

# **STANDARD OPERATING PROCEDURES**

**Revision 5**



## **United Sportsmen's Club**

**4400 Ossman Lane**

**Jefferson City, Missouri**

**65109**

## STANDARD OPERATING PROCEDURES

### ERRATA

The following changes have been made since the original issue of this document on 04/19/2018

Date	Section	Step	Description
9/10/2018	All		Delete revision date from each page so that forms and other section do not have to be reprinted when a revision is made.
9/10/2018			Add an ERRATA sheet to list changes made to initial issue
9/10/2018	3.1		Changed start time for Board of Directors (BOD) meeting from 7:15 to 7:30 pm
9/10/2018	3.2		Changed expenditure limits requiring BOD approval
9/10/2018	4.1		Deleted retention of safety briefing form. Moved requirements for RSO presence and non-shooting hours to Step 7.5 – Rifle Range Rules. Changed name of APP 1.
9/10/2018	6.1		Deleted CRSO and direct RSOs to forward all required forms to the club secretary
9/10/2018	6.2		Changed record retention from CRSO to club secretary for retention of all training records
9/10/2018	6.3		Clarified roles for all CRSOs
9/10/2018	7.1	18	Removed range restrictions and referred to specific range rules
9/10/2018	7.3	2	Added new step 2 to clarify cartridge restrictions and permit the use of black powder handguns.
9/10/2018	7.5	1	Added wording from Step 4.1 to this section to ensure it does not get overlooked. This NOTE following Step 1 delineates requirements for RSO presence during non-scheduled hours.
9/10/2018	7.5	3	Changed wording for CEASE FIRE to coincide with wording in APPENDIX 5
9/10/2018	7.5	7 15	Clarified wording that specifies targets on target stands only and not anywhere on berms Added rimfire rifle as allowable firearm
9/10/2018	7.6	1	Added new step 2 to clarify cartridge restrictions and permit the use of black powder handguns.
9/10/2018	7.7	2	Added new step 2 to clarify cartridge restrictions and permit the use of black powder handguns.
9/10/2018	APP1		Change title to “RIFLE RANGE DAILY ACTIVITY SIGN-IN SHEET”. Increase line spacing for sign in for clarity
9/10/2018	APP 7		Added new Appendix “Application for Membership”
9/10/2018	ALL		Numerous typographical and grammatical errors were corrected

02/20/2020	7.6	3	Added permissible pistol caliber carbines/rifles for use on the utility ranges.
02/10/2020	7.5-7 7.5-15	7, 15	Clarified wording on acceptable targets and modified formatting for consistency. Clarified acceptable firearms for use on the rifle range
2/10/2020	1	1	Editorial change. Added revision date to front page
2/10/2020	ALL		Revised page numbers and index to coincide with changes
2/10/2020	Appendix 5		Added definitions for pistol caliber carbine cartridges
2/10/2020	Appendix 7		Minor changes – added cell phone, deleted application signed by member, deleted membership review by BOD prior to membership,
5/21/2020	7.1		Added No Boating Requirement – Insurance
5/21/2020	7.6 and APP. 5		Added .41 Caliber Carbine Cartridge as approved on the Utility Range
7/13/2020	1.4	5	Added Member Code of Conduct
7/13/2020	ALL		Renumbered Pages to conform to INDEX
10/11/2021	3.4 and 3.5		Added new sections for purchasing and financial record keeping
10/11/2021	ALL		Revised page numbering system for clarity and facilitate future changes
7/11/2022, Rev. 4	2.1		Added new section describing Election of Officers
7/11/2022, Rev 4	7.2	16	Added minors must be accompanied by adult club member
7/11/2022, Rev 4	7.4		Added three new rules for Trap and Skeet Range
7/11/2022, Rev 4	7.9		Revised Indoor Archery Rules to open range to all members at any time
7/11/2022, Rev 4	ALL		Revised page and section numbering to facilitate future changes. Corrected several grammatical errors.
10/12/2022, Rev 5	APP 2		Changed form to 2 pages for multiple sign-in spaces on waivers
10/12/2022, Rev 5	APP 6		Changed typo from 507.c.7 to 501.c.7

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## **1.0 INTRODUCTION**

### **1.1 Objective**

The United Sportsmen's Club of Jefferson City (USC) is dedicated to safety. The purpose of the USC Standard Operating Procedures (SOPs) is to provide procedures that govern overall operations of the club facilities to ensure members and invited guests are provided a safe and enjoyable place to participate in their favorite shooting activities. It is recognized that no document can address every possible situation that might arise. However, this document provides the foundation to accomplish our safety objectives.

The USC Board of Directors shall approve all changes to these SOPs. All club members and invited guests are responsible for adhering to these SOPs.

It is our further objective and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are essential of good sportsmanship and the foundation of true patriotism.

### **1.2 The facilities**

The primary purpose of the USC is to provide recreational facilities for its members, their families, and invited guests, to sponsor and promote good sportsmanship through proficiency in marksmanship of all forms and kinds, and to advocate and instruct safety in the practice of the same.

