

**RANGE
STANDARD OPERATING PROCEDURES
(SOP)**



**Wildlife Action
Pee Dee, South Carolina Chapter
5821 Albany Rd
Coward, South Carolina 29530**

Revised 3/28/25 Effective 4/2/25

Electronic version of this SOP may be accessed at www.wildlifeactionpeedee.com
A hard copy is also kept in the Rifle Range sign-in booth

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CHAPTER 1: Preamble

Wildlife Action is a private nonprofit 501 C-3 tax exempt conservation organization founded in Marion, South Carolina in 1977.

Pee Dee Chapter range access is limited to WLA members current with their local annual Park Fees and their guests. Special events are open to the public. These events typically include CWP courses, RSO courses, Outdoor Appreciation Day, Hunter Education, Marksmanship Training classes, Festivus, and other similar events. Donations may be solicited for guests or special events

Pee Dee Wildlife Action wants to ensure operating range safety. The Officers and Board of Directors of Pee Dee Wildlife Action has determined instituting and maintaining a set of Standard Range Operating Procedures is desirable.

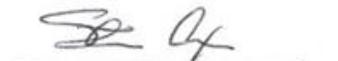
The Officers and Board of Directors of Pee Dee Wildlife Action has adopted this Standard Range Operating Procedure to establish a minimum standard requirement for any user of the Pee Dee Wildlife Action range located at 5821 Albany Road Coward, South Carolina

This Standard Range Operating Procedure will be reviewed for updates on a date set by the Officers and Board of Directors of Pee Dee Wildlife Action.

This SOP revision is approved and signed this 28th day of March in the year 2025.
This SOP becomes effective on 4/2/25



President



Chief Range Safety Officer

CHAPTER 2: Constitution

Pee Dee Wildlife Action, 5821 Albany Road Coward, South Carolina

An Executive Committee governs the Pee Dee Chapters interests with Board meetings held once a month. The Executive Committee consists of the following officers: President, Vice President, Secretary, Treasurer, Sr. Vice President CRSO, Sr. Vice President Fishing, Sr. Vice President Hunting, Sr. Vice President Environment, and Sr. Vice President Education with a minimum of six (6) board members and a chaplain. Officers are elected annually for a term of one (1) year. Directors & Board Members are elected for a term of three (3) years.

The Executive Committee has established that the Chief Range Safety Officer (CRSO) is charged with the overall operation of the range.

The objectives and beliefs of the organization are to:

- Raise Public Awareness to diminishing wildlife habitat
- Protect rivers and wetlands from unnecessary destruction and development
- Work to reduce poaching, trespassing and other illegal and inconsiderate outdoor activities and encourage improved behavior of irresponsible outdoor users
- Educate all people, hunters & non-hunters, that our natural resources belong to everyone and that all should share in the cost & benefits of perpetuating them
- Obtain facts on legitimate issues and bypass emotional causes
- Don't just criticize, offer viable alternatives to problems
- Support the right to keep and bear arms
- Share with our youth the outdoor traditions that we have enjoyed and together work to protect those traditions for future generations
- Continue to help "Local Folks Solve Local Problems"
- "To Put Back More Than We Take"

CHAPTER 3: Organization Chart

President	
Officers	Board Members
Vice President	Board Member 1
Treasurer	Board Member 2
Secretary	Board Member 3
Sr. V.P. CRSO	Board Member 4
Sr. V.P. Fishing	Board Member 5
Sr. V.P. Hunting	Board Member 6 (minimum of 6)
Sr. V.P. Environment	
Sr. V.P. Education	
Chaplain	

CHAPTER 4: Safety Plan

Emergency Procedures

- Take charge of the situation.
 - Cease firing, unload.
 - Evaluate the situation.
 - Determine if the injury is a minor or major injury.
 - Designate helpers, if necessary.
- Render Aid.
 - Training and equipment
 - First aid.
 - The First Aid & Trauma kits are inside the sign-in booth at the Rifle range
 - Determine level of care (Do you Treat or call for help?).
 - Gather information for emergency phone call.
- Call for help
 - Phone numbers are listed in Appendix 3
 - Give dispatcher necessary information.
 - Location (5821 Albany Road, Coward SC)
 - Phone number
 - Your name.
 - What happened.
 - Number of people injured.
 - Condition of injured.
 - Location of person who will direct help to the scene.
- Direct help to the location.
 - Position one or more persons to direct the emergency vehicle.
 - On the main road to the entrance of the facility.
 - On the road to the range.
 - Outside the building.
- Take notes (Reports).
 - Take notes on the times actions were taken.
 - Get statements from witness(es) and quarantine from each other.
 - Complete the required SOP's form. (Appendix 3&4)
 - Notify authorities if necessary.
- If there is a local emergency not connected with the range, all personnel and patrons shall be kept inside the range proper until such time as an all clear is given.
- If appropriate, a media spokesperson will be designated by the Board.
 - Individual members are requested to refrain from media comment.**

CHAPTER 5: Range Operations

Purpose of this Standard Operating Procedure.

This Standard Operating Procedure (SOP) is intended to provide a consistent and documented set of rules that govern the range safety officers. This SOP must be followed by all users of the range facilities. Adherence to these rules, regulations, and policies helps ensure the continued safety of the range users and adjacent neighbors.

The use of the range facilities at the Pee Dee Chapter of Wildlife Action (PDWLA) is a privilege, and the use of firearms is an inherently dangerous activity. Your activities and actions must always be conducted in a manner that is consistent to safeguard yourself and others against harm or injury, and property against damage or destruction. Adherence to this SOP will protect the lives and safety of all, and preserve your privilege. **Safety is never to be compromised.**

Range Capabilities.

The facilities governed by this Standard Operating Procedure are composed of four (4) separate outdoor ranges referred to as follows:

The **Shotgun Range** is open to only shotguns. Pistols firing shot shells are to be used on the patterning target. No other firearms are permitted on this range. Clay shooting is conducted on this range. For purposes of this SOP, this range is referred to as the Shotgun Range.

The 25 yard **Pistol Range** is open to any center, rim fire, and black powder handguns. Air or spring powered firearms are allowed. 22 caliber rim fire rifles are also allowed. No other firearms are permitted on this range with the exception of specified firearms allowed by the Board for Pee Dee Wildlife Action approved events.

