

**CAROLINA WEST SHOOTING CLUB**  
**STANDARD OPERATING PROCEDURES**

**(may be referred to as SOPs hereafter in this document)**

**ADOPTED 09/11/2016, UPDATED 11/17/2020, Updated 12/20/2022**

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These procedures and rules apply to members, their families and guest using the CWSC facility. Failure to abide by these procedures and rules may result in immediate ejection from the facility and possible disciplinary procedures in accordance with the club's By-laws. If you have questions about these rules and procedures presented here, please discuss them with an officer or range director prior to using these facilities. These SOPs are established and managed by the Board of Directors and may be changed by a majority vote of the Board of Directors (Article VIII of CWSC Bylaws).

**DEFINITIONS:**

1. CWSC Range Safety Officer (RSO) - has completed the class/reviewed the SOPs and may serve as an RSO at Carolina West Shooting Club.
2. Certified NRA Range Safety Officer, (CNRA RSO) – Has completed an 8-hour NRA RSO class taught by a Chief NRA RSO and may serve as an RSO at CWSC and other ranges.
3. Executive Officer – Holds at least certification of a NRA RSO and has charge of all the ranges and grounds. Attends all Board and General Membership meetings and reports the status of the ranges. See Bylaws article IX, section 5 for detailed description. Contact information is posted at each range.
4. Range Directors – Certified NRA RSO, reports to the Executive Officer, maintains the sign-in and guest waiver sheets and general condition of the ranges and manages the range allowances. See Bylaws article IX, section 6 for detailed description. Contact information is posted at each range.
5. Follower – A person or group who is waiting to proceed to the firing line when the line is occupied.
6. Thrower houses – the five green houses at the shotgun range that contain the clay target throwers.
7. Racked – firearms with a stock are placed in a firearm rack with action open and muzzle pointed upward.
8. General 3-gun range rules – applies to shooters, members and their guest(s) using the 3 gun range other than match day.

**Definitions continued:**

**9. Cold range indicator – A flag or colored plate that indicates a shooter is downrange.**

**10. 3 gun match rules: apply when the range is closed for a 3 gun match. Requires the supervision of the range director or designee and a safety briefing, review of range procedures .**

**11. South range: Main gate range with office and meeting facilities on the left side of Rutherford Drive.**

**12. 3 Gun Range – Range on the right (north) side of Rutherford Road where the 3 gun matches are held.**

**I. GENERAL RULES**

**1. No smoking, eating or drinking on the firing line while the range is hot.**

**2. Members must complete and renew as required, the Range Safety Officer class (RSO) before using the facilities.**

**3. Members must display their Membership ID while at the facility.**

**4. Shooters must sign-in, display the range flag and for guests, the member and his/her guests both must sign the waiver form, “before shooting”. Sign-out by signing the sign-in sheet.**

**5. All persons, while at the range, MUST wear eye and hearing protection.**

**6. Range hours are 8 am until 30 minutes before dark, Monday thru Saturday. Sundays are for air gun and archery use only.**

**7. No intoxicating beverages or substances, nor persons under the influence of, are allowed at the facility. The club has a zero tolerance policy as it relates to intoxicating beverages or substances.**

**8. Please be considerate of our neighbors and the homes in the vicinity of our facility.**

**9. No hunting is allowed at the facility.**

**10. Drive only on the gravel when the ground is wet.**

**11. Members are responsible for their firearms and ammunition while at the facility as per Section 7**

**12. NO HANDLING OF ANY FIREARMS WHILE SHOOTERS ARE DOWN RANGE.**

**13. Promptly notify a Board member, Executive Officer, NRA Chief Range Safety Officer (CRSO), or Range Director of any infractions of this SOP.**

## II. AUTHORIZED PERSONNEL

The following persons are authorized to use the facility.