The 126 acre private facility is abundant with wildlife including deer and turkey and includes:

- The main club house
- Trap and skeet clubhouse with two lighted trap and skeet fields, a third trap field, and a patterning board
- Sporting clays and five-stand ranges
- Indoor and outdoor archery ranges
- Rifle range
- Pistol range
- Muzzle loading range
- Utility range
- Stocked fishing lake

Details concerning each of the above facilities can be found on USC Web site ([jeffcityusc.com](http://jeffcityusc.com)).

### **1.3 Site Security**

The club grounds are protected by video surveillance and electric gate with keyed entry. All individuals using USC facilities are expected to reinforce the guidance and rules contained within this document.

### **1.4 Member Code of Conduct**

Membership in the United Sportsmen's Club of Jefferson City (USC) imposes a responsibility to uphold and further the Club's purposes and objectives as set forth in, and pursuant to, the bylaws and resolutions

and decisions of its Board of Directors. Members and invited guests, under member supervision, are expected to conduct themselves in a manner that supports, enhances, and/or reflects credit upon the purpose and reputation the USC. Members observing a violation of the Member Code of Conduct are encouraged to intervene and correct such violations and to report significant violations to the Board of Directors. Deliberate violations shall be reported to Board of Directors in writing as soon as practicable following the infraction.

The Board of Directors is vested with the power to enforce membership obligations by issuing verbal or written warnings and temporary or permanent suspension of membership privileges. Causes for such actions include, but are not limited to the following:

1. Any deliberate failure to follow and comply with club rules or safety rules as established in the USC Standard Operating Procedures (SOP).
2. Any verbal disrespect or physical threat towards another member, invited guest, or spectator or any act involving harassment, discrimination, sexual orientation, ethnic or national origin, gender identity, religion or physical disability.
3. Any willful destruction of club property or assets.
4. Any misrepresentation of service, employment, or any other credentials in application for membership, during the duration of membership, or when serving in any office in the USC.
5. Any act intended to undermine and/or disrupt the existence or unity of the USC.
6. Any unauthorized use of club property, unsanctioned activity, or other club resources for personal gain.
7. Any act that misrepresents the Club's non-profit status, including any act that brings public disrepute or embarrassment upon the Club, or seeks to undermine the purposes or programs of the Club.
8. Any defamation, vilification, or deceitful act, false accusation, or libel against the Club, its officers, or its members.
9. Any misrepresentation or use for purposes other than the stated purposes of the Club of the USC name, symbols, icons, trademarks, certificates, purposes, activities, membership or member data, of the Club including private and confidential records, documentation and any other communications containing a member's personal information, unless consent is otherwise provided.
10. Any misappropriation of funds exercised on behalf of the Club.
11. Any conviction of a firearms-related crime and/or violent or felonious violation of U.S. federal, state, or local laws.

Actions taken as a result of violation(s) of this code of conduct shall be at the discretion of the Board of Directors, whether or not the issue is related to the operation of the USC.

## **2.0 CONSTITUTION AND BYLAWS**

This Club is incorporated as a not-for-profit corporation under the laws of the State of Missouri, appertaining thereto, as the UNITED SPORTSMEN'S CLUB (USC). The governing bylaws are maintained by the USC secretary.

### **2.1 Election of Officers**

The USC shall conduct an annual election of officers in accordance with the process and frequency as defined in the Constitution and Bylaws of the USC. To ensure this process provides all club members an opportunity to fill these positions the following schedule shall be implemented by the Board of Directors (BOD):

1. No later than December of the year preceding the election the BOD:
  - a. solicits up to three volunteers through emails, memos, or other suitable methods to function as the Election Committee (EC).
2. No later than January of the election year:
  - a. the EC solicits prospective candidates using bulletins, posters, emails, memos, or other suitable methods. A short bio shall be requested of each candidate,
  - b. the EC submits names and bios of candidates to the Club Secretary.
3. No later than February of the election year the Club Secretary:
  - a. posts the bios of each candidate on the USC Web site and designs election ballot with candidate names including incumbents,
  - b. mails a voting ballot to each USC member including the following:
    - i. ballot completion instructions,
    - ii. ballot return instructions,
    - iii. access instructions for candidate bios on the Web site,
    - iv. return envelope,
    - v. proposed changes to existing Club bylaws, as necessary.
4. No later than March of the election year the Club Secretary:
  - a. determines the election results using the EC to tabulate vote totals or, alternatively, have the votes tabulated by an unassociated outside party,
  - b. prepares the election summary for presentation at the annual meeting.
5. At the annual meeting the Club Secretary:
  - a. reviews election results with Club members,
  - b. notifies elected officers and board members who are not present of the election results.
6. Prior to the May Board of Directors meeting the Club Secretary:
  - a. posts the election results on the Web site,
  - b. notifies new officers and board members of the May BOD meeting.
7. At the May BOD meeting elected officers and board members assume their respective roles.
8. Alternate methods of voting may be used as defined in Article IV of USC Bylaws.



### **3.0 ORGANIZATION**

#### **3.1 Governance**

The USC is governed through its bylaws by an elected Board of Directors. Four seats on the board come up for reelection every year (3 year term) as do the president, vice president, secretary, and treasurer (1 year term each). There are sixteen total members of the board which includes the immediate past president. Board meetings are held on the second Monday of every month at the USC clubhouse starting at 7:30 pm. New membership applications are reviewed for approval at each board meeting.

