



# **PUTNAM COUNTY GUN CLUB**

## **STANDARD OPERATION PROCEDURES (SOP)**

**CREATION:** February 2026  
**ADOPTION:** April 2026  
**REVISION:** May 2026  
**REVISION:**  
**REVISION:**

## **SCOPE OF CONTROL**

- A. This document shall be the written regulation for all activities/events at PCGC. This procedure outlines the rules and regulations governing the use of the gun range located at the physical address of 750 Glock Lane, Eleanor WV 25070.
- B. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

## **MANAGEMENT OF CHANGE**

- A. This SOP shall be reviewed by the Executive Board and PCGC membership regularly to ensure that it complies with all local, state and national laws, as well as accepted best practices for discipline style shooting events.
- B. If a change in this SOP is found necessary, the Executive Board shall revise the SOP and submit changes for approval via Executive Board vote at one of the regularly scheduled Executive Board meetings.
- C. Requests for SOP changes by membership must be submitted in writing to the Executive Board to be reviewed and voted on.
- D. The most recent SOP posted to the website will serve as the official SOP for the range. Past SOP documents may be posted as archived documents only.

## **GENERAL**

- A. The range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports.
- B. It is the responsibility of members and guests to become familiar with and agree to follow the range safety rules and procedures prior to using the range.
- C. The range safety rules and procedures help reduce or eliminate unsafe incidents from occurring at the range.
- D. All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with an approximate date/time as well as a person/vehicle description, if possible, to any member of the Executive Board.

## **RANGE RULES**

### **1. GENERAL RULES—These rules apply to the entire property**

- A. It is the members' responsibility to read, understand, and follow all rules of the club. Members should read or re-read all posted signs for the range they choose to use on every visit.**
- B. Observe all posted speed limits when accessing the property. We must be good neighbors to the community.
- C. Range hours of operation will be 7am to 9pm. Exceptions to this may be made by the Executive Board to members on an individual basis with written authorization only.

- D. Gate Access –
  - a. All members must scan in using their access card. New members may be given a temporary access code.
  - b. Members are prohibited from giving anyone else their card or temporary access code unless in an emergency.
- E. Guest Policy –
  - a. Members are allowed to bring as many guests as they can be responsible for.
  - b. Guests must sign a waiver once every 12 months. Minor waivers must be filled out and signed by the parent or guardian of the minor. Guests must have a current signed liability waiver on file before using the range. This includes spectators.
  - c. Members must remain on the same range as their guests and within arms reach of any minor that is actively firing a firearm.
- F. Prohibited items –
  - a. Alcohol
  - b. Illegal Drugs
  - c. Legal drugs that impair movement or cognitive abilities
  - d. Exploding targets i.e.- Tannerite or similar
  - e. Rolling or skipping targets
  - f. Incendiary ammunition i.e. – tracers, boutique shotgun rounds
- G. Choose the appropriate range for the planned shooting activities – SEE INDIVIDUAL RANGE RULES
- H. Full Auto and/or Forced Reset Trigger (FRT) is prohibited on all shared ranges – Cowboy, Liberty, Small Bore & Rifle Range or any other shared range.
- I. Always follow the 4 rules of firearms safety-
  - a. Treat all firearms as if they're loaded
  - b. Never let the muzzle point at anything you are not willing to destroy
  - c. Keep your finger off the trigger until your sights are on target and you have made the decision to shoot
  - d. Know your target and what lies beyond.
- J. Eye protection is required for all individuals while on the property i.e. – safety glasses, shooting glasses, prescription glasses, sunglasses
- K. Ear protection is required for all individuals at or near a firing line.
- L. All firearms shall remain cased or holstered unless at a firing line.
- M. The assumed firing line will be the covered tables unless designated otherwise and agreed upon by all persons using that firing line.
- N. No person shall climb any berm for any reason.
- O. No person shall go down range of any firing line unless a cease-fire has been called and recognized by all people at the line.
- P. During a cease fire, no firearm handling may occur. All firearms shall be laid down, unloaded, with actions open and remain at least arm's length away while any person is down range of the firing line. Cased or holstered firearms may be carried.

