



# SYDENHAM SPORTSMEN'S ASSOCIATION

## 100-Yard Range User's Course

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## Introduction

In 2010 / 2011 a local resident found projectiles (bullets) in their back yard and it was concluded through the Chief Firearms Office that they had originated from the Sydenham Sportsmen's Association 100-yard Shooting Range. This resulted in SSA requiring Range Safety Officers to be present for all activities on the 100-yard range and ensure appropriate safety oversight of the 100-yard range.

In 2021, the Chief Firearms Office indicated that we could relax the requirement for Range Safety Officers as long as we have shooters trained to be Range Officers for shooting activities from the fixed firing line (shooting benches) on the 100-yard range.

It is imperative that all shooters ensure that their bullets will go into the bullet catchments when discharge from a firearm.

We do not want to lose the privilege of being able to use the 100-yard range with Range Officers.

## Mandatory Requirements

- Participants ***must*** currently possess a current PAL or RPAL.
- Participants ***must*** have reviewed the SSA Shooting Range Operations Manual and completed the Sydenham Sportsmen's Association Declaration of Range Rules.

## PURPOSE

- To prepare members to be able to handle & discharge firearms safely at the 100-yard range on their own during **non-sanctioned events from the fixed firing line**.
- To prepare the member to act as the Range Officer (RO) on the 100-yard range when more than one (1) shooter is actively using the 100 yard Range from the fixed firing line.
- Completing this course is a requirement before any member can use the Sydenham Sportsmen Association 100-yard range unsupervised.
- Former SSA Range Safety Officers are automatically approved.
- To provide and maintain a record of the candidate's proficiency to use the Sydenham Sportsmen Association 100-yard range unsupervised.

## OBJECTIVES

At the conclusion of this course each candidate will be able to:

- Demonstrate range opening and closing.
- Demonstrate the use of range commands and the process of switching between a hot and cold range.
- Use range safety rules and procedures correctly.
- Complete a written and practical test.
- Adjust the adjustable shooting bench.

## Proficiency Requirements

Demonstration of orientation content consists of two methods:

- Written test
  - Need 80% to pass – corrected to 100%.
- Practical test
  - Demonstration of range procedures (opening, closing, use of flags, housekeeping), movement of people/firearms and firing point commands.
  - Attitude, knowledge, willingness to follow the rules considered.

## SSA 100 yd Range Users Course Failure Process

If the participant does not achieve a passing grade on the **PRACTICAL** test, they may re-do that test on the same day if both the participant and instructor have time. Failing that a subsequent time can be mutually agreed on. If a second attempt is unsuccessful, then the instructor and participant will discuss why this happened and what might be a solution. This could include more practice time or attending the course for a second time. After scoring the test, all incorrect responses are reviewed with the participant.

The written and practical tests can be done in any order.

- A copy of both the written and practical portions of the test become records of completion and will remain on file with SSA.
- If there is a complaint regarding the instructor's actions or integrity, or the fair and impartial treatment of a participant that cannot be resolved between them, the instructor will assist them in lodging a complaint with the Range Committee for resolution.

## Range Safety

### Firing Line – General

- **Rifles** may only be fired from the shooting benches (including the standing area and prone positions of the bench area). The rifle must be supported and the barrel muzzle projecting past the barrier wall.
- No Cross Lane shooting is allowed.
- Club Policy for sighting in a firearm, is to start shooting at targets on the 25-yard bullet catch and move out to greater distances only as you refine the sighting
- Handgun use on the 100-yard range requires that a Handgun Approved Range Safety Officer be on the 100-yard Range during handgun activities.
- **Never** leave a loaded firearm on the shooting bench.
- All firearms are to be **Unloaded**, with **Actions Open**, during a cease-fire (target change or emergency).
- No Firearms to be handled while any person is down range. Anyone in the range shelter, while persons are down range, must stand behind the Cease Fire Line.
- Proper attire: All persons must wear eye and hearing protection while on the Active Range. It is strongly recommended, that persons wear a long-sleeved shirt with a closed/high neck as well. Close top footwear is required.
- No food or drink will be allowed at the shooting line.
- No person impaired by alcohol or drugs, will be allowed to handle a firearm.
- It is strongly recommended another person (preferably with a mobile phone) be present when shooting at this facility.
- The second person does not have to be on the firing line, but available to assist in any way, in case an emergency was to arise.