#### **3.2 Range Chairmen**

Range chairmen are appointed by the president and approved by the Board of Directors and are responsible for the overall operation of their respective ranges including reinforcing safe shooting practices, maintaining equipment and facilities and for providing financial reports. Range chairmen are volunteers typically assigned for indefinite periods of time in areas where a particular interest exists. Range Chairmen are not required to be a member of the Board of Directors. The following are examples.

Archery range(s) chairman	Long-term planning chairman
Muzzle loading range chairman	Lake facilitates chairman
Pistol range chairman	
Rifle range chairman	
Sporting clays range(s) chairman	
Trap and skeet range chairman	

Range chairmen are responsible for maintaining individual financial records for routine expenses including receipts for purchases and collection of fees. Limits for bank balances and maximum expenditures are established by the Board of Directors and monitored by the treasurer (or secretary/treasurer if positions are combined). Financial and range activity reports will be routinely reported to the Board of Directors. Expenditures exceeding previously established limits must be approved by the Board of Directors.

#### **3.3 Standing Committees**

Standing committees may be appointed as necessary by the president to oversee and/or research improvement issues for the club. These duties may include stocking the lake, equipment and facility upgrades, long term planning, investigation of events, etc.

#### **3.4 Purchasing of Materials and Services**

The purchasing of routine materials and supplies required for routine operations, maintenance and/or improvement of club facilities totaling less than \$1,000 in 30 calendar days shall not require a competitive bidding process nor board approval, however, the approving authority, Officers, or Board of Directors, or Range Chairman must exercise due diligence to assure the best possible price commensurate with the relative value of the product(s) or service(s) to be acquired.

Any single purchase or a combination of purchases, and/or contract to a single vendor exceeding \$1,000 shall be presented/reviewed and must be approved by the Board of Directors prior to the purchase(s)/contract implementation.

Projects and/or services expected to exceed \$1,000 in total expenditures and/or that may extend beyond 30 calendar days must be approved by the Board of Directors. This shall not include utilities, and other normal reoccurring operational expenses for services previously approved by the Board of Directors.

The use of competitive bids shall be used to the extent possible when total expenses are expected to exceed \$2,000. The individual soliciting bids shall present a minimum of three written bids to the Board of Directors including a recommendation on which bid most benefits the club. If 3 bids cannot be obtained an explanation must be presented in writing to explain why 3 bids could not be obtained. All bid documentation shall be turned over to the Secretary/Treasurer for records.

No Officers, Board of Directors or Range Chairman of the USC shall participate in a purchase/contract for supplies or services when that person knows, or should have known that the Officers, Board of Directors or Range Chairman or any member of the Officers, Board of Directors or Range Chairman immediate family has a financial interest pertaining to the purchase(s)/contract without a full vote on the purchase(s)/contract by the Board of Directors to insure it is in the best interest of the USC.

No purchase(s)/contract(s) shall be subdivided to avoid the requirements of this policy.

### **3.5 Financial Records**

The Range Chairman shall maintain financial records of all expenses and receipts for their respective ranges if they have a separate account from the USC general fund.

The Range Chairman shall submit in writing an itemized monthly financial report with all deposits, invoices and/or receipts to the Secretary/Treasurer detailing revenue and expenditures.

A verbal report shall be presented to the Board of Directors at each meeting. A written Annual Range Report shall be submitted to the Secretary/Treasurer no later than January 31 of the year detailing all financial activities including all revenues and expenditures by category.

The Secretary/Treasurer shall provide a standardized form modifiable for applicability at each range for completing any monthly, quarterly and/or annual reports.

Financial records shall be auditable at any time by the Board of Directors or as requested by the State of Missouri or the Federal Government.

All financial reports and receipts shall be maintained by the Secretary/Treasurer for a period of seven years.

## **4.0 SAFETY PLAN**

### **4.1 Safety Briefings**

Safety briefings are required for all controlled ranges and for uncontrolled ranges during organized events. The Controlled Range Procedure (APPENDIX 3) will be used for such briefings. All shooters on controlled ranges must attend a safety briefing provided by the RSO and sign in on the Rifle Range Daily Activity Sign-in Sheet (APPENDIX 1). There will be no exception to this requirement. The intent of this requirement is to ensure accountability for range operations and conditions.

### **4.2 Postings**

Range areas shall have posters containing range rules and emergency phone numbers prominently displayed. Club members are expected to contact emergency assistance as appropriate and to render immediate first aid within their capabilities for anyone injured on club property.

### **4.3 Range Flag**

A designated flag must be raised at the rifle range when in use.

### **4.4 Incident Reporting**

Injuries requiring assistance beyond first aid cases require the completion of an Incident Report Form (APPENDIX 4) as soon as practical following an event involving emergency assistance. This form shall also be used for events that involve 'near misses' such as events that could have resulted in serious injuries or violation of club rules and should require further review by USC officers. This form is also required for any unintentional discharge that results in injury or damage to personal or club property.

The use of alcohol or drugs before or during shooting is strictly prohibited. This restriction includes substances that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.

Incident reports shall be reviewed by the Board of Directors to determine appropriate follow-up actions or measures. For extenuating circumstances club officers may convene an emergency board meeting to review the event.

