



STANDARD OPERATING PROCEDURES

Flat River Conservation Club
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Flat River Conservation Club
Standard Operating Procedures

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CHAPTER 1

PREAMBLE

To promote the responsible use of firearms and firearms ownership, to establish and maintain sport shooting programs and maintain safe shooting ranges.

To promote and advance the cause of the conservation of our natural resources, that is, the mineral, water, soil, air, forest, fish, game and wildlife resources for the benefit of present and future generations.

The single most important concern is the safety of club members, their guests, and event participants. This document provides the standard operating procedures (SOPs) for all FRCC ranges.

Purpose of the Ranges:

The Flat River Conservation Club (FRCC) Ranges are primarily intended for recreational and instructional shooting by its members, guests, and the invited public. It is also used for specialized shooting events as described in Chapter 2 of this Standard Operating Procedure (SOP), or for special events as determined by the Board of Directors (BOD). In the operation of all ranges **Safety Shall Be the Governing Consideration at All Times.**

Authority:

This SOP is authorized by Board of Directors through the Flat River Conservation Club Bylaws as revised on 2/27/2020, Section J.1., “The duties, responsibilities and prerogatives of the Board of Directors shall include the following. 1. The Board shall control and manage the activities and property of the Club and determine its operating policies.”

CHAPTER 2

Authorized Uses and Operations of the Range:

General

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Flat River Conservation Club operates the Rifle, Pistol, Action Pistol, Indoor, and Shotgun Ranges for the safe training and enjoyment of target shooting by its members and guests.

The ranges are not to be used for any non-sanctioned commercial activity. The Range Officers, under the direction of the President, the Chief Range Safety Officer, and the Board of Directors have the responsibility for the administration and safe operation of these ranges.

Range Usage and Access

Overall range availability is at the discretion of the Board of Directors. Normally live fire recreational shooting for all members and their guests takes place when ranges are available and not in use for club organized events.

Range hours are as follows. Seasonal adjustments posted on club website:

Winter Shotgun (West side of M-91) Club Hours:

Shotgun (West side of M-91):
Wednesday: 10:00 am until finished
Thursdays: 6:00 PM until finished
Sundays: 10:00 am until finished

Summer Shotgun (West side of M-91) Club Hours:

~ Shotgun (West side of M-91) ~
Wednesday: 9 am until finished
Thursday: 6 pm until finished
Sunday: 9 am until finished

Rifle/Pistol (East side of M-91) Club Hours:

Mon-Sat 8 am
Sun 9 am
No shooting after dusk

Access to the Rifle/Pistol ranges on the East side of M-91 is via electronic access cards issued to all members. Access cards will not open the gate before the above posted range hours. Loaning of access cards and/or opening the gate for others – even if they claim to be a member - is STRICTLY FORBIDDEN.

All Range operation and safety decisions are at the discretion of the Board of Directors and/or the Chief Range Safety Officer (CRSO), but must follow the guidelines put forth in the SOP.

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The CRSO has the authority from the Board of Directors to shut down the Range if he/she deems it necessary.

In extreme cases, such as an accident or an unruly person as defined in Chapter 7, of these SOPs, the Range should be closed and the proper authorities (Police, Sheriff) notified. The President, Chief Range Safety Officer, and the Board of Directors should also be notified as soon as possible.

Range Requirements

Public may shoot at shotgun ranges.

All guests, including non-member relatives, must be accompanied by their member host when shooting on the ranges. Members can host a maximum of 2 guests on rifle/pistol ranges.

The requirements for shooters are:

Completing all information requests on the member/guest log book after reading and signing the indemnification waiver.

Violation of Range Rules

Violations will be processed via the Safety Incident Report and presented to the Board of Directors for consideration of permanent barring from the Flat River Conservation Club. Please ask Management if you have any questions.

Specialized Events

FRCC maintains active programs in firearm education / safety and in hunter safety. These courses may include live firing at the Range. These special events, which are listed on the FRCC web site take priority over open Range usage. The course instructor should work with FRCC management to ensure the safety of everyone at the Range.

Specialized range events include but are not limited to:

- NRA sanctioned rifle and pistol courses
- MDNR Hunter Safety

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- Sanctioned Group Events
- Shooting Matches
- Events approved by the Board of Directors.
- ARA (American Rimfire Association rifle matches and tournaments)
- NSCA Sporting Clays Events

The points of contact for these various events are posted on the FRCC web site.