1. Members of the club and their immediate family. Children 17 and under must be supervised by an adult.
2. Guests accompanied by a member. All guest(s) and the member must sign a waiver form before using the facility. Only one guest may shoot at a time under the direct supervision of the sponsoring member unless the sponsoring member is a NRA RSO. A NRA RSO MAY SUPERVISE MULTIPLE GUESTS AT ONE TIME. While the guest(s) is shooting, the member cannot shoot. Guest(s) that live within 50 miles are limited to three visits after which they are required to apply for membership. Members are responsible for their immediate family and guest.
3. Personnel approved by the club officers on a case-by-case basis.
4. Spouse must take CWSC RSO before being able to use the range without the CWSC member present.
5. All groups and organizations who request to use the range as guests must submit the group name, responsible adults for the group and each person's contact information (name, address and telephone number) before using the range. All must sign guest waivers.

## III. EMERGENCIES

1. Take control of the situation. (Determine seriousness of injury and assign duties)
2. Render aid. A trauma kit is in the large trailer and at the 3 gun range with a tourniquet and other trauma materials. Both trauma kits are secured with a zip tie. If you cut the zip tie, notify an officer or range director and complete the trauma direction forms and incident sheets with the kits. Each range has an additional first aid kit in or near the sign-in box.
3. If required, call 911. Address is 615 Rutherford Drive, Nebo, N.C. 28761. This contact information is on your membership card.
4. If possible, post a person at the intersection of Highway 70 and Rutherford Drive to direct EMS. If possible, post a person at the main gate to direct EMS to the correct side of the facility.
5. A club officer shall be notified as soon as possible.

#### IV. MAIN GATES AND RED FLAGS/RED WARNING LIGHT

1. New members receive the gate combination once membership requirements are met. Renewing members receive the new combination annually once the dues are paid.
2. The main gate on the south range is automatic. Use the keypad and the gate shuts behind you in about 20 seconds. Turn on the gate red light with the push button on the post to indicate one or more ranges are hot. When exiting the south range you will run over a grid that opens the gate from the inside. The 3 gun gate still has a combination lock. If the gate is locked when you arrive, unlock the gate and securely store the padlock. Display the flag. If on the range alone, it is recommended that the gate is closed and hitched behind you. This will discourage unauthorized access to the facility.
3. If you are the last person to leave the facility, it's your responsibility to turn off the red light at the south gate or store the flag at the 3 gun range and lock the gate.

#### V. RANGES

1. Range availability is at the discretion of the Executive Officer. Ranges may be closed for repairs or special events.
2. The facility has multiple ranges where shooting is allowed: Rifle, Rimfire, Handgun, Shotgun, 50 yard sight-in (for black powder rifles and slug guns), Archery, 500 yard Rifle and 3 gun (across the street). Each of these ranges may be divided into individual bays and shooting lanes.
3. Each of the ranges may have additional operating procedures and rules that add to or alter these general procedures and rules. Individual range operating procedures and rules are provided at the end of this document.

#### VI. RANGE FLAGS, INSPECTION, SIGN-IN/OUT AND CLEAN-UP

1. Display the range flag when you arrive at a range. Store the flag if you are the last to leave.
2. Shooters must sign-in and out and sign a waiver with your guest, "Before Shooting".
3. If you are the first person to arrive at a range, inspect the range, berms, steel plates, target stands and related facilities for damage. Report any safety issues or significant damage to the range director or an officer. Do not use the range if you feel it is unsafe.

4. All shell casings and hulls must be picked up and disposed of. Each range has a 5 gallon bucket for brass and one for misfired or loaded ammo. Remove and dispose of used paper targets. Inspect target stands before using and if you shoot the target frames, call the range director for one to one instruction to improve your shooting skills. Return target stands to their storage locations.

5. Members should carry out all your trash and debris. There is a dumpster on site at the south range at the small trailer for your trash disposal needs. Members are encouraged to clean up any other trash and debris.