## **5.0 CLUB OPERATIONS**

### **5.1 General**

All USC members and their invited guests shall conduct themselves in an orderly and responsible manner at all times and are responsible for appropriate use of club equipment and facilities. Invited guests participating in shooting events shall read and comply with all club rules and sign a Non-member Release and Covenant Form (APPENDIX 2). All shooters are responsible for their firearms and ammunition while on club property. Additionally, club members are expected to intervene as appropriate to correct unsafe behavior or rule violations.

Requests for special or organized events that impact the use of facilities by other members must be reviewed by the Board of Directors and approved by a USC officer or range chairman using Range Use Form (APPENDIX 6).

### **5.2 Club Officers**

Club officers are elected officials (as defined in the USC by-laws) who shall ensure club rules are established and that all members and guests acknowledge their understanding of these rules. Club officers shall conduct an annual meeting to interface and update club members on the status of club activities and to elect members for the Board of Directors and new club officers.

### **5.3 Board of Directors**

Collectively the Board of Directors (as defined in the USC by-laws) assist club officers in the operational functions of the club regarding updates to range activities including routine and special events. They also assist in planning activities and decisions regarding overall club operations.

## **6.0 RANGE SAFETY**

### **6.1 Range Safety Officer**

The primary purpose of the Range Safety Officer (RSO) is to ensure all range and USC rules are acknowledged and followed by shooters and observers. The RSO will be identified by an orange vest with the words “Range Safety Officer” or “RSO” on the back. The RSO is responsible for stopping and addressing any and all unsafe behaviors. The RSO will help answer questions and has absolute authority over all shooting activities. The RSO ensures the range is fully functional and ready for use prior to the start of shooting activities and conducts a safety briefing according to the Controlled Range Procedure (APPENDIX 3). Additionally, the RSO ensures all shooters have been briefed and that all significant events (incidents) are reported to the range chairman and club officers using the Incident Report Form (APPENDIX 4).

The RSO is responsible for the completion of all required forms and forwarding them to the club secretary.

### **6.2 Training and Qualification Requirements**

Range Safety Officers shall be trained in accordance with guidelines established by the National Rifle Association. Records of training and certification shall be maintained by the club secretary. The primary purpose of the Range Safety Officer is to ensure all rules are acknowledged and followed by shooters, participants, and observers.

### **6.3 Chief Range Safety Officers**

Chief Range Safety Officers (CRSOs) receive additional training and are responsible for ensuring RSOs have been trained in accordance with established procedures and records of this training and qualification are maintained and readily available. Additionally, the CRSOs are responsible proposing changes to the USC SOPs. The Board of Directors shall review and approve all changes to training requirements and SOPs.

## **7.0 CLUB RULES**

### **7.1 General**

1. While using club facilities all club members and their guests must observe local, state, and federal laws.
2. Club keys shall not be loaned to non-members for any purpose unless authorized by the Board of Directors.
3. All club members are expected to carry membership cards and shall present it to any club member upon request. Members may make copies from their original for family members.
4. Any non-member on club grounds not accompanied by a club member is considered to be trespassing and shall be treated accordingly. Non-members may be on club property by one of the following means:
  - a. Accompanied by a USC member. Members may escort up to five non-members, excluding family members.
  - b. Leagues - A guest may attend one league as a non-member. Exceptions to this rule may be waived by prior approval by the Board of Directors.
  - c. Participation in sanctioned events such as registered trap matches, etc.
  - d. Special events approved by the Board of Directors.
5. The gate shall be closed when leaving the club grounds unattended.
6. The club secretary shall schedule club house and barbecue area events. Special events may be scheduled upon approval of the appropriate range chairman provided:
  - a. Scheduled public events are posted at the club entrance, club house, and appropriate ranges
  - b. There is no conflict with previously scheduled events
  - c. A clean-up fee is discussed
  - d. A Range Use Request Forms (APPENDIX 6) is submitted and approved
7. Club grounds shall not be used for any activity that would make a profit for an individual or organization other than the USC unless the organization is not for profit and approved by the Board of Directors. If approval is granted by the Board of Directors to an organization to use the club grounds then a Board of Directors member or range officer must be appointed as official club liaison for the activity and this should be so noted and communicated to the approved organization.
8. No one is permitted on club grounds between the hours of sunset and sunrise without prior notice and approval, unless for a membership function (e.g. meeting, league participation, use of the indoor archery range, etc.). Use of firearms and outdoor archery facilities is permitted only during daylight hours unless the range is designed for such use or by prior approval given by the Board of Directors or by the appropriate range chairman. The indoor archery range is open 24/7 to indoor archery range members. Under no circumstances are firearms to be discharged after 10:00 pm.

