

COUNCIL BLUFFS RIFLE AND PISTOL CLUB STANDARD OPERATING PROCEDURES

JULY 2024

These procedures are published to provide information to all club members which will give them proper guidance for operation of the range facilities, including their related club member duties and responsibilities.

RANGE PROCEDURES

Range Open Access Schedule

Normal use of the range for club members is as follows:

MONDAY/WEDNESDAY	-	<u>CLOSED TO SHOOTING</u>
TUESDAY	-	10am-4pm
THURSDAY/FRIDAY	-	12pm-7pm
SATURDAY/SUNDAY	-	10am-5pm

Violation of the above shooting hours shall result in an automatic six (6) month suspension of range access and club privileges for the offending club member. Any second such violation will result in permanent suspension from the club.

Range Access Priority

Formally scheduled matches and work parties have first priority for access to the range. Matches are usually scheduled on weekend dates by advanced notice, published annually in the first member newsletter of the year. That match schedule is then posted to the club website at <https://cbr-pc.org>.

Members intending to use the range should first check the match schedule to determine availability before coming to the range.

Opening and Closing the Range

The range has two (2) gates: (a) Yellow Bar Gate; (b) Chain Link Fence Gate. Both are secured by 4-digit combination padlocks using identical code numbers that are annually issued to members.

After entering the correct code to open the gate padlocks, each padlock dial must immediately be reset to "0000" to maintain security of the code. Upon leaving and closing the gate, the padlock then simply needs to be securely snapped shut through the gate chain links, leaving the code still set at "0000."

The range storage room has two (2) doors with 3-digit combination locks. Both doors should be securely locked by the last member leaving the range. The storage room has a latch-locking overhead sliding door that must be secured when closing the range.

The last member out of the range must always ensure that it is locked down completely and securely. An empty range must never be left open, even during range access hours.

Fired Brass and Failure-to-Fire Ammunition

Fired brass cases are to be picked up and carried away by the shooter. .22lr brass can be swept onto the gravel bed. FTF ammunition should be placed into the marked receptacle which is provided for that specific purpose.

ATV Operation

The ATV is available for member use when placing and retrieving targets. The manufacturer's cautionary dashboard notice restricts its operation to drivers over sixteen (16) years of age.

The ATV employs key-start and has three gearings: forward, neutral, reverse. The battery charger must be disconnected before moving the unit and reconnected at the end of use. Caution must be exercised when using the ATV, especially turns, speed, ground condition, and attitude on hillsides. Slow, steady, and safe movement is required.

Lost/Found Items

Notices for lost items may be placed on the bulletin board adjacent to the NRA Range Rules. Found items of low value may be placed on the desk in the store room for retrieval by their owners. Found items of high value should be reported to a CBR&P officer through the Contacts portal of the club website.

CLUB MEMBER PROCEDURES

Regular Member Meetings

Meetings are held in the second floor meeting room at the Lake Manawa Fish and Game Clubhouse, 531 Comanche Street, Council Bluffs, IA. Meeting time is 7:30pm.

The meeting schedule is seasonal, as follows:

One (1) meeting per month	December-March	First Tuesday of the month
Two (2) meetings per month	April-November	First/Third Tuesday of the month

Meetings are not held on holidays. Non-members are welcome at all meetings except the annual meeting held in July, which is a Members-Only business meeting. Winter weather cancellations follow the Council Bluffs school system cancellations.

Member Identification/Trespassing

Membership cards must be shown upon request. The inquiring member should first display his own membership card and then request the same courtesy in return. Any trespassers should be requested to leave the range premises. A 911 call to the Sheriff should be made, if needed to resolve the issue..

Guests and New-Member Applicants

Members may bring up to two (2) non-member guests per visit. Each guest may make up to three (3) range visits, then no more visits are allowed unless admitted to club membership.

Juvenile guests under 18 years of age must be immediately supervised by an adult club member in direct contact mode. Specifically, the direct contact mode requires close-up visual and voice contact with the juvenile at all times. All juvenile coaching must be on a 1:1 basis.

Guests under 21 years of age who shoot handguns and/or handle handgun ammunition must be supervised by a person aged 21 years or older.

The procedure for processing new-member applications is described in the CBR&P By-laws, Article II.

Range Housekeeping

Good range housekeeping is absolutely essential for good range operation. Each member has a clear and definite responsibility to contribute personally. After using the range, each member must leave the range area in tip-top condition for the next user.

Brass must be picked up, the concrete swept, the shooting bench neatened, targets cleared downrange, and trash disposed. A final look around the area is good practice.

Attention to good housekeeping is a high form of courtesy from the range user to all other fellow club members.

Match Equipment

The storeroom area is used as a secure area for match equipment. This equipment is exclusively reserved under control of the official match director. All match equipment must be left in the storeroom and is not to be used for any other purposes.

Pets and Service Animals

Leashed pets and service animals are permitted on the premises, but are not allowed within the confines of the active range area. Instead, they are restricted to the grassy area west of the berm. Human owners must dispose of any animal waste and must maintain control of their animal at all times.

Range Emergency Procedures

The following immediate steps are recommended:

1. Call out CEASE FIRING
2. Set range condition to RANGE COLD
3. Determine the nature of the emergency.
4. Render first aid, if needed. First Aid Kit located on wall in range area.
Members should check location of this kit so that they know where to find it when needed.
5. Call 911 Dispatch/By separate 2nd person, preferably/Remain on phone.
6. Provide range address: **26005 208th Street, Crescent, IA**
7. Post member at road to flag emergency vehicle.
Transport (atv/auto) the injured party to the road to meet emergency vehicle, if feasible.
8. Hand over situation to EMT crew
9. Make notes of event, including relevant witnesses.

*******END OF STANDARD OPERATING PROCEDURES*******