST** be cold if the upper house is to be reloaded/reset or before anyone can cross the cross the firing line on the rifle or multipurpose ranges.
  - B. If the lower house is to be reloaded/reset, the upper trap range **MUST** be cold. All other ranges may continue firing.
  - C. All ranges including the pistol range **MUST** but be cold if going down range beyond the 50 yard berm.
  - D. The rifle range and multi-purpose range will be considered one range for cease fires.
  - E. Both trap ranges **MUST** be cold before anyone can cross the firing line on the rifle or multipurpose ranges
10. When all ranges are in use, the time between “cease fire” commands shall not be less than 20 minutes.

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Standard Operating Procedures**

**Pistol Range Rules**

The pistol range is a multi-purpose range that may be used by shotguns, handguns, rifles, and black powder pistol or rifle.

1. Only .22 caliber rimfire or pistol caliber carbine rifles, non-magnum handguns or shotguns using #7 ½ shot or smaller may fire at steel targets. Slugs, shotgun shot #7 or larger, magnum loads of any caliber and rifle rounds other than .22 rimfire are expressly prohibited from firing at steel targets.
2. Except for checking pattern, shotguns may shoot 7 ½ shot or smaller at paper, cardboard, or steel targets designated for centerfire handguns only. They may NOT shoot at any targets designated for rimfire cartridges.
3. Shotguns may use shot of any size or slugs for checking patterning or aiming and the target must be paper.
4. Black powder pistol and rifles may shoot at paper, cardboard, or steel targets designated for centerfire handguns only. They may NOT shoot at any target designated for rimfire cartridges.
5. All targets must be positioned so that all bullets impact the primary berm:
  - A. One (1) foot above the ground.
  - B. One (1) foot below the top of the primary berm.
  - C. One (1) foot inside of the left or right limit of the primary berm.
  - D. All bullets impact within the target zone outlined by a through c above.
6. When positioning a firearm from a kneeling or standing position, start from the low ready position.
7. Shooters must make every effort to ensure the muzzle of the firearm does not extend above the primary berm.
8. No armor piercing, incendiary, tracer or other ammunition prohibited in California shall be permitted on the range.
9. The RSO will coordinate cease fire with the trap houses, all rifle ranges and the pistol range.

Note: The pistol range **MUST** go to a “cease fire” condition if any other range calls- an emergency cease fire.

- A. A cease fire **MUST** be called in the pistol range before anyone may go downrange of the 50 yard berm on rifle and multipurpose ranges.
  - B. If a cease fire is called to manage targets on the multipurpose range the pistol range may continue to fire.
  - C. The pistol range may continue to fire if the cease fire has been called to reload/reset either trap house.
10. When all three ranges are in use, the time between “cease fire” commands shall not be less than 20 minutes.

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**Air Gun Rules**

Air/BB guns with a muzzle velocity less than 1,000 feet per second may be fired without the supervision of an RSO however all basic range rules apply.

1. Only approved targets may be used.
2. Pellet guns with a muzzle velocity greater than 400 feet per second shall be treated as any other firearm for projectile backstops.
3. All targets must be positioned so that all projectiles impact the primary berm:
  - A. One (1) foot above the ground.
  - B. One (1) foot below the top of the primary berm.
  - C. One (1) foot inside of the left or right limit of the primary berm.
  - D. All bullets impact within the target zone outlined by a through c above.
4. When positioning a firearm from a kneeling or standing position, start from the low ready position.
5. Shooters must make every effort to ensure the muzzle of the air gun does not extend above the primary berm.
6. Specialty air guns greater than .25 caliber or air powered shot guns fall under the range rules of their gun powder fired counterparts.
7. No projectiles may leave the property.
8. No shooting of wildlife.
9. Air guns may be fired on the rifle or multipurpose ranges or in the pistol range.
10. Air gun users must follow the direction of the on duty RSO if present.

Note: Air gun users **MUST** go to a “cease fire” condition if any other range calls an emergency cease fire.

Note: The cease fire rules of the range being used must be followed.

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Standard Operating Procedures**

**Archery Rules**

1. For open shooting, all other ranges must be cold for the field archery course to be used. The trap ranges may be used during archery events.
2. Firearms are prohibited on all archery ranges.
3. Crossbows are not allowed on the field archery course.
4. Field tips only - no broadheads are allowed.
5. Shooting is permitted only when all persons are behind the shooting line and safe shooting conditions exist.
6. Arrows must impact into targets and safety backstops only.
7. No shooting at unauthorized targets.
8. All shooting will be from designated areas.
9. Do not nock an arrow until ready to shoot.
10. If you are looking for a lost arrow behind a target, leave your bow leaning against the target face so it will be seen by other archers.
11. Do not back track on trails.
12. Stay on marked trails and watch for poison oak on trail edges.
13. Respect others and their equipment.

Note: All Archers **MUST** go to a “cease fire” condition if an emergency cease fire is called

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Rules and Regulations for Organized Events**

Purpose: Organized events at Lemon Grove Rod and Gun should receive a higher level of oversight from the Range Safety Officers and Shoot Masters working the events than open shooting, and many events utilize the entire range facility, not just one area, therefore certain deviations from the normal range rules are acceptable. The approved deviations for each event are found in this chapter.