9. Buildings shall be locked and windows closed upon leaving the club grounds.
10. Members shall clean-up the buildings and grounds after each use. This includes targets and all items brought to the range.
11. Non-operative club property and equipment shall be repaired to normal condition before leaving the club grounds or reported to the appropriate range chairman within 24 hours of the occurrence.
12. Any person willfully damaging or destroying club property shall, at the discretion of the Board of Directors, repair or replace the damaged property and/or forfeit membership.
13. Shooting or harassing any wildlife on club grounds is strictly prohibited.
14. No Boats, canoes, kayaks, float tubes or any type of floatation device or equipment may be used on the pond
15. Motorized vehicles shall be operated only on designated roads and parked in designated areas unless a special event dictates otherwise. A speed limit of 15 MPH is to be observed on club property.
16. Club members under 16 years of age while using a firearm must be accompanied by an adult club member (21 years or older) accepting responsibility of direct supervision of said minor. Club members under 14 years of age while using archery equipment must be accompanied by an adult club member (21 years or older) accepting responsibility of direct supervision of said minor.
17. Range rules posted at each respective range shall be observed at all times. It is the responsibility of each club member and invited guests to read, understand, and comply with said rules.
18. Firearms and archery equipment must be used on the range(s) designated for their use unless authorized by the range chairman or the Board of Directors. Refer to the specific range rules for firearm and archery equipment restrictions.
19. It is the responsibility of each shooter to make sure of their target and the area behind the target in order to minimize the possibility of fired rounds leaving club grounds.
20. Any club member who fails to comply with posted club rules may at the discretion of the Board of Directors forfeit membership to the club.
21. Members are to promptly report any accidents or injuries that occur on USC property that require more than first aid; see APPENDIX 4. Report to the club president or club secretary. Any shooting accident resulting in injury or death must be reported to the Cole County Sheriff's Department.
22. If an individual USC member offers a formal educational instruction at no profit to other USC members and/or their invited guest they shall submit a Range Use Request Form, (APPENDIX 6).
23. Exploding targets, such as Tannerite, are not allowed on club property without Board of Directors approval.

## **7.2 General Rules for Firearms**

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded until ready to use.
4. Know your target and what is beyond.
5. Know how to use the gun safely – don't hesitate to ask for assistance.
6. Be sure the gun is safe to operate.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection on all firearm ranges. (Spectators also!)
9. No glass is allowed to be used as targets on any range.
10. Guests/non-members must complete a Non-member Release and Covenant Form (APPENDIX 2) prior to any shooting activity.
11. Special shooting events must be scheduled and approved using the Range Use Request Form, (APPENDIX 6).

## **7.3 Muzzle Loading Range Rules**

1. No smoking in or around loading area.
2. Handguns firing standard type pistol cartridges as well as black powder handguns are allowed. No rifle cartridges are permitted (for example 223 REM, 7BR, 300 Blackout, etc.)
3. No caps on nipple or priming powder in flash pan until on firing line.
4. Use appropriate powder for your firearm.
5. Do not load directly from flask or powder horn. The use of a separate powder measure is mandatory.
6. Be considerate do not talk to anyone when they are loading.
7. When two or more are using the range at the same time, one will be designated as range officer. Everyone will obey their commands.



8. Clear loading area and range when done shooting.
9. Do not prime firearms when anyone is down range.
10. Muzzleloaders have priority on the range. Rimfire cartridges may be used on the black powder range as long as it does not interfere with black powder shooting.

#### **7.4 Trap and Skeet Range Rules**

1. Hearing and eye protection is required for shooters and officiating participants during all shooting events.
2. Shooters under the age of sixteen (16) must be provided supervised oversight by an adult club member (21 years or older).
3. Guns are to remain open at all times during handling and movement except when stored on the gun racks.
4. No guns are to be loaded until the shooter is in position and ready to shoot.
5. No more than two (2) shells are to be loaded in any gun in use at the trap and skeet range. Two shells may be loaded on the skeet field when shooting singles provided the puller and members on the squad are made aware of this. .
6. Guns which are not in proper working order shall not be used in any shooting activity (for example double guns firing both barrels simultaneously).
7. Shot is limited to 1 1/8 oz maximum. Maximum shot size is #7 1/2 for lead and #7 for steel.
8. All non-shooting observers shall remain clear of the skeet and trap fields during shooting. Animals must be on a leash during shooting activities.
9. Variations of shooting activities that do not conform to normal trap and skeet procedures must be approved by the range chairman.
10. The use of hand throwers or personal target throwers on the trap and skeet ranges is prohibited.
11. The use of chronographic equipment shall be under the direction of the range attendant.
12. When shooting activities are complete each shooter is responsible for picking up and disposal of their empty hulls.
13. A shotgun patterning board is located below the hill on the left of #1 Trap field.

## 7.5 Rifle Range Rules

1. No shooting is allowed on the rifle range without a Range Safety Officer present.

<p><b>IMPORTANT:</b> A qualified Range Safety Officer (RSO) may use the range alone however must resume the established rules of the RSO when one or more non-RSO qualified persons are using the range. Exception - two qualified RSOs may shoot at the same time, however, one RSO must resume the established roles of the RSO if a third person wants to shoot. During non-scheduled hours the RSO can restrict additional shooters.</p>
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2. All commands given by the Range Safety Officer must be followed.
3. Upon hearing a “CEASE FIRE” command, immediately stop shooting. Wait for further commands or instructions.
4. “CEASE FIRE”, “MAKE RANGE COLD”, and “RANGE IS CLEAR” must be called before anyone goes down range.
5. When someone is down range or a cease fire command has been given, absolutely NO handling of firearms is allowed. This means do not handle, touch, move or adjust firearm or any part attached to a firearm.
6. No tracer or armor piercing ammo is allowed.
7. Paper or cardboard targets must be affixed to the center of the club target stands. No targets may be set on the ground or on top of berms. Only paper or cardboard targets are permitted on the rifle range.
8. Do not shoot at angles across the range. Shoot only in a straight direction from the shooting benches.
9. YOU are responsible for all rounds fired from your firearm. Make sure that they do not destroy club property such as target stands, tables, structures, etc.
10. Be courteous of others; allow them time to use ear and eye protection before shooting.
11. Any item/items you bring to the range are your responsibility. Please remove all used targets, etc. Clean up after yourself.
12. Shooting is only allowed at designated target distances of 50, 100, and 190 yards. Rounds must pass into the earthen berms located at those distances. No intermediate distance targets are allowed.
13. Shooting benches numbered 1 – 6 are for the 100 yard range and 13– 16 for the 50 yard range. No exceptions to this rule.