The 10 yard / 25 yard / 50 yard / 100 yard / 200 yard pistol and rifle range is open to center fire, rim fire, and black powder firearms. Air or spring powered firearms are allowed. For purposes of the SOP, this range is referred to as the **Rifle Range**. No other firearms are permitted on this range.

The **Archery Range** is located in the overflow parking area. Follow rules posted on the back of the sign in sheet. RSOs are not required for archery range operation

Range Operations

The Pee Dee Wildlife Action range is designed to provide access to members who can utilize live fire to become more proficient with firearms.

All Users of the Range

- Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- All shooters are responsible for their own firearms and ammunition while on site.

Range Operations – continued

- Uncased or unholstered firearms not being fired must be benched or racked.
 - Actions must be open (if it will stay open)
 - Chambers must be empty and have an ECI. (**ECI is an Empty Chamber Indicator**....not required for shotguns)
 - Muzzles must be pointed in a safe direction
 - Magazines or clips must be removed
 - No live or spent ammunition remaining on any part of the firearm
- Do not point firearms at anything except authorized targets.
- Fire at your own target only.
- Give the command “Cease Fire” should an unsafe condition occur.
- Follow the instructions of the RSO.

Alcoholic Beverages and Drugs

Individuals shall not be under the influence of alcoholic beverages, illegal drugs, or drugs that impair judgment (including prescription and over-the-counter medications) before or during live firing. The RSO **shall deny** range access to anyone deemed to be under the influence.

Medical Support -> In the event of a Medical situation, notify the RSO immediately.

Additional information is located in Emergency Procedures section of this document.

General Range Commands / Standard Firing Line Commands at PDWLA

“Cease Firing.” Given when time has expired or at any other time that firing must cease. At this time stop firing immediately. Generally, the RSO gives this command, but anyone can give this command if the situation warrants

“Bench your firearm” unload your firearm, place it on the bench / table in front of you with the muzzle pointed downrange, open the action (leave open if it will stay open), and install an empty chamber indicator (ECI) so the RSO can verify the safe condition. Magazines or clips must be removed. RSO gives this command. **Note: ECI use is not required for shotguns**

“The Range is Cold” means that no activity is to take place with firearms. The RSO gives this command. All firearms are benched, with actions open (if it will stay open), an empty chamber indicator installed (ECI), and ejection ports up. No one is allowed to handle firearms when the range is cold. During this period, once the RSO has verified benched firearms and open actions (if it will stay open), and the ECI is in place, the shooters may go downrange to hang or check targets, or pick up brass. Again, no firearms are to be handled at all, including placing in cases or removing from cases. On the Rifle Range after firearms have been verified clear, individuals are to physically vacate the bench area red zone. (see paragraph G2) Also on the Rifle Range the Green Light will be illuminated and audible alarm will be sounded to indicate change of status (by RSO). **Note: ECI use is not required for shotguns**

“3 Minute Prep Time” command may be used by the RSO for shooters to uncase (recase) and handle firearms as well as ammunition / magazines at the firing line. No one is forward of the firing line. **Firearms remain unloaded with actions open (if it will stay open) and magazines or clips unattached during “3 Minute Prep Time”.**

“The Range is Hot” means that the range is staged for live fire. Firearms may be loaded at this time. The RSO gives this command. No one is to go forward of the firing line. As always, the muzzles are to be pointed in a safe direction. On the Rifle Range, the Red Light will be illuminated and audible alarm will be sounded to indicate change of status by the RSO.

“Commence Fire” command by the RSO is the signal to begin live fire

Shooting Range rules and regulations

The Range rules and regulations are broken down into

- A. General Rules,**
- B. General Range Rules**
- C. Firearm Safety Rules,**
- D. General Range Safety Rules,**
- E. Hygiene Guidelines and Special Concerns**
- F. General outdoor range rules**
- G. Individual range specific rules**
- H. Muzzleloading specific rules**
- I. Administrative rules and policies**

A. General Rules

- All Federal, State, and Local laws are to be followed
- The front gate is to remain open while range(s) are in use or people are on the property
- Range RSO has the authority to limit the number of shooters or lanes in use.
- Range RSO has the authority to limit the number of shooters or individuals in a lane
- At no time is a Range RSO to supervise more than 1 range.
- Range RSO must be on duty or designated before a range can be operated
- RSO, shooters, and spectators sign-in and sign-out must be range specific (Appendix 5 Col 5)
- PDWLA issued name tags must be worn by RSOs and Park Members if using the range facilities. These name tags will be issued each calendar year after all fees are paid and RSO certifications verified (as applicable). With WLA Family Membership, PDWLA Local Park name tags are available for the Local Park member’s spouse and high school student or younger dependents.
- Range must not be operated unless the RSO has immediate access to a cell phone with adequate charge and connectivity.
- Unless the Range RSO is on the firing line alone, the Range RSO is not permitted to shoot. However, the Range RSO responsibility may rotate if multiple PDWLA RSOs are in attendance. All rules and practices apply. Note: Solitary shooting is not a best practice.
- Each range shall be posted with applicable range safety rules and operating procedures.
- No alcohol will be permitted on any of the range facilities.
- All forms of illicit drugs, including but not limited to marijuana, depressant or stimulant drugs, or narcotic drugs, are banned from any and all facilities.

- The Range Safety Officer (RSO) shall be responsible for range safety and enforcement of all range safety rules.
- The Range Safety Officer has the authority at any time to request a demonstration of an individual's ability to safely fire any firearm in question being fired at a rate of fire determined to be too rapid.
- The Range Safety Officer can declare rapid fire as excessive and has the authority to require a slower rate of fire.
- Persons showing signs of alcohol or drug usage shall be barred from handling any firearms.
- Persons not complying with the range safety rules will be asked by the RSO to leave the firing line or to leave the range depending upon the severity of the infraction.
- The RSO shall be identified by introducing him or herself to all participants
- Handling of any firearm for any reason is **not permitted while anyone is downrange.**
- All shooting immediately stops upon the command "**Cease Fire.**"
- Only the Range Safety Officer shall have the authority to restart shooting activity after a "Cease Fire" has been called.
- Any other individual (that is not the RSO) issuing the "Commence fire" command shall be considered in violation of this Standard Operating Procedure and shall be asked to vacate the range facility. Any individual refusing to vacate the range shall be turned over to LEO personnel to be escorted from the range facility as a trespasser.
- Loaded Firearms that have malfunctioned, notify the RSO while pointing the muzzle in a safe direction.