All organized shooting events involving any air rifle capable of expelling a projectile 1000 feet per second or faster or any firearm (shotgun, handgun, rifle) shall meet the following minimum requirements:

1. A qualified Lemon Grove Rod and Gun Club Range Safety Officer will be present and responsible for the safe conduct of the event and ensure all activities (shotguns exempted) are in compliance with this chapter. The Range Safety Officer may not participate in the shooting event unless a second RSO is present to rotate responsibilities.
2. The responsible Range Safety Officer will personally inspect each firing position and target for the scheduled event to ensure all projectiles/shot will land in the designated impact area within club property limits.
3. The responsible Range Safety Officer will complete the Range Checklist for each portion of the facility that will be utilized for the event.
4. The responsible Range Safety Officer or Shootmaster will ensure all non-club members complete a Waiver and Hold Harmless Agreement prior to participating. The waivers must be placed in the collection box in the shotgun shack prior to the RSO's departure from the range the day of the event.
5. The responsible Range Safety Officer or Shootmaster will ensure that all participants receive a safety briefing that covers basic firearms safety rules, safety rules specific to Lemon Grove Rod and Gun Club as well as safety rules for the actual event.
6. No shooting activities will occur that are not in full compliance with the Standard Operating Procedures for each range or this chapter without prior written authorization from the Chief Range Safety Officer and Executive Board utilizing sample format that follows – see Appendix C.
7. Requests must be submitted to Chief RSO a minimum of 60 days prior to the event. The Chief RSO will submit the request to the Executive Board a minimum of 45 days prior to the event with his/her recommendation for approval or disapproval.
8. For ongoing events requests for written authorization shall be submitted annually no later than May 1<sup>st</sup>.
9. A copy of the request will be returned to the requestor along with notification of approval or disapproval.
10. All approved requests will be maintained on file by the Chief Range Safety Officer through the end of the following club year.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures  
Chapter 5 - Range Safety Plan**

It is important to understand that safety is the most important responsibility of the Range Safety Officers, shooters, and guests of the range.

In the event of an injury or emergency

1. Take Charge of the Situation.
2. Call an **Emergency Cease Fire-**.

Note: A cease fire is to be called on all ranges until the emergency is deemed under control and the activities on other ranges will not impact emergency procedures, emergency response vehicles and personnel, and evacuation of the injured person(s) on the range.

3. Move to the scene of the injury and assess.
4. Identify yourself to the injured person.
5. Inform the injured person of any medical or emergency training (First Aid/CPR.)
6. Ask the person (or their parent/legal guardian if they are a child) if they would like to receive assistance.
7. If the person (or parent/legal guardian) objects, avoid rendering assistance and document this in the Injury Report form (Appendix G.)
8. If the person is unconscious, (or the parent/legal guardian is not present) assume implied consent to render assistance.
9. Move the injured person only if staying at the site of the injury is life endangering.
  - A. Is it a minor injury (cut finger, scraped knee, etc.)?
    - i. Render assistance appropriate to your level of training.
    - ii. Direct person to seek appropriate medical attention.
    - iii. Commence firing when range is safe.
    - iv. Complete report for the record.
    - v. Contact a member of the Executive Committee and notify them of the injury.
  - B. Is it a major injury (heart attack, gunshot wound, etc.)?
    - i. Task someone to call for emergency help (911)

Range Address:

Lemon Grove Rod and Gun Club  
16232 Sequan Truck Trail  
Alpine, CA 91901

- ii. Render assistance appropriate to your level of training.
    - iii. Task someone to unlock the gate and direct emergency vehicle to the incident.
    - iv. Task someone to record time and actions taken during the emergency.
    - v. Task all witnesses to write down what they saw.
    - vi. Continue to provide aid until EMS arrives.
    - vii. Complete report for the record.
    - viii. Contact a member of the Executive Committee and notify them of the emergency.



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- RSO will designate someone to retrieve the First Aid Kit from the RSO box on the range or the sign up building.
- RSO will designate someone to call 911 to request EMS assistance.
- RSO will designate someone to go to the entrance to direct EMS personnel arriving on scene to the injured person.
- RSO will designate someone to act as Recorder and document time and events and to collect witness statements from all witnesses.
- If the injury involves a gunshot wound, the RSO will designate someone to contact police and preserve the scene of the incident as it appeared at the time of the incident.
- RSO will provide EMS with treatment release forms, medical history information (maintained on employees, staff, and competitive athletes), and next of kin information of the injured person.
- RSO will attempt to notify the next of kin, if such information is available, after the injured person has been prepared for transportation to a medical facility.
- RSO will complete the Injury Report form (Appendix G).
- RSO will notify a member of the Executive Committee of activation of the emergency plan.
- RSO will obtain assistance from the Executive Committee in notifying the insurance company, personal or organization, as appropriate.
- RSO will file the Injury Report form and supporting documents as appropriate.
- RSO and Executive Committee will evaluate the Emergency Plan for possible revisions.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures  
Appendices**

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**Appendix A – Range Inspection Checklist**