14. No full auto, bump stocks or other modifications to rifles that change factory firing speed or characteristics are allowed.
15. Any firearm shooting a single projectile including centerfire, rimfire, muzzle loader, and air rifles can be on the rifle range provided the rifle range target stands are used AND authorized shooting distances are observed.
16. Muzzles must extend to end of the benches to reduce muzzle blast that could affect other shooters.

## **7.6 Utility Range Rules**

1. Rimfire rifle/pistol cartridges allowed on utility range
2. Handguns firing standard type pistol cartridges as well as black powder handguns are permitted. No rifle cartridges are permitted (for example 223 REM, 7BR, 300 Blackout, etc.)
3. The following pistol caliber carbines/rifles are permitted:
  - 38 special/357 magnum
  - 44 special/44 magnum
  - 45 colt
  - 9 mm
  - 40 Smith & Wesson
  - 45 ACP
  - .41
4. Shotguns may be used for patterning slugs and shot. Thrown targets are prohibited.

## **7.7 Pistol Range Rules**

1. No rifles or shotguns allowed.
2. Handguns firing standard type pistol cartridges as well as black powder handguns are allowed. No rifle cartridges are permitted (for example 223 REM, 7BR, 300 Blackout, etc.)
3. Pistol caliber rifles can be on the pistol ranges during club-sponsored events with approval from the Board of Directors.
4. Do not use wooden barricades for target stands on any range.
5. All rounds must pass into the berms or backstops- **ABSOLUTELY NO TARGETS ON THE GROUND!**

6. Clean up the range when finished shooting.
7. Armor piercing, or ammo that would damage the falling plates or steel targets are not permitted.
8. Shooter must be a minimum of 10 yards from the falling plates when shooting.

## **7.8 Sporting Clays / Five-Stand Range Rules**

1. Shotguns may be loaded only when in position to shoot on the station; do not load firearms while walking.
2. Shotgun actions must be open and emptied before turning to leave the shooting station.
3. While waiting to shoot, be certain your position is clear of the shooter's view and line of fire.
4. Before shooting, be certain your range of fire is clear of other shooters and spectators.
5. Load two shells for singles and doubles. Never load more than two shells.
6. Shot is limited to 1 1/8 oz maximum. Maximum shot size is #7 1/2 for lead and #7 for steel.
7. Contact current range chairman for range times and league information.

## **7.9 Archery Range Rules**

### **OUTDOOR ARCHERY RULES**

1. Walk the range in the correct direction only (not in reverse!!).
2. Broadheads are to be shot only into shooter supplied targets capable of stopping the arrow. Broadheads are not to be shot into any club target butt.
3. No firearms are allowed on any archery field.

### **INDOOR ARCHERY RULES**

1. The indoor archery range is accessible at all times to Club members except during events approved by the Board of Directors or Range Chairman. Requests for such events shall be requested using the range request form included as Attachment 6.
2. The Daily Sign-in Sheet shall be used to include all members and invited guests.
3. The use of the following devices is **PROBITITED**:
  - a. firearms of any type,
  - b. air guns of any type,
  - c. cross bows,
  - d. broadheads.
4. Misuse or abuse of any archery equipment or facilities should be reported to the Archery Range Chairman.

## **7.10 Fishing Lake Rules**

1. The USC Lake is stocked by the club and does not require a fishing license.
2. No boats are allowed which includes ALL types of watercraft including but not limited to canoes, row boats, kayaks, belly boat or any type of boat.
3. Do not be greedy! The daily limits per person or guest are as follows:
  - a. catfish – 2
  - b. bass – 1
  - c. perch / bluegill – 5
  - d. crappie – 5
4. Take some and leave some.

**APPENDIX 1:**

**RIFLE RANGE DAILY ACTIVITY SIGN-IN SHEET**

Range Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Participant signature acknowledges understanding and compliance with all rules and instructions from the Range Safety Officer.

Participant Name ( <b>Please print</b> )	Participant Signature
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

**APPENDIX 2**

**NON-MEMBER RELEASE AND COVENANT FORM**

**WHEREAS**, I (Individual or Group Name) \_\_\_\_\_, acknowledge and understand that:

- A) Firearms have an inherent risk.
- B) Shooting sports and archery may be inherently risky and personal injury, bodily injury and/or property damage may occur in the course of shooting sports or archery.
- C) Proper safety procedures may reduce the occurrence of such injury or damage arising from shooting sports or archery but cannot eliminate such occurrences.
- D) Shooting sports and archery do occur on the premises of the United Sportsmen's Club.