## Range Operations - Single User

If an individual chooses to use the 100-yard Range on their own they are responsible to:

- Open range – gates, shows appropriate signage, and hoist the red flag on the tall flag pole.
- Sign in.
- Inspect range (check for vandalism, security/function of bench related items, condition of target areas and non-cleanup of previous user). Note any concerns in the Sign-in book.
- Use the Red / Green flags to indicate status of the range:
  - Red Flag- Handling of guns in progress and NO activities forward of the fixed firing line.

- Green Flag- Firing line is secure no one between the Cease fire line and fixed firing line, activities being performed forward of the firing line.
- Follow all rules associated with the Range Operations Manual.
- When Closing – Range cleaned, log book put away, red flag on the tall flag pole is lowered/stowed if no other range associated with this flag is in service, range flags put away, building doors and range gate closed and locked.
- If no one else is present on the property when you are done then, close the two entry gates as you leave. Flip the roadside sign near the inner gate up to indicated that the ranges are not in use if you are the last person to leave.

## Use of Range Flags

When using the 100-yard Range, coloured flags are to be used to indicate Safe and Active Range activities during individual use or multi-users.

- A Green Flag indicates the firing line is **SAFE (cold)**.
  - No discharge or handling of firearms on a green flag.
  - Nobody can be forward of the Cease Fire Line painted on the floor.
  - Shooter may go forward to change targets.
- A Red Flag indicates that the range is **ACTIVE (hot)**.
  - Firing can is in progress or can commence at any time.
  - All persons on the range must be wearing their hearing and eye protection.

**Note:** With the red flag displayed the RO commands when shooting starts, ends, when targets may be changed, and directs any other activities on the firing line.

## Safe Area

The Safe Area on this range is bench #6 and is crated by Displaying the Safe Area sign.

**No ammunition** is allowed in a safe area.

When using the Safe Area, you must ensure the firearm has an empty chamber and muzzle always stays pointed down range.

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To close the safe area, turn the safe area sign over. (normal situation)

### Targets

- **ONLY PAPER TARGETS ALLOWED.**
- No Tannerite, Clay or other target material types allowed.
- Place targets so that bullet strike through the targets and never the target supports!

### Range Operations - Multiple User

Sydenham Sportsmen's Association Shooting Range Operations Manual states:

- During any shooting activity, one person shall be designated as ***Range Officer*** (RO) and shall be responsible for the safe conduct of the activity, ensuring that all range rules are followed by all active shooters on the range at that time. This person must be a member of SSA and should be licensed to possess the classes of firearms being used for the activity, and should have some experience in the activity.

### Range Officer Duties

When an individual takes on the role of Range Officer, they are responsible to assume all duties listed for Range Operation Single User listed above and;

- Not allow anyone deemed to be under the influence of alcohol or drugs to handle a firearm.
- Assumes direction of Range Operations and use of Range Flags.
- Inspect every firearm on the firing line to ensure that the chamber is empty before raising the green flag and allowing participants to enter the target area.
- Ensure any member explains rules to their guests.
- Ensure guests are licensed for type of firearm if not - direct and immediate supervision is mandatory.

**Note: DIRECT AND IMMEDIATE SUPERVISION USING FIREARMS** means being physically present and in close proximity to the shooter to respond to or react quickly to potential safety issues or problems.

## Firing line commands used by Range Officers

- You may approach the line and handle your firearms.
- Load and fire on your own time.
- Does anyone require more time? (time lapse)
- Participants stand behind Cease Fire Line.
- (Line is inspected) "The line is safe" –flags changed.
- You may go forward and change targets.

**Note:** All participants must remain behind the cease fire line and not approach the shooting bench until the RO announces that you may approach.

## Qualified Range Safety Officer Requirements

A Range Safety Officer has special training to run sanctioned events and activities forward of the fixed firing line.