*Approved 18 July 2017*

Range Inspected: Rifle: ☐ Pistol: ☐ Shotgun: ☐

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

Check one: ☐ Open shooting ☐ Event \_\_\_\_\_

Yes	No	N/A	Item
			Controlled access/fencing/gates closed
			Flags and/or signs posted
			Warning signs posted on the east and west perimeter roads
			Left and right range limits displayed
			Backstop/impact areas inspected
			Fixed steel targets set within 3 feet of backstop
			Lower Trap House
			Upper Trap House
			Target frames/mounts in good repair
			Firing line marked
			Firing points numbered/clean
			Shooting benches/tables inspected
			Range rules posted
			Gun racks available
			Brass/dud buckets labeled
			Wash area identified
			Emergency communications/walkie-talkie working
			First-Aid kit filled/accessible
			PA system/bullhorn working
			Empty trash receptacles-Start of shift
			Empty trash receptacles-End of shift

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

# Lemon Grove Rod and Gun Club Standard Operating Procedures

## Range Sign-In Roster

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

	Range Safety Officer(s)	Time-In	Time-Out
1			
2			
3			
4			
5			

	Shooter's Name	Member	Guest	Time-In	Time-Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Please place Range Checklist, Sign-in Roster & Release Waivers in appropriate in-boxes in sign-up shack

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix B – Rifle Range Bunker Cleanup**

*approved 17 June 2015*

1. Rifle Range Impact Zone Bunkers shall be policed to remove all flammable materials at each designated monthly work party.
2. Those involved with cleanup are required to don ‘dust masks’ to ensure minimal exposure to dust.
3. Debris shall be disposed of in accordance with existing environmental standards.

See Appendix L for information regarding lead exposure.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix C – Exemption Request Example**

*approved 20 May 2015*

August 12, 2024

TO: Lemon Grove Rod and Gun Club Executive Board  
FROM: Joe Smith, Iron Turkey Shoot Master  
VIA: Lemon Grove Rod and Gun Club Chief Range Safety Officer  
SUBJECT: Exemptions from standard operating procedures example

Board Members,

As the Shoot Master for the Iron Turkey organized events I specifically request the following exemptions from the Lemon Grove Rod and Gun Club Standard Operating Procedures for my event:

1. Establish firing lines for individual stages down range of the standard firing line. A certified RSO will verify all rounds will land in designated impact areas and will not be fired toward any persons, buildings, equipment or other property that could be damaged. Requested firing positions and impact area will be submitted to the Chief Range Safety Officer for review a minimum of two weeks prior to any scheduled event.
2. Types of rounds: Rounds will be limited to center fire handgun.
3. Establish firing positions for shotgun behind normally established firing positions. Prior to shooting from any location a certified RSO will verify all rounds will land in designated impact areas and will not be fired toward any persons, buildings, equipment or other property that could be damaged.
4. Allow board members to place apples to be used as targets on their head 50 yards down range.

Respectfully,

Joe Smith

Chief RSO  
☐ Approved  
☐ Disapproved

Approved by Executive Board  
☐ Approved  
☐ Disapproved

Signature

Date

Signature

Date

\_\_\_\_\_

Approval by both the Chief RSO and the Executive board is required.



**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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## Appendix D - Hold Harmless Agreement Release, Waiver, Indemnification, Hold Harmless, And Assumption of the Risk Agreement (rev. 12/2022)

In return for use of premises and/or participation in any activity at the premises, and/or for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned agrees to the following:

To indemnify, hold harmless and defend Lemon Grove Rod and Gun Club, and any of its employees, directors, officers, agents, or volunteers (and their heirs, executors, trustees, or beneficiaries) from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with the discharge of firearms; the Undersigned's participation in discharging firearms; observing the discharging of firearms, participation in or observation of any activity, the use of the range, buildings, land and any use and presence on the premises (the "Premises"); and any and all acts or omissions of the Undersigned or of any third party (including, without limit, licensees, trespassers or business invitees). Should any such claim, demand or lawsuit arise or be asserted in any way related thereto, whether arising under the laws of the United States, California or of any other State, or under any theory of law or equity, the Undersigned will indemnify, hold harmless and defend Lemon Grove Rod and Gun Club, from any and all costs, expenses or liability including, but not limited to, the cost of any settlement or judgment made or rendered against Lemon Grove Rod and Gun Club, whether individually, jointly, or in concert with the Undersigned, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand or lawsuit, including attorney's fees.

The Undersigned waives any and all rights and claims for damages, losses, demands and any other actions, which exist or which may arise against Lemon Grove Rod and Gun Club, and any of its employees, directors, officers, agents, or volunteers (and their heirs, executors, trustees, or beneficiaries) (including, but not limited to any and all injuries, damages or illnesses suffered by the Undersigned or the Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: discharging firearms on the Premises, the use of their sporting equipment of any nature and kind, the Undersigned's presence on or use of Premises for any purpose or activity, whether sponsored by, authorized, assisted, regulated, or not, by the Lemon Grove Rod and Gun Club; the Undersigned's own property (whether or not entrusted to Lemon Grove Rod and Gun Club), including any patent or latent defect in the premises. Lemon Grove Rod and Gun Club shall not be liable for, and the Undersigned hereby expressly releases Lemon Grove Rod and Gun Club from, any and all such claims. This waiver is both personal and on behalf of any minor accompanying or associated with the undersigned, even if said minor is not expressly identified below. This release and waiver *shall not* prevent a claim for recovery under any policy of insurance provision for no-fault indemnity (such as guest medical coverage).