B. General Range Rules

- Un-cased or unholstered firearms must be unloaded with the actions open (if it will stay open) with all clips or magazines removed, an ECI installed (not required for shotguns), and no live or spent ammunition remaining on any part of the firearm at all times while on the property, except when at the firing line preparing to shoot. (range is "HOT")
- It is the duty and responsibility of each individual that observes an improper or unsafe action at the facility to discreetly bring it to the attention of the Range Safety Officer.
- No automatic firearms or the use of devices that replicate automatic fire are allowed. This includes bump stocks, binary triggers, or similar devices
- Extremely rapid firing is not allowed. Maximum rate of fire is not more than two shots per second.
- Tracer or Incendiary ammunition is not permitted.
- No 50 caliber or larger rifle ammunition other than black powder rifle rounds
- All shots will be directed downrange at proper targets in designated areas.
- Only approved targets will be used. The CRSO will post a list of authorized targets and any restrictions associated with these targets.
- No explosive targets are permitted unless the target design has been approved by the CRSO and the PDWLA Board has authorized its use at a specific event. Each event requires such approval.
- Eye and Ear protection is required for all shooting activities involving firearms.

C. Firearm Safety Rules

Rules of Safe Shooting

ALWAYS keep the firearm pointed in a safe direction.

ALWAYS keep your finger off the trigger until ready to shoot

ALWAYS keep the firearm unloaded until ready to use.

Rules of Safe Handling

Know your target and what is beyond.

Be sure the firearm is safe to operate.

Know how to use the firearm safely.

Use only the correct ammunition for your firearm.

Wear ear and eye protection as appropriate.

Never use alcohol or drugs before or while shooting.

Always store firearms so that they are not accessible to unauthorized persons.

Certain types of firearms and many shooting activities require additional safety precautions.

D. General Range Safety Rules.

Know and Obey **all** range rules.

Know where others are at all times.

Shoot only at authorized targets.

Do not handle a firearm or stand in front of the firing line where firearms are present while others are downrange.

Stop shooting immediately upon the command **“CEASE FIRE.”**

E. Hygiene Guidelines and Special Concerns

Refrain from eating, drinking, applying makeup, or placing your hands in the proximity of your mouth or nose while on the range firing line or forward of the firing line.

Smoking, vaping, or use of other tobacco products is to be done in your vehicle

Cleaning firearms is only permitted on the firing line. Range must be Hot.

Ensure that you wash your hands thoroughly with lead-removing wipes and/or soap and cold water if you decide to eat, drink, smoke, apply makeup, or place your hands in the proximity of your mouth or nose, and prior to leaving the facility.

Wash and restroom facilities are located in the training trailer

Change and wash clothing after a shooting or firearm cleaning session to minimize exposure to airborne lead or solvent and cleaning product residues.

Pregnant women and others who have health concerns should consult a physician before visiting shooting ranges.

F. General Outdoor Range Rules

Firearms and any corresponding range use limitations are listed under Range Capabilities pg 6, General Range Rules pg 9, Specific Range Rules G1-G3, and Muzzleloading Safety Rules H

All projectiles must impact the backstop berm unless it is an authorized ground positioned tumbler or similar target.

G 1. Pistol Range Specific Rules

- No other firearms are permitted on this range with the exception of specified firearms allowed by the Board for Pee Dee Wildlife Action for approved events.
- RSO has the discretion to move the shooter to the Rifle Range if using high powered rounds.... Rounds should not be damaging metal targets
- Shooting at authorized metal targets requires 15 yd minimum distance
- Targets used with BB firearms should be paper only w/o wood backstop material to avoid “straight back” ricochet
- Drawing and shooting from a holster is permitted only on the Pistol Range and only under the following conditions:

IN ALL CASES WHEN SHOOTING FROM A HOLSTER

The PISTOL RANGE is the only location where target shooting from a holster is allowed. Remove tables or other obstructions between firing position and target. Shoot and move exercises are not permitted. You must be stationary while drawing, shooting, or reholstering. Keep finger off trigger unless sights are on target and you are ready to shoot. Maximum firing rate not to exceed two rounds per second. Guests are prohibited from drawing and firing from a holster unless it is a Board authorized event

MULTIPLE SHOOTERS ON THE FIRING LINE

Holster qualification is REQUIRED for those who wish to draw and fire a pistol or revolver WITH MULTIPLE SHOOTERS ON THE FIRING LINE. Shooters must be a PDWLA-RSO for this qualification. These rules apply to both pistols or revolvers.

- a) Successful completion of a formal performance evaluation by the CRSO (or designate) who will record the evaluation.
- b) An equipment inspection shall be conducted prior to the performance evaluation.
- c) Holster qualification is valid for the calendar year, provided that no related Safety Violations are cited. Recertification is an annual requirement.

Holster Firing Limitations: (Only exceptions are for Board authorized events)

- a) Holster qualified RSO's will have this qualification shown on the range roster
- b) Holster qualified RSO's are to fire on only ONE target frame and ONE firing lane that corresponds with the shooters position
- c) Maximum of 4 shooters at a time. Minimum distance between shooters is 5 ft.
- d) A dedicated, non-shooting RSO is in charge of the firing line at all times, and will issue all commands to the shooting participants.

Holster Equipment Requirements: (Only exceptions are for Board authorized events)

- a) Holsters designed for small-of-back, cross-draw, shoulder, pocket, appendage, ankle, purse & pouch carry are prohibited when multiple shooters are on the firing line
- b) Holster must be a strong-side hip holster which covers the trigger.

Holster Proficiency Qualification Procedures: Shooter Shall->

- a) Be given standard range commands by evaluating CRSO or designate
- b) Demonstrate proficiency in finger control, muzzle control, drawing, clearing and re-holstering an unloaded pistol or revolver. If the shooter will be using Serpa holster, use of this holster is to be included in the qualification process
- c) Demonstrate the ability to successfully hit a paper target at a distance of ten yards.