- Q. No muzzle of an uncased or unholstered firearm is allowed to exceed parallel of the rear berm of the bay in use (known as the 180° rule).
- R. No vehicles are allowed on the individual ranges, beyond the covered table, even if graveled. Park vehicles away from ranges in safe parking areas. The only exception is the driving out to set/retrieve targets on the rifle range. Stay on graveled areas when possible.
- S. Remove all trash from the bay/shooting area when activities are complete.
- T. Steel Target Use
  - a. Pistols calibers are allowed for use on steel targets located at least 7 yards from the muzzle or further.
  - b. Rifle calibers are allowed for use on steel targets located at least 100 yards from the muzzle or further.
  - c. Birdshot and Buckshot are allowed for use on steel targets located at least 7 yards from the muzzle or further.
  - d. Shotgun slugs are allowed for use on steel targets located at least 100 yards from the muzzle or further.
  - e. Armor piercing/penetrator/steel core are prohibited from use on any steel target.
- A. Rifle calibers that produce over 5,000 ft. lbs. of energy are prohibited on all steel targets (50 BMG, 416 Barrett, 408 Cheytac, etc.).
- U. Shooting across any range diagonally is prohibited. Exceptions can be made for discipline matches where special provisions will be made to make sure it's safe to do so.
- V. All targets shall be placed so that bullets impact the rear most berm of any shooting bay/range. Bullets must never be allowed to impact the graveled area or side berms/walls. Exceptions can be made for discipline matches where special provision will be made to make sure it's safe to do so.
- W. Use only approved targets - Paper/cardboard/steel/biodegradable clay targets only. Use of bottles, cans, glass or general trash is prohibited.
- X. Use only approved target stands/sticks or holders. **DO NOT use barrels, barricades, walls or any other shooting props to hold targets.**
- Y. Targets may be stapled, pinned or adhesive backed to target backers. Do not use screws or nails.
- Z. Fired bullets must never be allowed to leave the range.

## 2. Action Shooting Bays—Bays 1-6

- A. Are considered private use ranges and are available on a 1<sup>st</sup> come/1<sup>st</sup> served basis unless reserved for LEO training or matches.
- B. **Rifle calibers and shotgun slugs are strictly prohibited from shooting at steel targets in these bays.**
- C. Pistol calibers, rimfires, shotgun birdshot and buckshot ammunition are allowed on paper, cardboard and steel (located at least 7 yards from the muzzle).
- D. Rifle calibers are allowed on paper or cardboard targets only.

- E. The firing line can be determined by the shooter as long as everyone in the party understands where the firing line is. No one behind the shooter can handle any firearm unless they are at a safety table and pointing their firearm in a safe direction.
- F. Drawing from a holster is allowed as long the shooter is at the designated firing line and can do so safely without breaking the 180° rule.
- G. No vehicles are permitted in the bay.
- H. **In Bay 6**, no person is allowed to proceed past the end of the concrete wall on the right side of the bay. This could expose someone to live fire from the cowboy range.
- I. **Full auto and forced reset triggers are allowed in these bays only. It must be aimed fire and done in such a way that bullets impact the rear berm and do not leave the range.**

### 3. SMALL BORE RANGE

- A. This is a shared firing line range.
- B. Pistol calibers are allowed on paper, cardboard and steel (located at least 7 yards from the muzzle).
- C. Rifle calibers are allowed on paper, cardboard and steel (located at least 100 yards from the muzzle).
- D. Shotgun – birdshot & buckshot is allowed on paper, cardboard, steel (located at least 7 yards from the muzzle) and biodegradable clays. Slugs are allowed on paper, cardboard and steel (located at least 100 yards from the muzzle). Slugs are prohibited when shooting at flying skeet.
- E. Rimfire calibers are allowed on paper, cardboard and steel (located at least 7 yards from the muzzle)
- F. The red line painted on the forward most part of the concrete under covered area will serve as the designated firing line. Shooters may rest on the tables (standing), prone on concrete or seated at one of the shooting benches while firing. Only exceptions – exceptions can be made by match directors for match disciplines.
- G. Drawing from a holster is NOT ALLOWED. Exceptions can be made by match directors for match disciplines only.
- H. Fully Automatic Fire and Forced Reset Trigger use is prohibited on this range without written authorization from a board member.
- I. No vehicles are permitted in the bay.

### 4. BUFFALO FLATS – Cowboy Range

- A. This is a shared firing line range.
- B. **NO BOTTLE NECKED CARTRIDGES or SHOTGUN SLUGS.** Rifle caliber and shotgun slug ammunition are prohibited on the cowboy range. Exceptions can be made by match directors for match disciplines only.
- C. Pistol calibers, rimfires, shotgun birdshot and buckshot ammunition are allowed on paper, cardboard and steel (located at least 7 yards from the muzzle).
- D. The covered table will serve as the designated firing line. Exceptions can be made by match directors for match disciplines only.