A Qualified R.S.O. on the 100-yard Range is required for:

- Competitions during sanctioned events forward of 50-yard bullet catch.
- Shotguns firing multiple projectile (shot of any size) forward of 50-yard bullet catch
- Use of the mobile shotgun patterning board
- Movement of target supports and backers

**Note: *Handguns*** may only be fired from a position on the down range side of the 50-yard intermediate bullet catch / ground baffle.

## Dealing with Emergencies

### Emergency Cease Fire

**Anyone** can call a "Cease-Fire" at any time, if need be, by shouting: "Cease-Fire" or "STOP, STOP, STOP". At which time, everyone will immediately stop shooting, as the R.O. takes control, to deal with the issue.

When an Emergency Cease Fire is called all shooters:

1. Stop shooting immediately
2. Trigger finger off the trigger
3. Lower the gun and point it in a safe direction



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4. Wait for further instructions from the Range Officer

### Malfunctions Hang Fire, Misfire, Primer Pop

- **HANG FIRE** – A lag between when the primer explodes and when the main powder charge burns.
- **MISFIRE** - When the round does not go off and will never go off
- “Only time will tell” ... wait 60 seconds.
- **PRIMER POP / SQUIB LOAD** When the primer detonates without igniting the powder. Shooters must learn to recognize the distinct sound of only primer going off.

**CAUTION** - Bullet maybe stuck in barrel or cylinder.

### Personal Injuries

In event of **Personal Injury** caused by the discharge of a firearm:

- The acting Range Officer must report any personal injuries that have occurred on the ranges to the local Police and the Range Committee Co-Chairs immediately (who in turn will notify the Chief Firearms Office). If necessary, follow the Severe Accident & Emergency Assistance protocol. These incidents must be documented by the acting Range Officer on the “Shooting Range - Personal Injury/Incident Report” (CAFC 864 E) and a copy of the Shooting Range - Personal Injury/Incident Report” (CAFC 864 E) forwarded to the Range Committee Co-Chairs within a 24-hour period.

Shooting Range - Personal Injury/Incident Report” (CAFC 864 E) and a list of Range Committee Co-Chairs are listed in the Sydenham Sportsmen's Association Shooting Range Operations Manual located at each range.

## Severe Accident & Emergency Assistance

If emergency care is required for any type of shooting trauma, please use the following script when calling **911**.

- **THERE HAS BEEN AN ACCIDENT AT THE SYDENHAM SPORTSMEN'S ASSOCIATION RANGE IN OWEN SOUND. EVERYTHING IS SAFE AND SECURE AT THIS TIME. The address is**
- **082535 Sideroad #6, Part Lot 7, Conc. 2, Derby, Township Georgian Bluffs, RR #3, Owen Sound. GPS: -NAD 83 17T NK 04291/27887.**
- **Please send an ambulance as soon as possible.**
- **I CAN SEE BLEEDING COMING FROM THE INJURED PERSONS "LEG" ...." ARM" ..... "CHEST" ..... ETC.**
- **It looks like a PENETRATING TRAUMA INJURY. He/She is presently: CONSCIOUS/ UNCONSCIOUS and we are attempting to administer first aid.**
- **My phone # is XXX-XXX-XXXX if you need more information.**
  - Points for the 911 call
  - Keep it short and simple. Try not to use the words "gun" or "shot".
  - The use of such words will probably trigger a POLICE response instead of an AMBULANCE response. The police will block off the area until they can identify everything as being "safe & secure".
  - This will delay the ambulance response time.

If you are asked for specific details of the accident respond with:

- **"I JUST DON'T KNOW EXACTLY WHAT HAPPENED AT THIS TIME. I SHOULD KNOW MORE BY THE TIME THE AMBULANCE ARRIVES."**
- Assign someone to ensure that all firearms are unloaded and safely secured.
- Assign someone to wait by the roadway for the ambulance. If no one is available to direct the ambulance, the location of the accident should be given to the dispatcher e.g., "in the lower range area to the right after entering the SSA property main gate."