Range Closures

The Range will be closed for all shooters for special events approved by the Board of Directors.

Authorized and Prohibited Firearms and Ammunition

Shooters are permitted to fire legally owned shotguns, center fire, rimfire and air/PCP/Pneumatic rifles and pistols with the following exceptions:

Shooters are permitted to fire all legal muzzle loading rifles and pistols and smoothbore muzzle loading rifles and pistols on the Rifle/Pistol ranges. Shotguns firing rifled balls/slugs or sabots are permitted on paper targets only.

Under no circumstances will any shooter fire tracer, armor piercing, or other exotic ammunition.

No Tannerite, binary explosives, or any explosive targets of any kind.

The use of bump stocks, binary and forced reset triggers to increase firing rate is prohibited

.50 caliber BMG rifles are prohibited

.338 Lapua beyond 100 yards is prohibited

Alcoholic Beverages and Drugs

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Flat River Conservation Club operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the ranges, except after authorized special events when all firearms are cased and securely stored away. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the Board of Directors.

CHAPTER 3

Schematic Layout of the Ranges



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CHAPTER 4

General Rules

1. All shooters/spectators must sign in & out where required and sign waivers
2. Members are responsible for their guests (maximum 2 for rifle/pistol ranges) and should make certain to explain the Range Rules
3. Eye and ear protection must be worn when shooting or observing on any of the ranges
4. Shooters under the age of 18 must be accompanied by an adult at all times while on the range
5. Be sure your firearm is safe to operate and know how to operate it safely
6. Always keep your firearm unloaded, finger off the trigger, and pointed in a safe direction until you are ready to fire at a target
7. All Muzzles must be pointed below the top of the impact backstop at all times on rifle/pistol ranges when loading, unloading and firing the firearm. (Exceptions: Loading/unloading of revolvers or muzzle loading guns in a safe manner)
8. Hunting or shooting at live animals or birds anywhere on club property is prohibited unless specifically approved by the Board of Directors or Chief Range Safety Officer
9. Never hand a loaded firearm to another person
10. Use only the correct ammunition for your firearm, if you have any questions, please contact a club Range Safety Officer (RSO) or member of the Board

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11. Controlled shooting:
 - Optic/sights must be aligned on target
 - No shooting from the hip
 - Rate of fire must be sufficiently slow to stay on your target
12. Allowed targets:
 - a. Paper targets on provided backer frames
 - b. Approved steel targets – but only under the following provisions:
 - i. Targets must be IDPA or ISPC legal steel targets (poppers, plates, and plate racks)
 1. Any other specialty steel targets are only allowed at club-sanctioned events with the approval of the CSRO (e.g. flippers, etc.)
 - ii. Steel targets may only be engaged with pistol caliber ammunition. No rifle calibers may be used on steel and NO MAGNUMS
 - iii. Steel must be engaged at a *minimum distance of 10 yards* from shooter's position
 - c. Clay targets on shotgun ranges
 - d. Patterning board on shotgun range
13. No inexperienced shooter allowed on any ranges without prior instruction (Hunter Safety is recommended) or under direct supervision of an experienced shooter
14. Alcoholic beverages are prohibited on all ranges
15. Individuals displaying the effect of, or thought to be under the influence of alcohol or drugs will be prohibited from using any of the ranges
16. Children under the age of 18 must not be left unattended
17. No foot traffic on the berms
18. **All persons using the range are required to clean up after themselves.** This includes returning range equipment, chairs, target backers, as well as placing targets, brass, spent shotgun shells and other refuse into their appropriate containers
19. Management (BOD) or authorized members (CRSO & RSO) are eligible to remove any shooter whose behavior is detrimental to the safe operation of any of the ranges
20. If unsafe behavior is noticed, please make sure that Management (BOD) is notified of such act immediately
21. All range users are responsible for their actions and their equipment while using the facilities
22. Active or Retired Law Enforcement Officers may open carry a loaded firearm in a holster
23. CPL holders with current credentials may carry a loaded firearm only if it remains concealed
24. Please read and understand the Range Rules and Regulations before you proceed to any ranges