Holster Qualification Not Required if a non-certified RSO or non-RSO desires to draw and shoot from a holster provided ->

- a) The shooter must be the only individual on the firing line
- b) Must use belt holster on same hip as shooting hand or pocket holster on same side as shooting hand (strong side holster) Note-Use of a Serpa holster is not permitted unless holster qualified

Drawing and shooting from a Holster in CWP Class

With agreement from the CRSO, the rules pertaining to multiple shooters on the firing line and type of holster may be modified based on class size & number of training assistants

G2. Rifle Range Specific Rules

- Red light is used by the RSO to indicate range is HOT
- Green light is used by the RSO to indicate range is COLD
- Audible alarm is sounded by the RSO to indicate range status is changing
- When RSO declares range is COLD, everyone is to vacate the bench area RED ZONE (Area between the firing line and horizontal red lines placed on the building support posts)
- RSO maintains control of opening and closing the white gate between the firing line and target area
- Targets used with BB firearms should be paper only w/o wood backstop material to avoid “straight back” ricochet

- 200 yard lanes have additional rules as follows
 - ➔ No aiming at the top or over the top of the berms
 - Modern day 22 LR will typically experience 55 inches or less vertical drop

Typical center fire ammo will see only a couple inches to 2 ft vertical drop depending on the cartridge design and associated firearm
 Muzzle loading or black powder rifles may experience 1-3 ft drop depending on the projectile design, powder load, and firearm
 Use specially designed zeroing targets at 25-100 yds to determine the 200 yd elevation drop for your firearm and ammo combination

- ➔ Use only the designated lanes for 200 yard shooting
- ➔ No pistols or revolvers allowed for 200 yard shooting unless the firearm has a fore-end grip area or other secondary grip
- ➔ Standard or hi velocity 22 LR cartridges are the lowest energy cartridge permitted on the 200 yd shooting lanes
- ➔ Maximum target height is 5 ft relative to the adjacent grade elevation

G3. Shotgun Range Specific Rules

- Shotgun Range RSOs must have completed PDWLA Shotgun Range Certification to operate the Shotgun Range facility. This training will cover all the range rules and regulations as well as proper use and operation of the Shotgun-Range. This training is conducted by individual(s) designated by the PDWLA Board.
- This section applies to range operations for all the clay throwing equipment
- Downrange target area must be checked for people before firing commences. Know where others are at all times.
- Action must be open and shotgun completely unloaded, and racked until ready to use at a shooting station. Completely unloaded shotguns have the magazine removed, and all shells or hulls removed from any part of the shotgun. Note: ECI (empty chamber indicator) use is not required for shotguns
- Only legal modern day 12, 16, 20, 28 or .410 gauge shotguns are allowed.
- Must use 6-9 size shot unless patterning
- No single projectile shells are allowed.
- Ground elevation pattern target frame is available for use. Heavy loads are to be coordinated with the RSO. Pistols firing shotshells are to use the patterning target. Only 1 shooter at a time using the patterning target. RSO does not need to be Shotgun Range certified for operation of the pattern target frame. Use paper or cardboard as the pattern target. (Destruction of the wood backstop is UNACCEPTABLE)
- Unless otherwise commanded by the RSO, during a cease fire shotgun is completely unloaded, action is open, and then racked
- If a shotgun or trap malfunction occurs or the house runs out of birds a cease fire must be called. Shotguns must be completely unloaded and action open before any shooter steps off the stations or before anyone traverses the range beyond the safety zone. Safety zone is defined by the line connecting the front edge of the shooting stations and goes behind the immediately adjacent trap houses. For trap shooting, the safety zone is the line connecting the front edge of the shooting stations to the yellow staubs located on the north and south sides of the field.
- **To access the berm area for the high house requires both the Shotgun Range and the adjacent Pistol Range be made “Cold”**

- If a shell misfires, keep the shotgun pointed downrange for a minimum of 30 seconds before unloading. Do not place the misfired shell in your pocket or pouch
- Only clay targets may be used on the Shotgun Range. Clay targets may be commercially purchased and brought to the range (please don't shoot more than you bring) or purchased from PDWLA at a cost per round (25 targets) at a price determined by the Board.
- All persons on the Shotgun Range must refrain from passing or conducting activities in front of a thrower or the open enclosure window or door of an enclosure where one may be in danger of being struck by a clay target.
- Only members who have successfully completed PDWLA Shotgun Range RSO training may enter the clay throwing enclosures. Under no circumstances are guests, or other persons who have not been trained and certified enter equipment enclosures, load clay targets, open doors or windows, retrieve objects from inside the equipment, or operate any of the clay throwing machines.
- Housekeeping must be performed after completing your shooting. (range is "Cold") Hulls must be picked up and placed in the trash container. Empty Clay boxes and other containers must be removed and placed in the trash container
- After shooting & before leaving the Shotgun Range (done by Shotgun Range RSO)
 - Release the arms of the clay throwing machines (**Use Caution - stored mechanical energy**)
 - Turn off the power to the clay throwing machines
 - Roll up any release cords and store in the Low house or block Trap House-as applicable. Store handheld automatic control modules in the trailer
 - Return portable clay throwing machines to the trailer
 - Sweep out the enclosure houses
 - Close and lock enclosure windows and doors.
 - Verify storage trailer is locked closed

H. Muzzleloading Safety Rules

- All Range commands must be obeyed at all times.
- Flintlock shooters are to inform the other shooters when ready to shoot.
Generally, this is accomplished by loudly stating "Flint"
- Bulk Powder must be capped and stored at storage table
- Charge black powder, cap, and prime only at the firing line. Range must be Hot.
- Powder must be loaded into the firearm by means of a single charge measure.
- Pouring powder from flask, horn, or other large container is prohibited.
- Never discharge muzzle loading firearms over or near a loading bench.
- Load muzzle loading firearms only with black powder or an authorized substitute such as Pyrodex.
- Once muzzleloader is capped or primed, the muzzle must be pointed at the target area.
- **DO NOT "BLOW" DOWN THE BARREL TO EXTINGUISH SPARKS.**
- The barrel is recommended to be swabbed with a damp patch between shots to kill any live sparks that may remain in the bore.

- After two falls of the hammer or cock and no main charge ignition it is considered a malfunction:
 - Un-cap or dump the pan,
 - Keep the muzzle pointed down range,
 - Shooter to remain in position for three minutes (3) in case of a hang-fire.
 - Inform the RSO.