**NOW, THEREFORE, I** \_\_\_\_\_, for valuable consideration for which receipt is hereby acknowledged, including but not limited to being a guest of the United Sportsmen's Club and access to and use of the facilities of the United Sportsmen's Club, subject to the rules and regulations thereof, and participation in the activities of the United Sportsmen's Club, do hereby release the United Sportsmen's Club, its officers, directors, agents and servants from any and all claims, demands, actions, judgment and executions which may directly accrue to me or accrue to me by or through any other person or party, for any personal injury, bodily injury or property damage to any person or any property occurring on the property of the United Sportsmen's Club. I further specifically release any and all negligence claims against the United Sportsmen's Club, its officers, directors, agents and servants or employees. I will indemnify and hold harmless the United Sportsmen's Club, its officers, directors, agents and employees for any injury to myself or damage to my property where such injury or damage occurs on the property of the United Sportsmen's Club.

Nothing in this Release shall apply to any injury caused by the intentional action of the United Sportsmen's Club or its officers, directors, agents or servants or any injury caused by an act where such injury was wantonly and willfully caused by the United Sportsmen's Club or its officers, directors, agents, servants, or employees. This Release does not release any claims against individual members of the United Sportsmen's Club, or their agents, for actions taken by such individual members, or their guests, on the premises of the United Sportsmen's Club. However, this Release does release the United Sportsmen's Club and its officers for any injury or damage caused by an intentional act of a member of the United Sportsmen's Club or any injury caused by an act where such injury was wantonly and willfully caused by a member of the United Sportsmen's Club or for any negligent act of any member or their guest on the premises of the United Sportsmen's Club. **For organized activity groups approved by the Board of Directors the reverse side of this form may be used.**

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
USC Sponsor Signature

\_\_\_\_\_  
Date



**APPENDIX 2**

**NON-MEMBER RELEASE AND COVENANT FORM (Continued from reverse side)**

\_\_\_\_\_  
USC Sponsor Signature

\_\_\_\_\_  
Date

**IMPORTANT: Signature below signifies you have read and will comply with range rules specific to the area where you will participate.**

Name – (Print)	Signature	Name –(Print)	Signature
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		35	
17		37	
18		38	
19		39	
20		40	

Use additional sheets, as necessary.

## APPENDIX 3

### CONTROLLED RANGE PROCEDURE

#### **Pre-briefing Checklist:**

- Keep sliding main gate closed until range is opened for use.
- Raise range flag
- Inspect target frames and berm
- Inspect range for cleanliness and supplies
- Check first aid supplies and request needs to range chairman
- Make sure sign-in sheet is available
- Inspect burn barrels and burn if necessary
- Notify range chairman on any needs or issues

#### **Range Safety Briefing:**

The briefing shall include a review and discussion of the range safety rules. The briefing may be given verbally or in written form. Following this briefing all shooters shall acknowledge their understanding and compliance by signing in on the Rifle Range Daily Activity Sign-in Sheet (APPENDIX 1).

Additionally, non-club members shall complete a Non-member Release and Covenant Form (APPENDIX 2). Completed forms will be maintained by the club. Conduct this briefing on the range prior to range use. Stand where posted rules, demonstrations, and explanations of range equipment can be included in the briefing, as appropriate.

1. State the purpose, e.g., recreational shooting.
2. Introduce and state the roles of the Range Safety Officer.
3. Conduct a range orientation on, or within view of, the range.
4. Point out key areas of the range and briefly describe actions that occur within each.
5. Review posted range rules and any other rules for the event
6. Review range commands
7. Ask if anyone has any questions about expectations or rules

#### **DISCUSS THE FOLLOWING:**

Spectator area--Located behind the ready area where visitors and range users may wait and observe activities.

Ready area--Located behind the ready line where shooters may store and prepare their equipment.

Backstop--Located downrange behind the target line. Guns should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact the berm.

**APPENDIX 4**

**INCIDENT REPORT FORM**

This form is to be completed as soon as practical following resolution of an event involving a medical emergency or other significant site event. Additionally, call the range chairman and a club officer with the details of the incident.

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

Person Completing this report: \_\_\_\_\_ Phone: \_\_\_\_\_

Witness: \_\_\_\_\_ Phone \_\_\_\_\_

Incident Summary: \_\_\_\_\_

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Describe immediate actions taken: \_\_\_\_\_

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Describe follow-up actions required: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Club Officer)

Comments:

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## APPENDIX 5

### RANGE COMMANDS AND DEFINITIONS

#### Range Commands

##### “RANGE IS HOT”

This signifies shooters may handle their firearms on the firing line. They may also handle firearms in the ready area or spectator area provided the actions are open or otherwise made safe. This includes moving firearms to and from vehicles located in the spectator area. Load only on the firing line. At all times the three basic NRA safety rules must be observed.

##### “MAKE THE RANGE COLD”

All firearms are to be cleared; magazines removed, and actions open or made safe. Firearms must be open for visual inspection and verification by all present. All shooters must stand behind ready line until directed by the Range Safety Officer. Firearms cannot be handled when the range is cold.

##### “RANGE IS CLEAR”

This command signifies it is safe to go down range.

##### “COMMENCE FIRE”

Shooters may begin firing as directed by the Range Safety Officer.

##### “CEASE FIRE”

All shooting must stop immediately and remain in position with firearms pointed in a safe direction and wait for further direction from the Range Safety Officer.