The Undersigned hereby expressly assumes the risk of entering the Premises and taking part in activities on the Premises which include, but are not limited to the discharge of firearms and the firing of live ammunition; observing individuals discharging firearms; and/or the use of the premises, club or camping facilities for any purpose, including recreation or business. I acknowledge that my use of the premises, participation in individual and group activities, including the use of firearms or archery involves initiative, problem solving, and entails known and unanticipated risks that could result in physical or emotional injury or death. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. The risks include, among other things: the hazards of slips and falls; being struck by objects dislodged or dropped from above or flying through the air, the hazards from using firearms and/or bows and arrows, or the use of firearms or bows and arrows by others, the risks of falling off of equipment, such as stands, or down embankments or off trails, the risk of explosion, being struck by or falling from, motor vehicles or other forms of conveyance, or even the exertion of the physical participation in the activity as well as my own known or unknown physical condition.

The Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all Lemon Grove Rod and Gun Club range rules any separate rules or procedures required by any activity, the procedures, safety rules, and any and all Range Officer instructions, whether communicated in writing, posted on the premises and/or communicated verbally.

This instrument binds the Undersigned and his/her executors, administrators, assignees or heirs and any minor for whom it is signed and inures to the benefit of the Lemon Grove Rod and Gun Club, and any of its employees, directors, officers, agents, or volunteers (and their heirs, executors, trustees, or beneficiaries).

If an adult under the age of 25, (or, if requested by a Range Officer) my age is listed. If a minor, under the age of 18 years, I understand a parent or legal guardian signature (not the minor's) agreeing to this waiver is required.

UNDERSIGNED:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

If under 25, my age is: \_\_\_\_\_

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Print Name of Minor

**While execution of this agreement is voluntary, a refusal to execute it requires you and/or the minor immediately leave the premises.**

**Lemon Grove Rod and Gun Club**  
**Standard Operating Procedures**  
**Parent or Legal Guardian Permission and Release Form**  
**For a Minor to Use Firearms and Ammunition in California**

I, \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_, hereby  
(Print name of Parent or Legal Guardian) (Print Name of Minor)

give my minor child express permission and consent to be lent and possess firearms (handguns and long guns) and ammunition to engage in lawful, recreational sport. (Cal. Penal Code §§ 27945, 29610, 29615, 29650, 29655; 18 U.S.C. § 922(x)). As used in this form, “firearms” include any handguns, long guns, or shotguns that may lawfully loaned to and possessed by a minor under state and federal law.

I also give my minor child express permission and consent to possess, and for a person to loan to my child, a “BB device” as defined in Cal. Penal Code § 16250. (Cal. Penal Code § 19915).

This consent is valid, absent my express revocation thereof, until April 30 of the year following my signature, unless a shorter time is specified by any provision of law.

A photocopy or facsimile of this written consent will serve as an original. **This written consent form shall remain in the minor’s possession at all times while they are in possession of any firearms or ammunition and will be presented up request to any RSO, Officer or Mentor**

\_\_\_\_\_  
Signature of Parent or Court-Appointed Legal Guardian

\_\_\_\_\_  
Date

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix E – Trap House Operation Instructions**

*approved 8 June 2013*

**\*\*DANGER\*\***

**\*\*Failure to follow the operational procedures and safety warnings, outlined here, can cause serious and bodily injury and death.\*\***

In preparation for setting up the Trap House ensure that the release cord was not inadvertently left connected at stanchion.



Inform the Range RSO to co-ordinate a cease fire before going down to setup the trap machine.

Open the trap house doors and secure them with clips provided. After the doors have been secured place the orange safety cone on the top of the house.

Anytime someone is in the Trap House the orange safety cone will be placed on the roof.



## Lemon Grove Rod and Gun Club Standard Operating Procedures

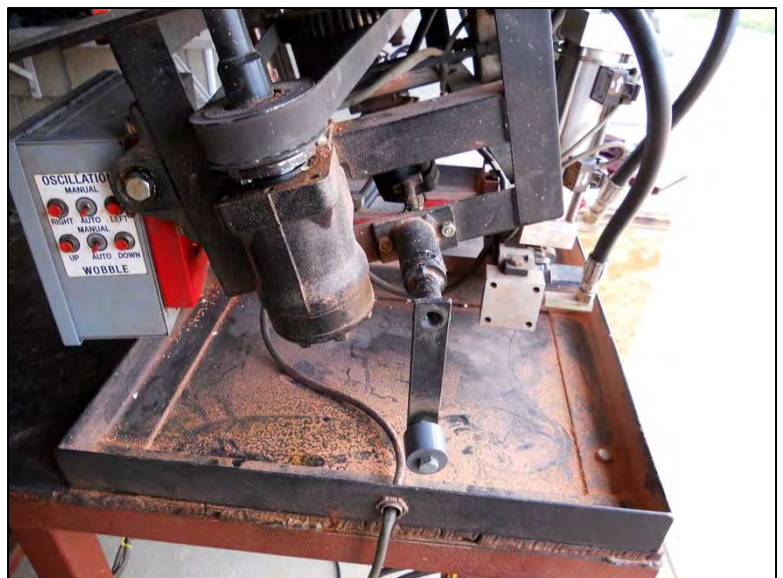
### **\*\*WARNING\*\***

Verify that the throwing arm, on the trap machine, is in the (SAFE) position as shown in the picture.