I. Administrative Rules & Policies

- The shooting or harassment of any animal is strictly prohibited. Violators of this rule will be ejected from the facility at the discretion of the Range Safety Officer and must petition the Executive Committee within 30 days of violation
- All shooters under 18 years of age **must** be accompanied by a parent or legal guardian except as noted below (*)
 - *Not required for scheduled High School Clay Shooting Team activity if the coach is present**
 - * A Special Hold Harmless Agreement is available for minor relatives of PDWLA RSOs who are not accompanied by their parent or legal guardian. It is to be completed by the parent or legal guardian in advance of the range visit(s). Contact the CRSO for further details**
- **Pistols are not to be used at PDWLA ranges unless the shooter is at least 21 years of age. Only exceptions are if the pistol shooter is less than 21 years of age, the parent (or legal guardian) must be providing direct instruction to the shooter and be a PDWLA RSO (does not need to be the RSO on duty). The Special Hold Harmless Agreement for minor relatives of RSOs who are not accompanied by their parent or legal guardian as noted above may also allow underage use of pistols**
- Remove all trash when leaving the range. Ensure trash is properly disposed of in the correct receptacles. Carting bagged trash or general debris to the county refuse facility for proper disposal is appreciated
- Facilities must be left in a clean and orderly condition after their use.
- Organized club functions may have the priority in the usage of the ranges. (Check the calendar for status).
- All parking will be in designated areas.
- Range Activities are scheduled on the Club master calendar. Calendar is located on the web at www.wildlifeactionpeedee.com Range activity scheduling takes place either at the Monthly Chapter meeting or by presenting a request to the President or Board.

Hours of Operation

- Range shooting hours are Monday thru Saturday 9 am until sundown. Sunday is from 2:00 pm until sundown. RSO must be on duty or designated. Proper sign-in and sign-out is required by everyone. No shooting during a scheduled meeting or scheduled workdays

Enforcement:

Educate to reduce incidents from occurring.

Warning

Warning shall be of the form that politely describes the breach of rules and a polite request for adherence.

Penalties:

Individual may be politely asked to exit the range.

An individual that refuses to exit the range shall be informed that the County Sheriff will be contacted to remove the individual from the range.

Remediation training may be appropriate

Serious infractions may result in suspension of range privileges being revoked without a refund

Range Opening & Inspection Procedures

RSO is to arrive no less than 15 Minutes before the scheduled event

Sign in the appropriate range usage logbook.

Conduct the daily range safety inspection. (Appendix 1)

Provide access to equipment for the firing line. This includes staplers, ear / eye protection, restroom facilities, and First Aid / Trauma Kits.

Review Range Standard Operating Procedures (this document)

First Aid and Trauma Kits should be sealed until ready to use.

Report any missing, outdated, or questionable items to the Chief Range Safety Officer

Check-in Procedures

All attendees need to sign in when they arrive and sign out just before leaving.

Each non-member participant is encouraged to make donation at time of signing in.

Range safety briefing should be performed at this time

Equipment/facility maintenance

Report any damage to the range or equipment to the Chief Range Safety Officer

Range close down procedures.

Ensure that no personnel are remaining on the range and all have signed out.

Remove all equipment from the firing line and secure it within the sign-in booth

RSO is to verify power to Rifle Range status lights, audible alarm, and fans are off at sign-in booth

Perform any needed housekeeping

Sign out, then lock up storage buildings, front and back doors to Training Trailer , and park swing gate(s) locked closed

Range Safety Briefing

All individuals shall have a daily Range Safety Briefing prior to using the range. Shooters who are current RSOs are exempt from this requirement, but are still responsible for compliance to all range safety rules and procedures. Remember each active range still requires a designated RSO who is not permitted to shoot unless he or she is alone on that range ... See Chapter 5 Section A General Rules

If an individual moves to a different range, that person must sign out of the current range and sign into the new range. Range inspection or an additional Safety Briefing by the RSO may be required. Discuss this with the RSO.

Examples of the Range Safety Briefing are included in Appendix 2

All members shall assist the Range Safety Officer with helping guests or fellow members follow the SOPs.

CHAPTER 6: RSO / CRSO Training Requirements

The Pee Dee Wildlife Action Chapter shall have one or more PDWLA Range Safety Officers on duty or designated while a shooting range is open.

Range Safety Officers Personnel Responsibilities:

- Range Safety Officer (RSO) and Chief RSO (CRSO) training shall be in accordance with the National Rifle Association Guidelines.
- Range Safety Officers are permitted to carry a holstered firearm while on-duty at their discretion. This firearm may be carried in plain view or concealed. RSOs that carry a firearm on-duty have the understanding that they are carrying for self-defense of their own person or the defense of others, and not for the defense of the property. **Federal, State, and Local Laws apply**
- RSO's who open or concealed carry (CWP) while on range duty are encouraged, but not required to have Holster Qualification (ref Section G1 Pistol Range Specific Rules)
- All shooting activities will have at least one or more **PDWLA** range safety officer(s)
- All Range safety officer(s) must have successfully passed the NRA Range Safety Officer class conducted by PDWLA or otherwise be a NRA Certified RSO who has been vetted by the CRSO. **Maintaining NRA certification is optional for PDWLA RSOs.**
- Range Safety Officer Training Class Instructors and the Chief RSO must be certified by the National Rifle Association and maintain that certification.
- The RSO on duty shall have complete control of the range in use. **It is strongly recommended that the RSO (or their designate) stay in close proximity to the firing line and racked firearms AT ALL TIMES.** This is to provide additional security from possible nefarious activity
- RSOs who have a scheduled Rifle Range (or Pistol Range) session shall open up the other range if requested providing their scheduled range is not in use.

Chief Range Safety Officer Responsibilities:

- Verify members NRA or RSO / CRSO Instructor certification status as needed
- Maintain list of RSOs who have been Shotgun Range or Holster certified
- Update SOP and Safety Rules as appropriate
- Co-ordinate / Conduct PDWLA RSO and related training
- Support PDWLA sponsored events (including WLA, CMP, and related)
- Enforcement activity with PDWLA Board as appropriate

CHAPTER 7: PDWLA Guest and Membership Policy

Guests

Wildlife Action is a private nonprofit 501 c(3) tax exempt conservation organization foundation. Pee Dee Wildlife Action Chapter range access is limited to PDWLA Local Park members current with their annual WLA membership and Local Park Fees. Only special events are open to the public.