## VII. FIREARM TRANSPORTATION, STORAGE AND HANDLING

1. Members with a valid North Carolina Recognized Concealed Carry Handgun Permit as well as those exercising open carry of a firearm in accordance with North Carolina law, may carry a loaded holstered handgun at the facility. **AT NO TIME SHALL SUCH HANDGUNS BE UNHOLSTERED AND PRESENTED FOR SHOW UNLESS AT A PROPER RANGE FIRING POINT.** The following section rules otherwise apply to un-holstered handguns and other firearms at the facility.

2. All firearms transported between vehicles and ranges must be unloaded. It is highly recommended that they be transported in a proper case while at the facility.

3. All uncased firearms must be unloaded, safeties on and actions locked open or have an empty chamber indicator inserted in their action. In addition, firearms must either be: (a) placed muzzle up in a rack; (b) placed on a designated bench with the muzzle pointed in a safe direction with an empty chamber indicator inserted and facing up; or (c) holstered with muzzle down. **UNDER NO CIRCUMSTANCE MAY A FIREARM BE POINTED IN AN UNSAFE DIRECTION.**

4. Firearms that cannot accept an empty chamber flag (e.g., break open shotguns, revolvers, etc.) should be carried muzzle up or be racked, benched or cased with actions and/or cylinders open exposing empty chamber(s).

5. Magazines may be loaded while away from a designated firing point but must not be inserted into a firearm until at a firing point. Revolvers may only be loaded at the firing point.

6. Firearms not in use are subject to hands-off visual safety inspections by other members.

**VIII. PROHIBITED FIREARMS, AMMUNITION AND TARGETS**

- 1. NO FULLY AUTOMATIC OR BUMP FIRE FIREARMS. 2. NO .50 CAL BMG**
- 3. NO ARMOR PIERCING OR TRACER AMMO.**
- 4. NO TANNERITE OR OTHER EXPLODING TARGETS.**

**IX. TARGETS, BERMS AND TABLES**

**1. Club provided steel targets (or pre-approved member steel targets) and member provided paper, cardboard, clays or stick-on (place stick-ons only on your paper or cardboard, not directly on the target stand) targets are the ONLY authorized targets for use at the facility. ALL TARGETS MUST BE PLACED IN THE CENTER OF THE TARGET FRAMES, ONE TARGET FOR ONE FRAME. REPORT ANY DAMAGE TO THE TARGET FRAMES AS YOU SHOOT TO THE RANGE DIRECTOR. Phone numbers are posted at each range. Cans, bottles or other targets are not authorized targets.**

**2. Target stand placement is extremely important. Place targets and target stands so that all projectiles impact an established berm. Do not allow projectiles to impact the ground or exit the berm. Do not move the target stands from the berm area at the South range pistol range to prevent risk of ricochet.**

**3. Do not move or otherwise rearrange the placement of tables, benches, plate racks or barrier chains.**

**4. On ranges with multiple lanes, fire only in your lane and only at your target. Do not fire into another lane.**

**X. SHOOTING SAFETY RULES, UNLESS OTHERWISE INDICATED.**

**1. Always keep a firearm pointed down range in a safe direction. This is the primary rule of firearm safety.**

**2. Always keep your finger off the trigger until ready to shoot.**

**3. Always keep the firearm unloaded until ready to use.**

4. Know your target and what is beyond.
5. Know how to use the firearm safely.
6. Be sure the firearm is safe to operate.
7. Use only the correct ammunition for your firearm.
8. Wear eye and hearing protection.
9. Never use alcoholic beverages or over the counter/ prescription drugs that cause impairment before or while shooting.
10. Store firearms so they are not accessible to unauthorized persons.
11. Be aware that certain firearms and many shooting activities require additional safety precautions.
12. There will be NO HANDLING OF ANY FIREARM WHILE ANYONE IS DOWN RANGE.
13. If shooting on a firing line with multiple shooters or with a follower, when the course of fire is complete, make safe firearms for visual inspection by another and declare "CLEAR". Once all firearms are declared clear, store firearms as required (see 7-3, 7-4). Check that the range is safe and declare the range as "COLD". At this time people can proceed down range to check targets.
14. Any person at the range can and should give the command "CEASE FIRE" if any unsafe condition is observed or a firing line becomes staggered (one shooter in front of another). Immediately make safe all firearms.
15. If you have a potentially dangerous firearm malfunction call "CEASE FIRE". Always keep the firearm pointed down range in a safe direction while you address the malfunction.
16. When multiple shooters are using the same range (or bay for ranges with multiple bays), a single RSO from multiple shooters should be designated as the Head RSO. The Head RSO designates the firing line and safety activities of all groups using that range (or bay). Each Range Operating Procedure specifies when a dedicated non-shooting RSO is required. The Head RSO duties should rotate so everyone is able to shoot.
17. An RSO must be present when shooting. Shooters must follow all safety instructions of the RSO.
18. Fire only authorized firearms and ammunition as defined for that range. Fire only at authorized targets.
19. Always shoot pistol steel targets from a minimum distance of 10 yards.