If the throwing arm is not in the (SAFE) position go to DE-COCKING procedures. Ensure no one is standing in front of the Trap Machine, and Ensure you are positioned below the throwing plate.

The velocity of the birds is determined by the tension on the rubber band. 6-10 turns of the handle should be adequate.





## Lemon Grove Rod and Gun Club Standard Operating Procedures

The next step is to load the carousel with birds. Initially the two positions that contact the rollers (left side of carousel) are not to be filled.



At this time we are ready to apply AC power to the trap machine.

To the right of the breaker box a light switch, labeled TRAP, should be turned on. Also ensure that the trap breaker is in the on position.



### **\*\*WARNING\*\***

**Ensure no one is standing in front of the trap machine, or in front of the trap house. Turn the PUMP MOTOR switch to the on position**

## Lemon Grove Rod and Gun Club Standard Operating Procedures

Ensure you are behind and below the throwing table.

Turn the ON-OFF-RELEASE switch to the ON position. This will cause the throwing arm to be moved to the cocked (ARMED) position.



### **\*\*WARNING\*\***

Ensure no one is standing in front of the machine, or in front of the trap house.

Use the ON-OFF-RELEASE switch to move the carousel two positions. Then place the switch in the RELEASE (SAFE) position.

Finish loading birds in the carousel.

The trap machine should now have all positions filled.

On cold mornings/days it may be necessary to let the Pump Motor run for 20-30 minutes to let the hydraulics warm for the machine to operate properly.

### **\*\*WARNING\*\***

Ensure no one is standing in front of the trap machine and turn the ON-OFF-RELEASE switch to the ON position. This will cause the throwing arm to move to the (ARMED) position.

All preparations in the trap house have been completed. Cautiously leave the trap house, never placing yourself inline with the projected path of the bird, or throwing arm.

Notify the Range RSO that you are ready to start shooting.

At the remote stanchion insert the release button and cable to the twist lock receptacle on the stanchion. The trap machine will now launch birds when the button is pressed.

In the event that some adjustments, or restocking the carousel, ensure the release cable is disconnected from the stanchion before entering the trap house.

Check in with the Range RSO for a cease fire before going to the Trap House.

Place the orange safety cone on the roof.

Then place the ON-OFF-RELEASE switch in the RELEASE (SAFE) position.

Refill the carousel, check above to turn on again.

# Lemon Grove Rod and Gun Club Standard Operating Procedures

## De-Cocking Procedures

### **\*\*WARNING\*\***

Ensure no one is standing in front of the trap machine, or trap house, while performing these procedures.

In the event that the throwing arm is not in the released (SAFE) position, prior to performing any other steps the arm **MUST** be released. Follow the procedures below.

Apply power to the trap machine by using the switch labeled TRAP.

Move the breaker to the ON (up) position if necessary.



At the control box, turn the Pump Motor switch to the On position.

At the control box, place the ON-OFF RELEASE switch to the RELEASE position.

This should cause the throwing arm to move to the SAFE position.





**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Shutdown Procedures**

1. Disconnect the release cable from the stanchion and return the cable to the trap house.
2. Inform the Range RSO that a cease fire is needed to secure the Pat Trap and house.
3. Place the orange caution cone on the roof of the Trap House.
4. Make the trap machine safe by following the **De-cocking procedure**.
5. Move the trap switch (on the wall) to the off position.
6. Release the tension on the throwing arm rubber bands.
7. Clean UP YOUR MESS, electric blower provided.
8. Take down the cone and place inside the house.
9. Close and LOCK the door to the Trap House.
10. Inform the Range RSO that you have secured the Trap House.

**Normal/Wobble Trap Setup**

**\*\*DANGER\*\***

Failure to follow the operational and safety warning, outlined here, can cause serious and bodily injury and death

**Normal Trap**

The Oscillation switch and Wobbles switch. For normal trap the upper Oscillation switch should be placed in the Auto (upper center switch), while the lower Wobble switch (lower center switch) should be in the Manual position.



**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

## **Wobble Trap**

The Oscillation switch and Wobble switch. For Wobble Trap the upper Oscillation switch should be placed in the Auto position, while the lower Wobble switch should be placed in the Auto position.



## **Height Adjustment**

**Insure that no one is in front of the trap machine.** To adjust the height of the thrown bird, place the upper (Wobble) switch in the manual position and use the appropriate buttons (to the left and right) to adjust.

## **Left and Right Adjustment**

The Pat Trap utilizes magnets to set this adjustment and should not be adjusted by members. If you want to throw a particular bird for practice, set the (Oscillation) switch to manual and use the buttons to move right or left.

**Caution** if you make adjustments too far to the left or right you can exceed the limit of the magnets and the machine will not Oscillate.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Doubles Trap**

Standing at the back of the Pat Trap, look on the left rear portion the carousel, and you will see the adjusting mechanism. It is a set pin that must be lifted and turned to the right (a notch is provided for the pin to set in) for doubles.

You must additionally increase the tension on the rubber bands by cranking the handle an additional 6-10 full turns.



To return to singles trap: lift and rotate the pin (to the left) to rest in the slot.

Remember to adjust the tension, on the rubber bands, back 6-10 turns.