Guests are allowed. Guests should be friends or relatives. Sponsoring member must be a **Pee Dee Wildlife Action RSO** and must be present with the guest(s). Guests should be of good character. Guests should be from out of town (greater than 50 miles).

Guests must be properly signed in and receive the applicable range Safety Briefing by the RSO prior to using the range facility. Guests are the responsibility of the sponsoring RSO. Abuse of guest privileges will be addressed on a case by case basis

Since range operation requires funding for fixed costs as well as costs associated with normal wear and tear, **donations are appropriate and appreciated. Suggested amount is posted.**

New Members PDWLA

The Pee Dee Wildlife Action facilities offer a safe operation with great amenities at reasonable cost compared to other facilities in the area. It is staffed, operated, and maintained entirely by volunteers. Membership in the PDWLA is obtained by successfully completing an application to WLA (National) and being assigned to the Pee Dee Chapter. Family membership is available. Typically dependents 18 or older are required to have their own WLA membership unless they are still in High School. Students participating in youth shooting sports are also exempt from this age requirement. Note-This membership alone does not allow range access.

New Members to PDWLA Local Park (membership required for range use)

Local Park Membership is an option available to all WLA and PDWLA chapter members. Local Park membership is a privilege that involves significant responsibility and commitment. Local Park fees are listed on the web page and are subject to change. Individuals (unless they are a guest) must be a member of the Local Park to use the Range Facilities. Individuals 18 or older are required to have their own PDWLA Local Park membership. High School students or students participating in youth shooting sports are exempt from this age requirement.

Chronological steps to become a new member of Pee Dee Chapter Wildlife Action Local Park

1. Inquire if PDWLA Local Park openings are available (membership openings may be limited)
2. Must provide 1 letter of recommendation to the PDWLA Board that attests to the good character of the candidate. The recommendation letter must be from a PDWLA Local Park member in good standing who will serve as the candidate's sponsor for membership.
3. Candidates with a valid CWP are preferred. All candidates must be willing to submit to a background check. Background check is at the discretion of the Board. Background check may be required even if the individual has a CWP. If a background check is performed, a background check fee must be paid at this point for the new membership process to continue.
4. Candidate should attend at least one monthly meeting for introduction to the membership and

learning more about PDWLA and Local Park operation

5. Candidate is **accepted for PDWLA Local Park membership** by the Board
6. Candidate **becomes a PDWLA Local Park member** after joining WLA, paying any local Pee Dee Chapter Local Park initiation fee in effect, and paying the annual Pee Dee Chapter Local Park Fee for the calendar year. Hunt Club membership may also be an option if openings are available (additional annual fee required)

- Total Fees = WLA membership + Background check fee (if performed) + Initiation + Local Park Fee + Hunt Club Fee (optional)
- Scholarship funds or fee waiver(s) may be possible if candidate expresses hardship condition to the PDWLA President and funds are available
- New membership is not transferable. Fees or membership costs are not prorated or refundable

Reinstatement of Former PDWLA Members

Members who have left WLA can rejoin at any time and be reattached to the PDWLA Chapter provided they left in good standing. If the individual wishes reinstatement to the Local Park (shooting privileges), they can make this request to the PDWLA Board for approval. If the individual was not originally a Local Park member, at the Board's discretion they may be asked to go thru the vetting process indicated previously. An initiation fee (if in effect) may be required to join the Local Park. A reinstatement fee may be required for former Park Members to rejoin the Local Park.

Current Members PDWLA Local Park

- To maintain good standing with all rights and privileges, members must keep WLA membership and local Pee Dee Park Fee current for the calendar year. **Use of the range facility as a guest is not an option if Park Fee is not paid. Park fee must be paid by Feb 28th of the calendar year. A late fee may be assessed if payment is not received by that date. A reinstatement fee may be required if the member has already been removed from the PDWLA Local Park Roster**
- For RSO's to maintain good standing with all rights and key privileges, minimum volunteer hours for the previous calendar year must have been met (as set by the PDWLA Board) or the Park Key for the following year will not be issued. If an RSO has lost key privileges due to lack of volunteer hours (not a hardship situation), the individual may petition the Board for early reinstatement of key privileges.
- RSO's must schedule and supervise at least (1) three-hour weekend RSO session as part of their annual volunteer commitment. Hardship cases are to be presented to the PDWLA President for approval.
- RSOs who repeatedly do not satisfy the minimum volunteer hours (not hardship related) are subject to additional PDWLA Board action

- NRA certification status can be verified by logging in to the NRA database www.nra.org/training
- Membership is not transferable. Fees or membership costs are not prorated or refundable

WLA membership only:

Annual or Life Membership in WLA only is a limited membership option. Supporting the objectives and beliefs of the organization is greatly appreciated. Unfortunately, this membership category alone does not provide member access to the Pee Dee Chapter's Local Park shooting ranges.

Continued next page

Range and Facility Use by Nonmember Groups

PDWLA Range and surrounding lands are a private facility. However, there are occasions other than listed on pg 2 when non-member groups will be allowed use of the facilities as outlined below. When these events occur, the Board will determine if normal facility use by Park Members will be restricted.

- A. YOUTH groups** affiliated with scouting, church, school, community, or related organizations may use the range or other park facilities provided the event is sponsored by a PDWLA member in good standing. The following conditions apply....

PDWLA Board must approve the event. (Group size may be restricted)

No fees are charged. Donations will be accepted.

A liability release agreement must be signed by each participant. The parent or legal guardian must sign for individuals under 18

PDWLA sponsor must be on site at all times while the group activity is underway. The PDWLA SOP must be followed

For range use, adequate PDWLA RSO coverage must be arranged by the sponsor and be appropriate for the group size and experience level.

Adult supervision of the group must be appropriate for the activity and experience level of the group for non-shooting activity as well...such as for hiking, camping, canoeing, archery, etc.

Facilities must be clean and equipment properly stored before leaving PDWLA.

- B. ADULT groups** affiliated with churches, school, workplace, community, or related organizations may use the range or other park facilities provided the sponsor is a PDWLA member in good standing. If the activity includes range use, the sponsor must be a PDWLA-RSO in good standing. The following conditions apply...