20. Do not place live ammo or misfired rounds in the brass bucket. Each range has a separate bucket for live ammo.

## XI. EXCEPTIONS

1. Exceptions to the rules and procedures in this SOP may be granted for special events or to individual members on a case-by-case basis. Written authorization must be obtained in advance from two of the following: members of the Board of Directors and/or Executive Officer and a range director. Exceptions to Section 10 are not allowed. The written authorization must be filed with the club Secretary and the excepted member will retain a copy. There is no exception for shooting on the small pistol range.

## RANGE SPECIFIC OPERATING PROCEDURES AND SAFETY RULES (note that different ranges have different numbers of shooting lanes and that effects the numbers of shooters that a RSO can manage)

### I. LARGE BORE RIFLE RANGE (10 lanes)

1. Range flag is in the sign-in box. Flag pole is next to the trailer.
2. Centerfire, rimfire and muzzle loading rifles are allowed. Muzzle loading rifles should be sighted in at the 50 yard sight-in range before shooting at the 100 yard range. No hand guns, shot guns, shot shells or slugs allowed.
3. An additional restriction to rules 7.3, 7.4: [ANY FIREARM WITH A STOCK MUST BE RACKED WITH ACTION OPEN WHEN NOT IN USE.]
4. BEFORE shooting at the Rifle Range be sure to observe the RANGE CLEAR INDICATOR to the right of the 100 yard berm. Whenever proceeding beyond the 100 yard berm you must enable the Range Clear Indicator at the 100 yard berm to alert other shooters that you are down range. (If the indicator is red with a yellow X, it means DANGER, RANGE MUST BE COLD, PERSONS DOWN RANGE OF THE 100 YARD RANGE.) (If the indicator has green and alternating blue bars, it means ALL CLEAR, RANGE CAN GO HOT, NO PERSONS DOWN RANGE OF THE 100 YARD BERM.) Turn the post with the handle.
5. Fire only from the building (no mid-range firing). Fire only at designated 100-200-300 yard target positions (no mid-range target placement allowed). If you need less yardage to initially zero a rifle, use the 3 gun range 25 yard sight-in bay or the 50 yard sight-in range first.

6. When a party of 5 or more are shooting on the range, a dedicated non-shooting RSO will oversee compliance with all safety rules and procedures.

7. Keep the range doors closed while shooting. ALWAYS check the building for shooters before going down the road to the 100-yard berm.

## II. RIMFIRE RANGE (10 lanes)

1. Range flag is in a vertical box at the entrance.

2. Rimfire .17, .22 and air rifles only. No shotguns, handguns or centerfire calibers.

3. An additional restriction to rules 7.3, 7.4: ANY FIREARM WITH A STOCK MUST BE RACKED WITH ACTION LOCKED OPEN WHEN NOT IN USE.

4. When a party of 5 or more are shooting on the range, a dedicated non-shooting RSO will oversee compliance with all safety rules and procedures. This rule may be modified by the Range Officer or the Executive Officer if one or the other is present at the time.

