**Rifle Range SOP’s**

**All Volunteer workers MUST sign in with Volunteer CkN at the RIFLE range**

Before beginning your shift. This is the only way we know that you fulfilled your Volunteer Duties!

- Participants are called to the bullpen with targets completed with info on the back of each target.
- **Rifle Range Officer** then calls for participants to travel to station with cased gun.
- **Rifle Range Officer** gives command to uncase your rifles – keep pointed downrange.
- Rifle Line Volunteers check to make sure safety is on and action open with CBI in place.
- Rifle Line Volunteer checks to make sure participants have all equipment needed to complete shooting round: eye and ear protection and proper ammo and sufficient amount.
- **Range Safety Officers** will inspect the firearms.

Preparation Period – 3 minutes for 22 Target; 2 minutes for Sport Rifle to get ready for each relay. Prone, Sitting/Kneeling, Standing.

- Prepare ammunition – 5 rounds out of the box; close the box.
  (2 Extra rounds for sighting/practice in the prone position only)
- Do not load any rounds until given permission.
- Shooters should get into position and may dry fire.
- The Preparation Period begins now.

The Preparation Period has ended. You will now have:

- 5 minutes to fire shots for score (prone – 7 shots, sitting/kneeling – 5 shots)
- 7 ½ minutes to fire 5 shots – standing.
- 10 minutes to fire 10 shots – Target (prone – 12 shots, sitting/kneeling – 10 shots)
- 15 minutes to fire 10 shots – Target – standing
- Is the line ready on the left? Is the line ready on the right? The line is ready!
- Shooters, you may now load and commence firing!

Cease fire can be called by anyone on the range when an unsafe situation arises.

When all participants are finished with relay or time has expired line will be called CLOSED by the Rifle Range Officer, participants will make their rifle safe – safety on and action open, CBI reinserted and placed back in case.

If any Officer must go downrange, all firearms are to be unloaded, and made safe by grounding unloaded rifle with action open and CBI inserted. The line is closed; ABSOLUTELY no handling of firearms, Officers may proceed to forward of the firing line after line has been declared cold.

When relay is over, participants will be allowed to view their targets while not touching nor taking pics, then proceed to exit to the range.

Rifle Line Volunteers will retrieve targets from stands and prep for next relay. The role of the Rifle Line Officers is to:

- put up and take down the targets with provided staple gun
- monitor the shooters for safety issues
- ensure shooters are using legal shooting positions (including not going over the firing line with any body parts, no body parts touches the ground forward of the firing line)
- assist shooters who have problems with their rifles (jamming, malfunctioning ammunition, etc.)
- take note and verify cross fires when they are brought to their attention.
RSO Safety Briefing for Volunteers

What to check for with shooters to avoid delays in relays:

- Gun check – **bolt action**, sights, accessories.
- Positions, prone – no resting firearm directly on the ground or anything else.
  Sitting – no resting firearm directly on the knee.
- Guns must remain in the horizontal position – no pointing skyward or over the top of the berm.
- Ammo – watch for hollow points – watch for proper number of rounds being laid out and make sure ammo boxes closed.
- Shooters need to be lined up with each other
- No shooting aids in Sport Rifle.
- Cross Fires – tell the shooter to finish the relay; check at the end. Be sure and mark targets on cross fires so that scoring is done properly.
- Cease Fire – anyone can call. Everyone stops and listens for further instructions.
- Bad round – hang fire. Don’t call a cease fire. Assist the shooter in clearing the gun.
- As each shooter completes the relay in the final position (standing), you should verify the gun is unloaded, action open and CBI inserted. It can then be placed in the case.
- Spotting Scopes may protrude forward of the firing line as long as the scope or its parts disturb or disrupt the adjacent shooter or their view line of the target.
- Review of Range Commands to be used.

Rifle Bull-pen Volunteers

- You will be working with Rifle Coach Anita Parsons and following her instructions.
- Number cards ranging from 1-58 will be handed to the shooters as they enter the bullpen. You may be asked to assist the shooters by writing this number on the back of their targets. You will receive instruction from Anita Parsons on this task.
- Also you will be inspecting the shooter for proper attire (shoes mainly). They must adhere to the dress code and footwear guidelines of the State Shoot Rules.
- When Rifle Range is ready to receive a new group of shooters, you will escort that group to the Rifle Firing Line and then escort the finished group back pass the bullpen. **At no time is a shooter allowed to uncase their firearm while in the bullpen or traveling to the firing line. The only exception is when the Range Safety officer is checking the shooter’s firearm for proper equipment.**
- **22 Rifle ID Badge Checker** will have the responsibility of asking for the shooter’s ID badge and matching it to the face of the shooter and then the info on the back of the target. If there are any discrepancies, please notify Bullpen Leader Anita Parsons.
22 Rifle Registration Volunteers

- You will be working with the Lead Registration volunteer.
- Any county person (parent, agent, coach) may check-in the county shooter. This is to let the Rifle Volunteers know that the 4Her is on the grounds and plans to participate in 22 Rifle. **This is when you look in the Registration Folder and mark off the child’s name and then give the targets to that person.** Please explain to them to place their info on the upper right hand corner on the backside of the target. If the child is not present at this time, this is acceptable.
- When the shooter arrives prepared to shoot, with targets and equipment, write their name on the Relay Sheet (usually a legal pad) and instruct them to wait close by until their name is called for the Bullpen.