- E. Fully Automatic Fire and Forced Reset Trigger use is prohibited on this range without written authorization from a board member.
- F. No vehicles are permitted in the bay.

## 5. LIBERTY RANGE

- A. This is a shared firing line range.
- B. Shooters must verify that no one is in the building and call a ceasefire if necessary, before going down range. Do not walk down range from outside the building without verifying that building is empty.
- C. **NO BOTTLE NECKED CARTIDGES or SHOTGUN SLUGS.** Rifle caliber and shotgun slug ammunition are prohibited on the Liberty Range. Exceptions can be made by match directors for match disciplines only.
- D. Pistol calibers, rimfires, shotgun birdshot and buckshot ammunition are allowed on paper, cardboard and steel (located at least 7 yards from the muzzle).
- E. The front edge of the concrete will serve as the designated firing line. Shooters will open the door of the desired shooting lane and slide the table into the opening. Exceptions can be made by match directors for match disciplines only.
- F. Please verify all doors are closed, lights are off, and thermostat is set back to where you found it before leaving the range.
- G. Fully Automatic Fire and Forced Reset Trigger use is prohibited on this range without written authorization from a board member.
- H. Drawing from a holster is NOT ALLOWED. Exceptions can be made by match directors for match disciplines only.
- I. No vehicles are permitted in the bay.

## 6. RIFLE RANGE

- B. This is a shared firing line range.
- C. Pistol calibers are allowed on paper, cardboard and steel (located at least 100 yards from the muzzle). Exceptions can be made by match directors for match disciplines only.
- D. Rifle calibers are allowed on paper, cardboard and steel (located at least 100 yards from the muzzle).
- E. Shotgun – birdshot & buckshot is allowed on paper, cardboard, steel (located at least 7 yards from the muzzle) and biodegradable clays. Slugs are allowed on paper, cardboard and steel (located at least 100 yards from the muzzle).
- F. Rimfire calibers are allowed on paper, cardboard and steel (located at least 7 yards from the muzzle)
- G. The shooting benches in the covered area will serve as the primary firing line.  
The concrete pad in front of the primary firing line may be used as a secondary firing line provided that no other shooter is using the primary firing line. The primary firing line will take precedence of the firing lines. Exceptions can be made by match directors for match disciplines only.

- H. Drawing from a holster is NOT ALLOWED. Exceptions can be made by match directors for match disciplines only.
- I. Targets may only be placed on or directly in front of the target backers at each of the locations – 50, 100, 200, 300 & 400 yards. **Targets cannot be affixed onto or on top of the wood framing.** Exceptions can be made by match directors for match disciplines only.
- J. Targets may not be placed any farther than the rear berm at 400 yards.
- K. Steel targets must not be placed at the 50 yard line
- L. All shooters must utilize support when shooting past 300 yards to ensure that the butt of the gun cannot drop and allow bullets to impact beyond the 400 yard berm.
- M. Shooters must be sighted in and have a full understanding of the ballistics of their gun and ammunition combination before attempting to fire at targets further than 100 yards. Shooters must have the expectation of hitting the target they are aiming at. It is irresponsible to make uneducated guesses when firing live ammunition.
- N. Rifle calibers that produce over 5,000 ft. lbs. of energy require written authorization from a board member. (50 BMG, 416 Barrett, 408 Cheytac, etc.)
- O. Fully Automatic Fire and Forced Reset Trigger use is prohibited on this range without written authorization from a board member.

## **7. SOCIAL MEDIA POLICY**

- A.** All social media posts can and will be used as evidence of any safety rule infractions while on PCGC property.
- B.** If a member is caught in either photo or video breaking any PCGC range rules on PCGC property, membership will be suspended immediately via access card being disabled. The member will be contacted by a member of the Executive Board and asked to remove said post(s) and asked to attend another safety orientation. The person conducting the safety orientation/re-training will make a recommendation on whether suspension should be upheld or not.
- C.** If member refuses to remove post(s) and attend mandatory re-training, membership will be suspended indefinitely and potentially trespassed from PCGC property.

## **LEAD**

### **1. LEAD MITIGATION-**

- A. At the direction of the Executive Board, a company will be brought in to perform “mining” operations throughout the range to recover metals. A mining company shall be consulted at a minimum of once every 5 years.