**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Shutdown**

When you are finished with the Pat Trap follow the **De-cocking Procedures**, paying attention to the safety instructions above.

This is your machine, ensure that you leave the machine De-cocked and clean. A leaf blower is provided to help you clean the Pat Trap and House. All cardboard should be removed and placed in the container by the rifle range.

**Do NOT** try to adjust the Pat Tap beyond the above instructions.

If you have a problem with the Pat Trap contact a Board Member.

Advise the Board Member of the problem you experienced and that you left the Pat Trap in a safe De-cocked position. If you are unable to De-Cock the Pat Trap: Place a warning sign on the doors so the next person will not enter an unsafe Trap House. Advise a Board Member that the Trap House is in an unsafe position.

Once again, it's your Pat Trap so treat it correctly and we all will enjoy it.

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix F – Emergency Call Action Plan**

*approved 20 May 2015*

**Emergency Communications**

Contact	Primary Phone	Secondary Phone	Primary Frequency	Second Frequency
EMS	911			
Police	619 659-2600			
Fire	619 445-2635			
Poison Control	800 222-1222			
Range	619 445-4030			

**Immediate Response for Injury or Illness**

- Call a Cease Fire if injured or ill person is near the firing line or downrange.
- Ensure that all guns are unloaded and clear.
- RSO will designate a person to secure the area and injured person's gear.
- RSO will designate a person to call 911 from the nearest telephone/radio located on the Rifle range and provide the following information:

1. Specify the Location or address of Incident with Direction Location:

Address: 16232 Sequan Truck Trail, Alpine CA.

Two miles south of Japatul Valley Road on Sequan Truck Trail.

Nearest cross street is Coronado View Rd.

Directions: \_\_\_\_\_

2. Telephone number 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: \_\_\_\_\_

\_\_\_\_\_

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix G –Injury Incident Report Form**

*approved 27 April, 2015*

Name of Person Reporting Incident: \_\_\_\_\_

Was an RSO on duty: Yes ☐ No ☐ RSO Name \_\_\_\_\_

**Injured Person Information**

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

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

Name of Parent or Legal Guardian Present: \_\_\_\_\_

Telephone Number - Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

1. Did you observe the incident being reported? Yes ☐ No ☐

2. Describe nature and extent of injury (specific part of body):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

5. First aid was provided by (give name and phone number): \_\_\_\_\_

\_\_\_\_\_

6. Disposition (specify names of hospital, telephone numbers, time of transport, etc.): \_\_\_\_\_

\_\_\_\_\_

7. Notify next of kin (specify time contacted, name of person, and method): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_



**Lemon Grove Rod and Gun Club**  
**Standard Operating Procedures**

10. Describe steps taken to preserve scene of incident (equipment, photographs, etc.): \_\_\_\_\_

\_\_\_\_\_

11. Participant Observation Statements (Interview participants separately):

Include names of all persons present on the range at the time of the incident. Use attachments and attach to Participation Observation form as needed.

Observer 1 Information

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

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

Observer Phone Number – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Statement attached:    Yes ☐      No ☐

Observer 2 Information

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

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

Observer Phone Number – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Statement attached:    Yes ☐      No ☐

Observer 3 Information

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

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

Observer Phone Number – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Statement attached:    Yes ☐      No ☐

12. Notes and Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Lemon Grove Rod and Gun Club Standard Operating Procedures**

13. Participation form completed by: Name: \_\_\_\_\_

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

14. Disposition and follow up: Name: \_\_\_\_\_

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

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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[illegible]

7. Date: \_\_\_\_\_

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix H – Non-injury Incident Report Form**

*approved 27 April, 2015*

Name of Person Reporting Incident: \_\_\_\_\_

Was an RSO on duty: Yes ☐ No ☐ RSO Name \_\_\_\_\_

Telephone Number – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

1. Did you observe the incident as it happened? Yes ☐ No ☐

2. Location of the incident (ex: rifle range, clubhouse): \_\_\_\_\_

\_\_\_\_\_

3. Describe the nature of the event (ex: gate left open after IDPA, broken water pipe):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Was the incident resolved? Yes ☐ No ☐

5. Describe how the incident was resolved (ex: called range chair, shutoff water):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Other comments (use back of page if more space is needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Comments

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix I – Americans with Disabilities Act Policy**

*approved 17 June 2015*

The Lemon Grove Rod & Gun Club Executive Committee are committed to providing all public participants equal access to any and all areas of our club without regard to physical ability/disability. This document outlines the step by step compliance plan by the club Directorship to alter the existing facilities for alignment with the Americans With Disabilities Act requirements. The Lemon Grove Rod & Gun Club Executive Committee will budget and authorize, as funds become available, the alterations to the club facilities to align the facilities with the ADA accessibility standards.



**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

**Appendix J – Lemon Grove Rod & Gun Club  
RV Parking Application and Agreement**

*approved 19 April 2016*

For the purpose of this agreement, Recreational Vehicle (RV) includes the following types of vehicles: enclosed travel trailers, 5th wheel trailers, cab-over campers mounted to a self-propelled vehicle and tent trailers.

The following are NOT considered RVs: auto trailers, boat trailers or any type of trailer not specifically designed for human habitation, cab-over campers not attached to a self-propelled vehicle and any other vehicle or trailer ruled by the Executive Committee (majority vote) not to be an RV. Only RV's may be parked or used at the club property.