5. Pistols must use the exception rule. Refer to section XII - EXCEPTIONS for procedure.

## III. HANDGUN RANGE (5 lanes)

1. The handgun range consist of paper targets on wooden target frames.

2. Range flag is in a vertical box at the corner. Must be displayed when range is hot.

3. No centerfire calibers normally fired from a rifle. (example, .223). No firearms with stocks.

4. When a party of 3 or more are shooting on the range, a dedicated non-shooting RSO will oversee compliance with all safety rules and procedures.

5. The firing line is at the discretion of the RSO on site. It is your responsibility as a CWSC member that you and your guest are observing" know your Target and What is Beyond" rule. Be sure your targets are placed in the center of the frames and your point of impact is contacting the berm and not the wood above the berm nor the ground.

6. Stationary PVC/metal pipe bases have or will be installed for placement of target frames.

7. Four feet by four Feet (4x4) target frames have been built utilizing rubber instead of cardboard. These may be left in place. Return all other frames under the shelter.

8. "RAPID FIRE IS NOT ALLOWED"!!

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#### **IV. SHOTGUN RANGE (5 lanes)**

- 1. Range flag is in a vertical box at the corner. Flag must be displayed when the range is in use.**
- 2. Shotguns only, using either 7 ½, 8 or 9.**
- 3. An additional restriction to rules 7.3, 7.4: ANY FIREARM WITH A STOCK MUST BE RACKED WITH ACTION OPEN WHEN IN NOT IN USE. Break action shotguns can be kept on tables with their actions open, muzzles pointed in a safe direction.**
- 4. If shooting during inclement weather, rain, snow, etc., shotguns must be unloaded, actions open and left at the shooting stand should the shooter walk back to the covered area. Shooters can NOT walk back and forth from the stand to the covered area with a shotgun while a round of shooting is in progress.**
- 5. The person operating the throwers, i.e., operating the clay launchers, shall serve as a dedicated non-shooting RSO.**
- 6. Prior to servicing the thrower houses, ensure that both the rimfire and pistol ranges are cold and safe. (see 7.3-7.4)**

#### **V. ARCHERY RANGE (6 LANES)**

- 1. The sign-in book and flag are located in the well house (near the archery targets).**
- 2. Bow (including crossbows) and field point arrows only. Targets on this range are for field point arrows only.**
- 3. Archers must cease fire when traffic enters or exits the property.**
- 4. Never point a bow at anyone even if there is no arrow drawn.**
- 5. Keep your arrow aimed at the ground as you nock it.**
- 6. Never draw an arrow if there are any people between you and the target.**
- 7. Never draw at a high angle (sky draw) or fire an arrow high into the air if you cannot predict where it will land.**
- 8. Archery continued. Do not cross the shooting line until the range is declared cold.**

**VI. 3 GUN RANGE (4 BAYS) (1- 100 YARD RANGE)**

**A. GENERAL 3 GUN RANGE RULES:**

1. The range flag and the gate flag (for this side of the facility) are the same.
2. Drive slowly as you approach the parking lot because the third bay position is close to the road.
3. **DO NOT** shoot steel targets or plates with centerfire calibers normally fired from a rifle. (example .223) May use pistol caliber carbines (example, 9mm) or .22 cal pistol. Standard velocity lead or copper plated ammunition is recommended on steel targets.
4. Do not shoot steel targets or plates with shotshells or slugs. May use 7 ½, 8 or 9 shotgun ammo.
5. Each shooter must inspect the range and steel targets before using the range. Report any damage found. If steel targets are found to be damaged immediately shut down the range and report to the range director or executive officer.
6. 2 or more shooters must shoot from a stationary firing line.
7. A maximum of 3 shooters may shoot in a single bay from a stationary firing line under the supervision of a dedicated non-shooting RSO.
8. You may receive minor splatter when shooting steel targets thus the requirement for safety glasses.
9. Eye and ear protection is mandatory for shooters and observers.
10. Only engage steel targets that are directly in front of you.
11. Do not engage steel targets closer than 10 yards or in the process of falling with a second shot.