## Appendix A

### Record Of Completion

Name: \_\_\_\_\_

SSA ID # \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

PAL Number \_\_\_\_\_

PAL Expiry Date \_\_\_\_\_

1- What must all persons have completed before using the 100-yard range unsupervised?

- a. The SSA Orientation Tour.
- b. Must have a valid PAL and be a current paid up member of the SSA.
- c. The 100 Yard Range Safety Course.
- d. All of the above.

2- Upon completion of the 100 Yard Range Safety Course can a member discharge a firearm from a position foreword of the firing benches (the fixed firing line) when shooting unsupervised?

Circle Correct Answer:                      YES                      NO

3- Should a loaded firearm ever be pointed or aimed higher than the 100-yard target backstop?

Circle Correct Answer:                      YES                      NO

4- How many Range Officer(s) must be designated for the 100-yard range to be active and how are they identified?

- a. A Range Officer (RO) is NOT required if a member is shooting alone or with a guest.
- b. All members using the range share Range Officer duties if they agree to work together.
- c. ONE Range Officer must be verbally designated at all times.
- d. A maximum of two range officers and each must display a Range Officer badge.

5- What colour of flag is displayed on the firing line when the 100 yard range is "hot" or "active":

Circle Correct Answer:                      Green                      Red

**Appendix A**

Name: \_\_\_\_\_ SSA ID # \_\_\_\_\_

- 6- Who do you contact if someone has been injured resulting from the act of discharging a firearm and when do you report it?
- a. No requirement to report.
  - b. You must immediately report the injury to the Range Committee co-chairs.
  - c. Ask others currently using the range to submit a report for you when they can.
  - d. Call 911 or report the **incident** to the police immediately AND report to the Range Committee co-chairs within 24 hours.
- 7- Who do you contact if someone trips and gets hurt on the range and what do you do?
- a. No requirement to report.
  - b. You must report the injury to the Range Committee co-chairs.
  - c. Ask others currently using the range to submit a report for you when they can.
- 8- What does a GREEN flag indicate on the 100-yard range?
- a. There is a Range Safety Officer on duty and the range is safe to use.
  - b. The firing line is cold. No persons may proceed forward of the cease fire line (on the floor) and no firearms can be handled. Persons may then proceed down range to change targets.
  - c. Firing can commence at any time.
  - d. The grass is being cut downrange.
- 9- Which of the following is true with respect to targets approved for use on the 100-yard range:
- a. Tannerite or explosive style targets may be used, but only at a distance of 100 yards.
  - b. Paper targets only and placed in the center of the target backers.
  - c. Paper targets only and they may be tacked or stapled to any downrange structure.
- 10- Can a target be placed on the ground on the 100-yard range?

Circle the correct answer:            YES            NEVER

**Appendix A**

Name: \_\_\_\_\_ SSA ID # \_\_\_\_\_

11- What do you do if you have a hang fire, mis-fire, or primer pop?

- a. Stop shooting, maintain muzzle control down range, wait 60 seconds, unload and identify the problem, ACTS and PROVE before reloading.
- b. Stop shooting, unload and identify the problem, ACTS and PROVE before reloading, make a note in the logbook, notify the acting Range Officer.
- c. Call 911.
- d. Notify the Range Officer (if shooting with others) and then pack up and leave the range.

12- After using the range unsupervised what must be done before leaving the range?

- a. Remove any targets used and tidy up the downrange area
- b. Put the flags away and tidy up the bench area.
- c. Put the range logbook away and notify the range coordinator if any range repairs are needed.
- d. Ensure the Red Range in use flag is lowered, the range gate(s) are closed, and the Range in Use sign is covered (folded up) at the main gate if no other range users are remaining.
- e. All of the above.

13- What activities require an Approved Range Safety Officer (RSO) on the 100-yard range?

- a. All activities on the 100-yard Range.
- b. All shooting activities forward of the fixed firing line benches & SSA sanctioned events.
- c. Only for sanctioned events.
- d. An Approved Range Safety Officer is never required.