In order to maintain the aesthetics of the facility the following policy will be promulgated.

1. The parking of RVs on the club property is a privilege and not a right of being a member of the club. This application is subject to the approval of the Executive Committee.
2. All members desiring to park their RV on the property shall submit, to the club Secretary, this signed agreement. Renewals shall be submitted between February 1 and April 30 of each year. Any RV not registered by April 30, will be towed at the owner's expense from the property. Upon approval, a parking/use sticker will be issued and which current-year sticker must be prominently displayed at all times
3. RVs must be the personal property of the member.
4. RVs parked on the property are expected to be used for camping on the property. The club is not a permanent storage facility. However, there will be two designated areas for parking: the "camping area" for current use for camping and the "parking area" where the RV may be temporarily parked while not in current use camping. RVs may not be parked in the camping area in excess of seven (7) days. RVs may only be parked in the designated RV Parking area when not in use for camping.
5. RV owners shall be responsible to maintain general order and cleanliness in the area around where their vehicle is parked. This includes picking up trash, keeping weeds from becoming overgrown, and not storing numerous small items under or around the vehicle.
6. All RVs shall be licensed and insured for the current year. All RVs shall be maintained and in fully operable condition.
7. The continuous parking term is limited to Ninety (90) days. All RVs shall be removed from the parking area, within a ninety (90) day period, unless an earlier notice is provided under (7), below or unless a longer parking term is agreed to by the Executive Committee in writing.
8. Upon written or verbal request from the Secretary, by direction of the Executive Committee, the member must remove from the club property said RV within ten (10) days of notification. If the request, for removal, is not complied with in the allotted amount of time, the Executive Committee will have the RV removed from the property at the owner's expense.
9. Lemon Grove Rod & Gun Club is not responsible for any damages incurred while the RV is parked on the property. The owner is liable for all damages incurred by the Club or third parties arising out of use, storage or maintenance of the RV while on Lemon Grove Rod and Gun Club property.
10. A current copy of insurance coverage and registration must accompany this application.

**I have read the above and will comply with this policy.**

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
License Number

\_\_\_\_\_  
License Expiration Date

\_\_\_\_\_  
Description of RV (Make, Type - tent trailer, 5th wheel, etc.)

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date approved by Executive Committee

**Lemon Grove Rod and Gun Club  
Standard Operating Procedures**

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**Lemon Grove Rod and Gun Club  
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**Appendix K – ATV, Cart or Mobility Assistance Device Usage**

*approved 18 June 2013*

The Board of Directors of the Lemon Grove Rod and Gun Club declare that mobility and accessibility to all members, guests, and the general public is of prime importance to the Lemon Grove Rod and Gun Club.

In order to promote the availability of mobility assistance devices (all-terrain vehicles, mini-jeeps, golf or motorized gun carts, 3-wheeled or 4-wheeled motorized vehicles, etc.), while at the same time assuring safety and ease of use by all other members of the Lemon Grove Rod and Gun Club, their guests or the general public, prior to the use of any such device on the property of Lemon Grove Rod and Gun Club and particularly in the “shooting” areas of the club, the following agreement is required:

1. All such vehicles shall be licensed and registered (if required by law) and a copy of the current licensing and registration document shall be presented and affixed to this agreement before use of the vehicle shall be allowed;
2. All such vehicles must be insured (even if not required by law) for public liability and property damage. If the vehicle is one for which such liability insurance is not readily available, a copy of the homeowner’s or renters insurance declaration page reflecting general liability insurance covering the owner of the vehicle shall be attached to this agreement (no insurance, no use);
3. The vehicle is subject to a general visual safety inspection by a Board Member or RSO or shoot master prior to use on the Lemon Grove Rod and Gun Club premises;
4. The owner of the vehicle understands and acknowledges that he or she is personally responsible for any damage caused by use of the vehicle on the Lemon Grove Rod and Gun Club premises; and
5. This agreement must be executed by the owner (name corresponding to the registration and insurance documents) and either a member of the Board of Directors of the Lemon Grove Rod and Gun Club or the official shoot master for the particular event which the vehicle is to be used.
6. Access to some shooting areas of the range is via unmaintained roads that may require advanced skills to negotiate or are unsuitable for some methods of transportation. The driver of the vehicle is responsible for determining the suitability of their skill and/or vehicle for travel in all areas of the range

A copy of this agreement will be maintained for one year and must be renewed for each subsequent year. The Board of Directors of the Lemon Grove Rod and Gun Club reserves the right to require that a sticker be affixed to the vehicle for its continued use for each fiscal year. The privileges extended by the Lemon Grove Rod and Gun Club for use of the described vehicle are subject to termination by the Board of Directors on ten (10) days written notice.