**B. 3 GUN MATCH RULES: REQUIRES SUPERVISION OF THE RANGE DIRECTOR OR DESIGNEE AND A SAFETY BRIEFING WITH REVIEW OF MATCH PROCEDURES.**

1. Shooters must observe the 180 degree from centerline of shooting bay rule at all times when moving and shooting within the bay.
2. Firearm must be transported from parking area to the safety zone just inside the bays in accordance with the rules.
3. Firearms used for that shooting session must enter the bay unloaded, chamber empty, hammer down, cylinders open, shotgun tubes empty, no magazines in handguns and all firearm safeties engaged. Chamber flags are highly recommended. (see rules 7.2, 7.3)
4. There is a designated safety zone in each bay. Tables will be there so shooters can store their gear and load magazines. **DO NOT** move these tables without permission from the range director.

5. Transitions from one firearm to another is allowed. Handgun holsters must safely retain the handgun and completely cover the trigger. Transitioning from one firearm to another must be done in a safe manner. Unsafe movements will not be tolerated.

6. Containers designed to safely accommodate grounded firearms are provided. Grounded firearms may be loaded but must be put on safe with the muzzle down when grounded.

7. Grounded firearms should only be retrieved and made safe (see rules 7.3, 7.4) when no one is down range of their grounded position and only by their owner or the Head RSO.

8. Only one shooter at a time may shoot while moving in a bay.

9. A maximum of 3 shooters may shoot in a single bay from a stationary firing line under the supervision of a dedicated non-shooting RSO.

10. Do not reposition steel plate angles without authorization from the Range Director.

11. Contact the Range Director for questions or information on these SOPs.

#### **VII. 500 YARD RIFLE RANGE (4 LANES)**

1. All other ranges on the South range (main gate) side of the road are to be closed.

2. Range hot flag at the gate **MUST** be in place.

3. Main gate must be disabled and a sign put up that the 500 yard range is active.

4. Shooters **MUST** qualify at 300 yards and take a safety and SOP briefing before shooting on the 500-yard range. Shooters and instructors must sign required club documents of confirmation.

5. The flag at the 500-yard range **MUST** be displayed when the range is in use.

6. Sign-in sheet is in the box. **NO** guests are permitted at this time. All shooters must be qualified.

7. Centerfire rifles **ONLY**. **NO** handguns, shotguns, muzzleloaders or rimfires allowed.

8. Additional restrictions to rules 7.3-7.4: **ANY FIREARM WITH A STOCK MUST BE RACKED WITH ACTION OPEN WHENEVER NOT IN USE.**

9. All targets and prior procedures **MUST** be accomplished before any firearm is taken out of the vehicle.

10. If more than one shooter is present, one of them must be the RSO to oversee safe handling of firearms, target placement and compliance with all safety rules and procedures.

11. When transporting firearms from the vehicle to the range, **ALL** actions **MUST** be open, No magazine or ammunition in firearms, muzzle pointed up and firearms placed in the rack.

12. Only when you are in shooting position at the bench or prone, can firearms be loaded with muzzle pointed down range. All other firearms will be racked.

13. Before shooting at the 500 yard rifle range, ensure the range is clear and then proceed to a hot range.

14. Whenever proceeding to the target down range, you **MUST** enable the cold range indicator to alert other shooters that you are down range.

15. Fire **ONLY** from within the building at designated 500 yard targets. **NO** mid-range target placement allowed.

16. Enter only at the gate at the 500 yard range. Do not drive up from the main campus in front of the 500 yard range.

#### **VIII. 25/50 YARD SIGHT-IN RANGE**

1. Range flag is at the shotgun range on the left corner of the storage building. Members must use the sign-in book at the shotgun range for the 25/50 yard sight-in range.

2. The 25/50 yard Sight- in range cannot be used when the shotgun range is in use.

3. The 25/50 yard sight-in range was built for black powder rifles and slug guns. Center fire rifles may be sighted in as well.

4. Center your targets on the target stands.

5. Firearms must be placed in the rack with actions open when not in use on the firing line.

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