PDWLA Board must approve the event. (Group size may be restricted)

A liability release agreement must be signed by each participant.

The PDWLA sponsor must be on site at all times while the group activity is underway.

Each participant must pay a one-time use fee equal to the cost of a WLA membership if they are not already a member of WLA. This fee can be applied toward the participants National Wildlife Action member dues during the event if the individual wishes to join our local chapter. The WLA membership applications must be filled out the day of the event for the fee to apply. This fee is good for the calendar year. **The Board has the discretion to waive the WLA membership requirement and fee**

If the activity includes range use, the PDWLA sponsoring RSO will be in charge.

Additional RSO coverage should be arranged by the sponsor as appropriate for the activity and experience level of the group. Other than the WLA or Park membership requirements, the PDWLA SOP is to be followed. No force on force or related active shooter drills are permitted.

The group organization can use the facility under the above criteria no more the 1x per calendar year, otherwise appropriate membership is required by the participants.

Facilities must be clean and equipment properly stored before leaving PDWLA.

APPENDIX 1: Daily Outdoor Range Inspection Guide

Range inspected: Pistol Rifle Shotgun (circle applicable)

RSO is to use this page as a checklist.

Range is not to be used until this activity is completed and any issues corrected.

This information is used by RSO to complete sign in sheet Appendix 5 column 6.

Notify CRSO or PDWLA President if the problem(s) are not readily correctable

Discard this completed guide after corrective actions have been performed.

Pistol and Rifle Ranges	Shotgun Range Items
Ensure that the down range area clear of individuals	Same
Backstop/Impact Area Inspected	Same
Target Frames/Mounts in Good Repair	N/A
Firing Line Marked	Same
Shooting Benches/Tables Inspected	Shooting Stations Inspected
Spectator Area Designated	Same
Supplies Available	Same
RSO Control Area Centralized	Same
First-Aid Kit Filled/Accessible	Same
Range Rules Posted	Same
Gun Racks Available	Same
Trash Receptacles Available	Same
Brass/Dud Buckets Available	Same
Wash Area Identified	Same
	Cords safely routed
	Machine(s) in safe working order

Comments (include name and date)

Range is not to be opened if problem items are not corrected

APPENDIX 2: Typical Range Safety Briefing

Range Safety

Identify all Range Officers.

Purpose of the Event.

Example:

Open shooting.

Recreational

Zeroing firearms.

Match.

Training session.

Hunter Education Range activity.

Skeet Shooting

Range Layout and Limits

Restroom facilities

Spectator area.

Ready or pack up area (is on firing line)

Firing Line.

Safety berms.

Backstop.

Range Safety Rules.

Always keep the firearm pointed in a safe direction.

Always keep your finger off the trigger until ready to shoot

Always keep the firearm unloaded until ready to use.

Know the target and what is beyond

Be sure the firearm is safe to operate

Use only the correct ammunition

Wear ear and eye protection as appropriate

Never use alcohol or drugs before or while shooting

Store firearms so that they are not accessible by unauthorized persons

Know and obey all Range rules

Know where others are at all times

Shoot only at authorized targets

Do not handle a firearm or stand at the firing line, where firearms are present while others are downrange.

3 minute prep time is conducted at the firing line to uncase (recase) firearms... Firearms remain unloaded with actions open (if it will stay open), and magazines or clips unattached. Nobody goes forward of the firing line.

Brass can be picked up only while range is "Cold"

Stop shooting immediately upon the command "**CEASE FIRE**"

APPENDIX 2: Typical Range Safety Briefing -continued

Firing Line Commands

To ensure that firing line commands are consistent; the following commands are to be used. The commands may vary depending upon the course of fire being shot. Standard range commands will be the normal commands used for all firing lines *except* when competition rules override them.

Standard Pee Dee Wildlife Action Firing Line Commands:

- “Cease Fire”
- “Bench your Firearm”
- “The Range is Cold”
- “3 minute prep time”
- “The Range is Hot”
- “Commence Fire”

Emergency Procedures

- Review the Emergency Procedures

Commands that can be given by anyone.

- “CEASE FIRING”

Review any applicable range specific rules such as.....

Rifle range - RSO will illuminate the Red Light while range is “Hot”

- RSO will illuminate the Green Light while range is “Cold”

- RSO will sound the audible alarm to indicate change of range status

- RSO will open and close the white gate between the firing line and target area

- When range is COLD, everyone is to vacate the bench area RED ZONE

**For additional Pistol or Rifle Range Safety Briefing items refer to
SOP Chapter 5 Sections G1&G2 Pistol or Rifle Range Specific Rules**

**For additional Shotgun Range Safety Briefing items refer to
SOP Chapter 5 Section G3 Shotgun Range Specific Rules**

APPENDIX 3: Emergency Report Sheet

EMERGENCY REPORT SHEET

To be turned into the Secretary

EMERGENCY COMMUNICATION CONTACTS

EMS	911 or 843-669-3911
FCO Sheriff	911 or 843-669-3911
Fire	911 or 843-669-3911
Poison Control Center	911 or 843-669-3911
SCDNR Game Warden Dispatcher	1-800-922-5431
PDWLA President	Posted - Get emergency help first
PDWLA CRSO	Posted - Get emergency help first

Immediate Response for Injuries or Illness.

Call a cease-fire if the injured is near the firing line. Ensure that **all** firearms are unloaded & clear
The RSO will coordinate.

Notify 911 and provide the following information:

 Specific Location or address of incident with directions.

Location: _____

Address: _____

Directions: _____

Telephone Number calling from: _____

Caller's name: _____

What happened:

Possible hazards for rescuers

Number of people injured or ill: _____

Condition of injured or ill:

First Aid Provided:

APPENDIX 3: Emergency Report Sheet-continued

Wait for 911 to hang up first.

First Aid Provider Will:

Identify self to the injured

Inform injured of training (American Red Cross Standard First Aid & CPR).

Offer Aid to Injured

Receive verbal permission from injured (if adult), or parent/guardian (if child) *prior* to giving care

Refrain from giving aid to person that is conscious whom objects

Assume implied permission if person is unconscious or unable to respond

Assume implied permission if person is a child with a serious injury and a parent or guardian cannot be contacted.

Move injured only if life is endangered

Check injured for life threatening condition before providing care. Provide care only within level of training.

Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed to by EMS or Poison Control Center.

RSO or his designate will retrieve the first-aid kit located at the Rifle Range sign in booth

If the accident involves a gunshot or serious archery injury, RSO will notify police and preserve the scene as it appeared at the time of the incident, plus secure the injured person's gear.

RSO or his designate will go to the range entrance and direct EMS personnel to the injured and remain until the last emergency vehicle has departed the scene.

Coordination

The RSO will supervise the situation and ensure fulfillment of emergency procedures by:

Getting names of witnesses

Tasking witnesses to write statements

Notify next of kin once EMS has examined the injured and prepared for transportation to a medical facility, *only if requested by victim*.

Completing injury report forms

Notify the President of Pee Dee Wildlife Action and CRSO concerning the activation of the emergency plan

Notifying insurance company (assist as appropriate)

Evaluating emergency plan for possible revisions

Filing copies of the injury report forms with records as appropriate.

If appropriate, a media spokesperson will be designated by the Board.

Individual members are requested to refrain from media comment.

APPENDIX 4: Injury Report Form

EMERGENCY MEDICAL REPORT

INCIDENT DATE _____ TIME _____ LOCATION _____

NAME of PATIENT _____ DATE OF BIRTH _____

ADDRESS _____

CITY _____ STATE _____ SEX _____ PHONE _____

EMERGENCY CONTACT _____ RELATIONSHIP _____

PHONE NUMBER _____

TYPE OF EMERGENCY (**CHIEF COMPLAINT**) _____

WHAT WERE YOU **TOLD**? _____

ALLERGIES: _____ **MEDICATIONS** _____

WHAT DID YOU **OBSERVE**? _____

WHAT IS YOUR **ASSESSMENT** OF THE PROBLEM? _____

WHAT DID YOU DO FOR THE PATIENT? _____

911 CALLED? **YES/NO**. TIME OF ARRIVAL _____ UNIT NUMBER _____

SIGNATURE _____ DATE _____

WITNESS SIGNATURE _____ DATE _____

USE REVERSE SIDE FOR ADDITIONAL SPACE. MORE ON REVERSE? **YES/NO**

APPENDIX 4: Injury Report Form-continued

BACK SIDE OF INJURY REPORT FORM FOR USE AS NEEDED

APPENDIX 5: Hold Harmless Agreement

Wildlife Action agrees to allow the use of Park and Range upon the following understanding agreement, assumption, certification, and release by the member or guest

I agree that I will not allow it to be used by persons other than myself, without the express written consent of WLA

After receiving and understanding the Range Safety Briefing as well as reviewing and understanding the posted rules, I voluntarily assume all risk of accident or damage to my person or property, which may be incurred from or be connected in any manner with my use of the Wildlife Action Park and Range. I also agree to follow safety instruction, rules, and suggestions presented to me. If I am a Pee Dee Wildlife Action Chapter Range Safety Officer (RSO), I accept personal responsibility for these same requirements being met, even if I did not receive a safety briefing by another RSO.

I hereby release Wildlife Action and its affiliates, agents, employees, and the property owners from all claims, demands, actions, causes of actions, and from all liability for damage, loss or injury (of whatever kind, nature, or description) that may arise out of or I may sustain in connection with my use or operation from WLA

I further agree to indemnify and save harmless Wildlife Action, it affiliates, agents, employees, and the property owners from all claims, demands, actions, causes of action, or causes of action including, attorney's fees, expenses and costs of myself or of third parties of whatsoever kind or nature which may arise out of or be in any manner connected with or caused by my use, operation or from Wildlife Action. This release and indemnification shall be binding upon my heirs, administrators, executors, and assigns

By signing this document, I certify that I have received and understand the Range Safety Briefing as well as reviewing and understanding the posted rules plus having read, understand, and accept this agreement and release with its contents and intents. I am signing the reverse side of this document for myself and as the parent or legal guardian for any members of my group under the age of 18. If I am a Pee Dee Wildlife Action Chapter RSO I waive the requirement for a Range Safety Briefing for myself if it was not performed by another RSO and I accept this personal responsibility.

Revision History

Original document issued	10-8-2010
General update	2-17-2015
General update	12-5-2017
General update for 2019	11-12-2018
General Update for 2021	3-20-2021
General Update for 2025	3-28-25
Updated Table of Contents	pg 1
Preamble – minor updating and signature revision	pg 2
Updated SOP approvals and dates	pg2
Safety Plan - Added Trauma kit	pg5
Range Capabilities	Changed Skeet Range name to Shotgun Range pg 6 and throughout SOP Added 22 caliber rimfire rifle as allowed firearm on Pistol Range. pg 6 Added Archery range and related details pg 6
General Rules	3 min Prep Time clarified pg 8 Horn changed to audible alarm pg 8 Clarified name tag availability pg 8 Added option to rotate RSOs if scheduled RSO wants to shoot - pg 8 Added bump stops, binary triggers, and similar devices pg 9
G1 Pistol Range Rules	Added paper target details for BB firearms pg 11 Added Board related details for Holster Shooting pg 11-12 Added holster detail for CWP Training activity pg 12
G2 Rifle Range Rules	Added paper target details for BB firearms pg 12 For change of range status replaced horn with audible alarm pg 12
G3 Skeet Range Rules	Section renamed Shotgun Range Rules and altered procedure to accommodate additional equipment purchases (called clay throwing equipment) and automation pg13-14 Added RSO requirement for patterning frame and related use details pg 13 Clarified hull disposal pg 14
Section I Administration Rules and Policies	Modified underage shooter requirements pg 15 Made separate section for Hours of Operation pg 15
Minor wording changes	pg 16
Chapter 6 RSO / CRSO Training Requirements	Concealed carry permit requirement deleted pg 17 NRA certification requirements modified pg 17 Firing Line & Rack supervision reqmt added pg 17

Revision History - continued

Chapter 7- Guest and Membership Policy	Minor changes	pg 18
	WLA age requirement clarified for High School student membership	pg 18
Current Park Members	Deleted sentence with NRA RSO registration requirement	pg 20
Minor wording changes		pg 19-21
Changed Adult Group fee to be current WLA Membership pricing		pg 21
Added serious archery injury		pg 26
Deleted 11/12/18 and 3/20/21 revision page details		pg 33