14. Can shotguns be fired from the fixed firing line benches?

- a. Yes, but only with a single projectile load (slug).
- b. No.
- c. Yes, if it is into the 25 or 50-yard target bunkers only.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Facilitator Name (Print)

\_\_\_\_\_  
Facilitator Signature

## Appendix A

### Record Of Completion – Practical Component

Name: \_\_\_\_\_

SSA ID #: \_\_\_\_\_

For the Practical Testing Component of this Safety Course, we will review as a group two important components of operating the 100-yard range safely AND ask you to demonstrate knowledge of operating the range with four common scenarios you will experience on this range.

#### Review together:

1. Examine bench #6 to learn how to remove/replace the bench, operate the sliding plexiglass barrier, and how to use it as a Safe Area.
2. Proceeding downrange when the range is “cold” and review where to properly place targets.

#### Demonstrate your knowledge of the following four scenarios:

The course facilitator will check beside each action when it is properly demonstrated or completed (in proper order if required.)

**Scenario 1:** You arrive at the range and want to open up, make sure the range is ready and safe for shooting and indicate with the flags that shooting is or could be happening on the range.

Unlock gate & leave open. \_\_\_\_\_

Raise the Red flag on the Outside flagpole. \_\_\_\_\_

Sign in – in Range Logbook. \_\_\_\_\_

Display Green Range flag before proceeding downrange (inspection & placing targets). \_\_\_\_\_

Make sure rope is across range access and RED flag is posted indicating the range is hot. \_\_\_\_\_

Indicate that others (and yourself) may proceed to handle, load and fire on their own time. \_\_\_\_\_

## Appendix A

Name: \_\_\_\_\_

SSA ID #: \_\_\_\_\_

**Scenario 2:** The range is active and you are shooting with more than one shooter on the range. YOU are the designated Range Officer (RO). What actions will you take before allowing ANYONE to proceed downrange to place/replace a target:

Ask if anyone requires more time to shoot. \_\_\_\_\_

Command that all firearms be unloaded and made safe. \_\_\_\_\_

Verify that all firearms are unloaded and safe (actions open & pointed downrange.) \_\_\_\_\_

Command and verify that all persons move and remain behind the cease fire line. \_\_\_\_\_

Display the Green flag indicating range is cold. \_\_\_\_\_

Indicate that persons may now proceed downrange to inspect or replace targets. \_\_\_\_\_

**Scenario 3:** The range is active and you are shooting with more than one shooter on the range. YOU are the designated Range Officer (RO). While keeping a general watch on the firing line you see an unsafe situation developing OR an injury occurs. Demonstrate how you would make the range safe before helping someone if they are injured:

Immediately issue a cease fire command. \_\_\_\_\_

Command that all firearms be unloaded and made safe. \_\_\_\_\_

Verify that all firearms are unloaded and safe (actions open & pointed downrange). \_\_\_\_\_

Command and verify that all persons move and remain behind the cease fire line. \_\_\_\_\_

Display the GREEN flag indicating the range is cold. \_\_\_\_\_

Call for assistance (call 911 – using the script) and administer help if able. \_\_\_\_\_

**Scenario 4:** You and any other shooters are finished shooting for the day and have properly made the range “cold” with a green flag displayed. Describe the steps you will take when closing the range and leaving it safe and secure:

All firearms safely secured and away. \_\_\_\_\_

All targets removed and any used brass, etc. cleaned up. \_\_\_\_\_

Rope up, Flags and equipment put away, logbook locked in box. \_\_\_\_\_

Range gate closed and locked. \_\_\_\_\_

Range active (RED) Flag on pole lowered \*(only if other ranges are not active). \_\_\_\_\_

Close the range gate AND the drop-down Range in Use sign beside the gate

(If there are no other shooters using the range.) \_\_\_\_\_

**Appendix A**

**Record Of Completion – Practical Component**

Name: \_\_\_\_\_

SSA ID #: \_\_\_\_\_

I declare that I have received, read, and understand the Sydenham Sportsmen's Association Range Operations Manual and will abide by the procedures and rules contained therein.

I also understand that the ranges are monitored by a security camera system which is used by the SSA to maintain security and safety on the ranges.

Participant Name (Print) \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Name Facilitator (Print) \_\_\_\_\_

Signature of Facilitator \_\_\_\_\_