7-YARD PISTOL RANGE

1. No shooting from the hip
2. Pistols only

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3. Pistol caliber ammunition only
4. Only paper targets posted on the provided backer are allowed
5. Only load your firearm at the shooting bench
6. When operating under the specific rules documented for individual pistol sports (i.e. IDPA, IPSC, USPSA, and 9 Pin) those rules supersede these General Rules

RIFLE RANGE

1. Only paper targets are allowed on the range, using the target stands provided. Steel targets **MUST** be approved in advance by the BOD or CRSO.
2. Only load your firearm when at the bench and ready to shoot.
3. The 300-yard range requires a minimum of 2 people. One person must remain at the bench to make certain that the range remains **COLD** (safe) and no firearms are handled while the other person goes down range to check, paste or pull targets. *The 300 yard target area is not visible at all shooting benches!*
4. If a vehicle is present on the range, the range is **COLD** and handling of firearms is prohibited until vehicle has returned to parking area and the line is called **HOT**

ACTION PISTOL RANGE (South of East Clubhouse)

1. Muzzle **MUST** remain below the backstop (berm). Raise your firearm to the target. *DO NOT start high, then lower it to the target*
2. **DO NOT SHOOT TARGET FRAMES**
3. **ONLY** .22 Rimfire (no magnums) are allowed in the Action .22 bay (West bay).
4. Shooting steel targets has a potential for participants to be hit by back splatter of fragmented bullets. Dress appropriately
5. Guns must be unloaded and in safe condition at all times except when on the firing line (Concealed carry guns are excluded from this rule for spectators and non-action shooters as long as they remain concealed)
6. No shooting from the hip
7. Allowed targets:
 - a. Only club-provided targets are allowed
 - b. Do not move targets or target stands
 - c. Approved steel targets – only under the following provisions:
 - i. Targets must be IDPA or ISPC legal steel targets (poppers, plates, and plate racks)
 1. Any other specialty steel targets only allowed at club- sanctioned events with the approval of the CSRO (e.g. flippers, etc.)
 - ii. Steel must be engaged at a minimum distance of 10 yards from shooter's position
8. Handling of guns is allowed only on the firing line or in a designated **SAFE AREA**. No ammunition is allowed in the **SAFE AREA**

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9. For all scheduled activities, a briefing must be given to ensure that all shooters and spectators understand range rules
10. If a squib occurs that ammunition must not be used again that day
11. No armor piercing or tracer bullets are allowed
12. Bullet weight may not exceed 250 grains
13. Rimfire ammunition and centerfire handgun calibers through .45 are allowed, *excluding all magnum calibers*. .45-70 is not allowed
14. Firearms must be confirmed unloaded both in chamber and magazine, via witness (unless shooting alone) with actions open (if possible) before holstering
15. Only load your firearm when ready to shoot. Action Pistol has a 180-degree rule; When facing the rear backstop, extend your arms to the side and no shot may be fired past that point. If you do not understand this rule ask management or range officer
16. When operating under the specific rules documented for individual pistol sports (i.e. IDPA, IPSC, USPSA, and 9 Pin) those rules supersede these General Rules

INDOOOR RANGE

- SIGN IN and PAY first. This ensures everyone is available for special safety instructions
- ONCE SIGNED IN: *When the red lights are on*, you may now bring your CASED AND UNLOADED firearm to the firing line and uncase it. Action open, chamber empty, magazine out, Empty Chamber Indicator (ECI) inserted into action
- Both air handler (wall fans) units must be running before shooting
- No pets allowed
- No shotguns, centerfire rifles, or black powder are permitted in the Indoor Range
- Only paper targets may be used; other targets must be approved by the Board.
- Empty Chamber Indicators (ECI) are mandatory when not firing
- No handling of firearms when the red lights are on (Safety Area excluded)
- Uncase firearms on the firing line only
- We have a “Zero Degree Rule” which means the muzzle must only be pointed down-range *and in your lane*
- Down-range access will be via a single controlled passageway
- The Safety Area is in the kitchen, muzzle pointed to the rear
- ALL RSO commands must be followed
- If you see a safety hazard, ***YELL “STOP! CEASE FIRE!”*** and it will address accordingly
- We have a 3-strike rule for minor violations noted by the RSO(s).
- Muzzle sweeps, “flashing blood” or other imminent danger offenses result in an immediate DQ for that day
- It is your responsibility to bring any questions/concerns to the RSO(s) ASAP