**I agree and understand:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name of owner

Identification of vehicle:

\_\_\_\_\_  
Year, Make and Model

\_\_\_\_\_  
VIN or Serial #

\_\_\_\_\_  
Registration expiration date

\_\_\_\_\_  
Insurance renewal date

**ACCEPTED:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Board of Director Member or  
Shoot Master

**Lemon Grove Rod and Gun Club  
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**Lemon Grove Rod and Gun Club**  
**Standard Operating Procedures**  
**Appendix L – Environmental Policy and Training**  
*approved 17 January 2023*

Lemon Grove Rod & Gun Club is dedicated to promoting environmental stewardship. Our Club's goal is to pursue the development and management of our range's environmental program. Therefore, we are committed to:

- Adhering to federal, state, and local regulations that apply to our range
- Developing and integrating environmental procedures for range operations
- Making pollution prevention and source reduction priorities
- Implementing a recycling program and maintaining collection points throughout the range facility
- Maintaining a recurring lead reclamation program
- Minimizing environmental liability through continual review of our existing programs and processes looking for opportunities for improvement

The club maintains a continuous training program to ensure that members and guests are aware that:

- This environmental stewardship program is for both their safety and the Club's regulatory compliance
- Some materials in use on the ranges may be subject to California Proposition 65 warnings
- They are responsible to remove any potentially hazardous materials they bring to the ranges
- Spent shotgun shells and cartridge casings (brass, aluminum, steel, plastic, etc.) are their responsibility to remove from the range when they leave
- The only exception to the above is .22 rimfire brass for which the Club provides recycling containers
- Defective ammunition is their responsibility to manage
- Recycling containers provided by the Club are to be used only for the materials specified
- Maintenance on personal vehicles at the range facility is prohibited
- Personal items such as lawn mowers, BBQs, trailers and more are not to be disposed on the range facility

For more information regarding Lemon Grove Rod & Gun Club's environmental policies, members and their guests are directed to the Club's Environmental S.O.P. document which can be found in the Sign-In Shed which is located behind the upper trap field.

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**Appendix M – Memorial Plaque**

*approved 17 June 2015*

LEMON GROVE ROD AND GUN CLUB recognizes the achievements of those members past and present who have aided and assisted in the establishment of this Club, and its' promotion of comradery, sportsmanship, and good citizenship.

LEMON GROVE ROD AND GUN CLUB being officially established in 1950 by a group of friends gathering together to promote the shooting sports, many of whom have passed on, are hereby recognized for their efforts to enhance the sport we enjoy today.

May they rest in peace in that special place participating in their sport with their favorite firearm, load, and gundog at their side . . . .

Established this 15<sup>th</sup> day of January, 2015

**Eligibility**

Upon the death of any member in good standing a memorial or commemorative plaque may be placed at a designated location or site set aside for that purpose.

**Nomination**

Nomination may be made by any member in good standing or the LGRGC Board of Directors.

**Plaque**

The plaque shall consist of a uniform, durable long-lasting material such as: stone, metal, wood, or other material with an indefinite life span. The plaque shall read: Members' Name, Date of Birth and Death, and any words fitting and proper for such a remembrance.

Consideration to other unique materials or location may be considered at LGRGC Board of Directors discretion.

**Location**

The location of the memorial plaque shall be at a central designated location or any other location as set by the LGRGC Board of Director's.

**Cost**

The cost of the plaque or memorial shall not exceed \$75 unless individual donations or grants are awarded to supplement addition costs. The first consideration should be to uniformity of commemoration, though.



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**Appendix N – Clay Target Accounting for Upper and Lower Traps**

*approved 20 Feb 2024*

To better account for clay targets usage, at each event, the following procedure shall be used for all events that utilize the upper and lower trap machines and club targets. This procedure shall be done on a daily basis

1. Before you load the clay targets, write down the numbers from the counter on both machines
  - The counter for the upper trap is on the outside right of the control box.
  - The counter for the lower trap is located inside the control box.
2. When shooting is complete and machine is turned off and “unwound” write down the numbers from both machines.
3. Using the numbers from the start and completion of shooting figure out the total number of clay targets used.
4. Fill out the “LGRGC Event Financial Report” with the number of shooters, income, and clay targets used.
  - Event Financial Forms are located on the website and in the sign in shack.
  - The current cost for clay targets is posted in the sign-up shack.
  - If the event does not generate income, the form still needs to filled out with the number of shooters and targets used on a daily basis
5. The completed form shall be turned in to the secretary as outlined in the SOP’s, Chapter 2, Section 5,

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**Appendix O – LGRGC Event Financial Report**

*approved 20 Feb 2024*

Event: \_\_\_\_\_

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

**Event Cost**

Members: \$ \_\_\_\_\_

Daily-Members: \$ \_\_\_\_\_

Daily Member Fee: \$ \_\_\_\_\_

**Total Participants**

Members: \_\_\_\_\_

+ Daily-Members: \_\_\_\_\_

= Total Participants: \_\_\_\_\_

**Fees**

Members: \$ \_\_\_\_\_

= Total Member: \$ \_\_\_\_\_

Daily-Members: \$ \_\_\_\_\_

+ Daily Member Fees: \$ \_\_\_\_\_

= Total Daily-Member: \$ \_\_\_\_\_

**Payment**

Paid by Credit Card \_\_\_\_\_

Paid by Check \_\_\_\_\_

Paid by Cash \_\_\_\_\_

Total Credit Card \$ \_\_\_\_\_

Total Check \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Total Event Income \$ \_\_\_\_\_

**Expenses**

Count

Description

Cost

_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Expenses \$ \_\_\_\_\_

Shootmaster: \_\_\_\_\_

Signature \_\_\_\_\_

Verified By: \_\_\_\_\_

Signature \_\_\_\_\_

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