### **2. LEAD ABATEMENT-**

- A. As a condition of the property lease, funds will be deposited annually to Putnam County to perform lead abatement should the range ever cease to exist.

## **TRAINING**

It is intention of PCGC to provide a facility that is safe and welcoming for members, law enforcement, and outside instructors to train and qualify.

Members – members are encouraged to train while adhering to all the rules contained within this document.

Law Enforcement – Law enforcement groups, operating in an official capacity, are encouraged to use PCGCs facility while following their own or our SOPs (whichever is more stringent).

Enrollment Classes – Any instructor desiring to have classes within the PCGC facility are required to provide proof of insurance naming PUTNAM COUNTY GUN CLUB as additionally insured, submit curriculum for review/approval by the Training Officer, submit approved waivers signed by all students attending the class. All rules contained within this SOP are applicable.

All instructors, Law Enforcement or Open Enrollment, must, at a minimum, have a verbal Emergency Action Plan (EAP) in place prior to or at the very beginning of any training or qualification that takes place at PCGC. See Emergency Action Plan section for EAP requirements.

## **AUTHORIZED MATCHES**

It is the intention of PCGC to attract and host organized shoots and competitive matches. These are shoots and matches such as USPSA, Steel Challenge, Cowboy Action, NRA Hi-Power, PCSL, PRS and more. It is also the intention to work with organizations such as the National Rifle Association, National Shooting Sports Foundation, & 4-H.

The PCGC Executive Board will designate a Match Director to oversee a given shoot/match. The Match Director may be a member of PCGC or a designated person from a 3rd party having a vested interest in the shoot/match. If the Match Director is a designated person from a 3rd party, a PCGC Member will be designated as a liaison to the 3rd party in support of the shoot/match.

All events must be scheduled and planned out with PCGC Executive Board to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoot/matches take precedence over any individual or personal activity.

The Match Director is tasked with:

1. Conducting competitive shoot/matches within the planned schedule approved by PCGC Executive Board.
2. Ensuring all necessary resources such as RSO and any other needed safety personnel are in attendance while the shoot/match is taking place.
3. Conducting the shoot/matches with the primary goals of safe shooting for the participants and the prevention of projectiles leaving the range.

### **Clubhouse Reservations and Rental**

1. Members must contact a member of the board to reserve the Clubhouse
2. A rental fee of \$50 is required to rent the Clubhouse and one range for all paid training classes and events.
3. The rental fee may be waived for non-profit or free events with Executive Board approval.

### **Emergency Action Plan**

Purpose – The purpose of an Emergency Action Plan is to have a written plan (verbal at a minimum) in place prior to any emergencies that could take place.

Requirements –

- a. A designated primary first aid/CPR provider. This individual should be the most highly trained first aid provider that is willing to accept this responsibility.
- b. A designated secondary first aid/CPR provider. This individual should be the second most highly trained first aid provider that is willing to accept this responsibility should anything happen to the primary first aid provider.
- c. A designated primary 911 caller. This individual should be familiar with the range and have a developed plan for contacting and be capable of calmly instructing a 911 operator to what the emergency is and where it is located.
- d. A secondary designated 911 caller in case the primary cannot perform these duties.

Cellular service on the property may be unreliable. The primary method of contacting emergency services should be to mobilize at the club house and utilize the land line phone located inside the club house foyer. Should the club house phone not be available, the caller should plan to mobilize off the property toward Eleanor until more reliable cellular service is reached. A list of emergency contact phone numbers shall be posted near the club house phone. Putnam County Emergency Services has their own gate code for accessing the property should the need arise. An AED and First Aid kit are provided inside the foyer of the clubhouse.

PRESIDENT

\_\_\_\_\_  
David Thompson

\_\_\_\_\_  
Date

VICE PRESIDENT

\_\_\_\_\_  
Billy J. Miller

\_\_\_\_\_  
Date

EXECUTIVE OFFICER

\_\_\_\_\_  
Matthew Bowen

\_\_\_\_\_  
Date

SECRETARY

\_\_\_\_\_  
Dana Campbell

\_\_\_\_\_  
Date

TREASURER

\_\_\_\_\_  
Barbara Theierl

\_\_\_\_\_  
Date

TRAINING OFFICER

\_\_\_\_\_  
Brian Lucas

\_\_\_\_\_  
Date

MEMBERSHIP CHAIR

\_\_\_\_\_  
Eric Smith

\_\_\_\_\_  
Date