SPORTING CLAYS

1. Only shotguns appropriate for clay target shooting are allowed on the range or field

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2. All shotguns must have a full-length stock
3. All shotguns must be kept safe when not on the firing line/station. Keep all actions open, and barrels pointed at the ground or up in the air
4. Shotguns are to be loaded only on the shooting station. All shotguns must always be empty and open unless you are the shooter in the shooting station
5. Only lead shot sizes 7 ½-9 is allowed
6. Gauges larger than 12 are prohibited
7. While on a shooting field never load more than 2 (Except during sanction 3 bird shoots) shells at one time in your gun
8. Always check bore for obstruction after a misfire and before firing the next round.
9. Empty hulls and shell boxes **MUST** be picked up at the station

SHOTGUN RANGES

1. Action must be open at all times prior to your turn to shoot
2. Shotgun must not be loaded until you are in the shooting position/stand
3. Shotgun must be pointed downrange while loading
4. Shotgun must be empty with action open before leaving shooting position/stand.
5. Always point shotgun in a safe direction
6. No more than 2 shells are allowed to be loaded in shotgun, except 3-bird shoots
7. Ammunition must be 7 ½ - 8 – 8 ½ - 9 size shoot, 3 ¼ drams or less of powder
8. Shotguns may be loaded and fired only at an established shooting position/station and then a shooter may only shoot at clay targets except patterning board
9. Shooters under the age of 18 must be supervised by an adult
10. Empty hulls and boxes must be picked up before leaving range for skeet, trap, and 5-stand

Site Specific Rules

Not permitted:

Incendiary, armor piercing, or explosive ammunition

Exploding targets such as Tannerite

Fully automatic firearms

.50 caliber rifles (muzzleloaders OK)

Bump stocks, binary, or forced reset triggers used to increase firing rate

Shooting at unauthorized targets (cans, bottles, etc)

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Loading muzzle loading firearms directly from a powder horn or powder container

Law Enforcement use of Ranges

1. Each agency will carry its own liability insurance
2. FRCC Safety Officers have absolute authority
3. The range must be reserved in advance for 4 or more shooters

Administrative Rules

Parking

All users of the Range must park in the designated parking areas

Hygiene Safety Rules

- No food is allowed at shooting stations
- Avoid contact with nose, mouth or face when shooting
- After shooting, wash hands with soap and cold water
- Launder cloths after shooting
- Remove range shoes before entering living areas

Physical Contact Rules

- FRCC Range Officers and Range Safety Officers shall not touch a person or property not belonging to them without prior approval unless unsafe conduct is in progress. This means that physical contact with individuals or their firearms should be avoided unless necessary for safety reasons.
- RSOs can provide guidance and instruction if it does not detract from their principal duty of safety. This might involve demonstrating proper firearm handling techniques or correcting a shooter's stance. However, the focus remains on safety with verbal guidance and instruction, rather than unnecessary physical contact.
- Decisive and professional intervention is necessary when safety protocols are not followed. In situations where unsafe conduct occurs, RSOs have the authority to intervene directly, which could involve taking control of the firearm and/or escorting the individual from the range
- Shooting instructors may touch/contact students but only with prior permission from the student

CHAPTER 5

Range Commands:

There are many commonly used range commands with multiple variations. Most range commands are self-explanatory. All shooters *must know this one*:

"CEASE FIRE or STOP"

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions

NOTE: This command may be given by anyone who observes an unsafe condition on the range

CHAPTER 6

Emergency Procedures

Emergency Response and Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Please refer to APPENDIX B

Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the RSO, CRSO or Match Director should close the Range, take cover or evacuate the area, depending upon weather severity. The RSO, CRSO or Match Director should decide what to do if/when the weather clears.

Firearm Stoppages and Malfunctions:

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Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. RSO's and shooters need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge or shell in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Safety Officers should consider any stoppage or malfunction as a safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge or shell at the top of the magazine and pushes it toward the chamber
2. Chambering: The bolt continues forward and pushes the cartridge or shell into the chamber
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge or shell into the chamber
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses

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6. Extracting: As the bolt moves rearward, the extractor withdraws the cartridge case or shell from the chamber
7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately
Keep the gun pointed downrange

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Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

RSO on duty must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range officer must be prepared to step in.

Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE! At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side (for a right-handed range officer), grasp the barrel of the firearm (be careful – it could be hot) behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty range officers. All Range Masters should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

Whenever a stoppage or malfunction occurs, range workers must be particularly vigilant. With the exception of Active or Retired LEOs and CPL holders with current credentials, a loaded firearm should generally not be permitted to leave the range.

CHAPTER 7

Replacement and Repair Costs

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The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions. These are to be reported by the RSO to the BOD via the Safety Incident Report.

What	Fine/Fee
Hole in Steel Target	\$10 per hole
Target Stand Damage	\$50 + replacement cost
Spotting Scope Damage	\$50 + replacement cost
Indoor Range Ceiling Strike	\$50 + repair cost
Facility Structures	\$200 + actual repair cost
All other equipment not listed above	\$50 + replacement cost

APPENDIX A:

Range Officer Qualification Procedure

NRA Certified Chief Range Safety Officers conduct NRA Range Safety Officer Training semi-annually, as a minimum, to certify current and prospective NRA Range Safety Officers.

NRA Range Safety Officer Certification Training can also be conducted more frequently dependent upon Chief Range Safety Officer and training venue availability.

APPENDIX B:

Emergency Response Sheet / Checklist

Emergency Communication 911

- ☐ **TAKE CHARGE OF THE SITUATION**
- ☐ Call a cease fire immediately and issue the command to unload and clear all firearms.
- ☐ Identify one of the Safety officers or other responsible person to secure the gear of the injured person.
- ☐ Identify one of the safety officers or other responsible person to notify emergency services via 911 and provide the following information:
 - 1. State you are reporting a “firearm training accident”, Specific location of incident with directions (300 S. Greenville Rd.)
 - 2. Telephone number that you are calling from
 - 3. Your name
 - 4. What happened
- ☐ Assign one of the Safety officers or other responsible person to CLOSE ALL RANGES before emergency team arrives (Responders will not enter an area with live firearm use)
- ☐ Station a Safety officer or other responsible person to direct emergency services to the scene
- ☐ Provide first aid until the emergency services arrive provided the injured party agrees. Assume implied permission if the injured person is unconscious or unable to respond.
- ☐ Avoid dispensing any medicine unless directed to by emergency services over the telephone
- ☐ Assign one of the Safety officers to complete a report (if applicable) and keep a log of events and time relative to the injury or illness.

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APPENDIX C:

Safety Incident Report

Documented by: _____ Date: _____

Name of person(s) involved: _____

Indicate type of incident: ☐ Accidental Discharge ☐ Personal Injury ☐ Other
☐ Near Miss ☐ Property Damage

Put a check (✓) under the appropriate response	YES	NO
Was the person(s) involved a member of Shooters Ranges?	_____	_____
Was the accident the result of firearm/equipment malfunction?	_____	_____
Did the accident seem to be the result of improper / disregard for / lack of training / lack of firearm and safety education?	_____	_____
Was First Aid administered?	_____	_____
Was 911 or other emergency personnel called to the scene?	_____	_____
Was CPR or use of the defibrillator required?	_____	_____
Were bodily fluids/biohazardous materials properly cleaned up?	_____	_____
First-Aid kit need refilled?	_____	_____
Biohazard Kit need refilled?	_____	_____

All "NO" answers or "Other" type of incident must be commented on in the space provided below.
Provide as much detail as possible for the incident being reported. All incidents must be reported to the Shooters Ranges management for investigation.

Comments: _____

(Add additional blank pages if necessary)

APPENDIX D:

Board of Directors Signature Page

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

Director _____ Date: _____

(Signatures are on file at the club)

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SOP Revision History:

July 1, 2025	First draft: Author Bill Rauch CRSO
July 7, 2025	added Roy Burmeister's revisions, Access Card use, rule violation policy, Touching rules, Safety Incident Report Form
July 11, 2025	Added pistol only rules to 7-Yard Range
July 27, 2025	Added By Laws authority, 338 Lapua restriction, Board of Directors Signature page
August 4, 2025	Added forced reset triggers (FRT) to the not-allowed list(s)
August 18, 2025	Added Ed Skinner's (mostly) shotgun-specific revisions
September 4, 2025	Original Edition