#### Definitions

##### “Controlled Range”

A range under the direct control of a Range Safety Officer.

##### “Ready Line”

A line parallel to the firing line located behind the shooting benches.

##### “Near miss”

An incident that does not result in personal injury or property damage but has the potential to do so.

#### Definitions (continued)

“Ready Area”

The area behind the ready line demarcation that includes the parking lot. Firearms cannot be handled when the range is cold.

“Significant event”

An unplanned or unintended event such as personal injury requiring medical attention, unauthorized discharges, or unintentional discharge

“Spectator Area”

The area behind the ready line that is not covered by the canopy.

“Unauthorized discharge”

The discharge of a firearm under circumstances not under the direction of the Range Safety Officer.

“Pistol calibers for carbines / rifles”

- 38 special/357 magnum
- 44 special/44 magnum
- 45 colt
- 9 mm
- 40 Smith & Wesson
- 45 ACP
- .41

“Unintentional discharge”

The discharge of a firearm at a time not intended by the user. Unintentional discharges due to negligence require completion of an Incident Report Form (APPENDIX 4).

**APPENDIX 6**

**RANGE USE REQUEST FORM**

Name of requesting organization: \_\_\_\_\_

Address: \_\_\_\_\_

Organization is a not for profit under (check one) 501(c) (3)  501(c) (7)  Other

Person coordinating event: \_\_\_\_\_ Phone: \_\_\_\_\_

Event description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Range and or facilities requested: \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

How will this event promote the primary objectives of the USC? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will insurance be provided by requesting organization: Yes  No

\*\*\*\*\*Club

member sponsoring event: \_\_\_\_\_ Phone: \_\_\_\_\_

If event is approved I agree to abide by USC Standard Operating Procedures

\_\_\_\_\_

Signature

Date

NOTE: regarding this event you are responsible for adhering to USC Standard Operating Procedures, posting the event notice at club entrance 3 or more days in advance, and restoration of facilities upon completion. No event will be advertised as "open to the public".

\*\*\*\*\*

Reviewed by Board of Directors on \_\_\_\_\_

Comments or special instructions:

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

USC officer or range chairman

NOTE: Mail completed form to: United Sportsmen's Club, P.O. Box 6664, Jefferson City, MO 65102

APPENDIX 7

APPLICATION FOR MEMBERSHIP

United Sportsmen’s Club
4400 Ossman Lane
P.O. Box 6664
Jefferson City. MO 65102

NAME: \_\_\_\_\_
First Middle Initial Last

ADDRESS: \_\_\_\_\_
Street Address City State Zip Code

EMAIL: \_\_\_\_\_ Date of Birth \_\_\_\_\_

HOME / CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

Are You Currently a N.R.A. Member: \_\_\_\_ Yes \_\_\_\_ No If Yes, Membership Number: \_\_\_\_\_

FAMILY MEMBERS

SPOUSE’S NAME: \_\_\_\_\_ List Below Any Children Under The Age of 21

NAME: \_\_\_\_\_ AGE: \_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_

NAME: \_\_\_\_\_ AGE: \_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_

INTERESTS: Trap/Skeet \_\_\_\_ Sporting Clays \_\_\_\_ Rifle \_\_\_\_ Black Powder \_\_\_\_ Archery \_\_\_\_ Fishing \_\_\_\_ Action Pistol \_\_\_\_

If accepted as a member of the United Sportsmen’s Club I agree to attend New Member Orientation and abide by the rules of the club

INSTRUCTIONS

1. Print or type clearly. Sign both sides of application. 2. Attach payment, by check or money order, as follows: Initiation Fee - \$50.00, Annual Dues - \$60.00, Gate Key - \$1.00, TOTAL: \$111.00 ( NOTE: For applicants joining in October thru February the amount is reduced to \$81.00). 3. Mail completed application and check/money order to the post office box shown on this application.

Membership is contingent on your attendance of New Member Orientation. New Member Orientation is designed to inform you about the club facilities, programs and rules of the United Sportsmen’s Club. A gate key and membership card will be issued only after attendance of New Member Orientation.

Board meetings and New Member Orientation are held on the second Monday of every month. Meetings are held at the USC clubhouse, located on the club grounds at 4400 Ossman Lane. (Gate locked open at 6:00 p.m. New Member Orientation at 6:30 p.m. board meeting at 7:30 p.m.). NOTE: By signing this membership application form you are pledging to attend New Member Orientation, to become familiar with the club bylaws and range rules, and to abide by these rules. You are also pledging that while on club premises you (and your guests) will act at all times in a safe manner and also a manner befitting a sports person and good citizen.

**NEW MEMBER RELEASE AND COVENANT**

**WHEREAS,** I \_\_\_\_\_, acknowledge and understand that:

- A) Firearms have an inherent risk.
- B) Shooting sports and archery may be inherently risky and personal injury, bodily injury and/or property damage may occur in the course of shooting sports or archery.
- C) Proper safety procedures may reduce the occurrence of such injury or damage arising from shooting sports or archery but cannot eliminate such occurrences.
- D) Shooting sports and archery do occur on the premises of the United Sportsmen’s Club.
- E) As a member of the United Sportsmen’s Club, I may bring guests, including my family members, to the premises of the United Sportsmen’s Club.
- F) Such guests will always be under my oversight and control, and I will be responsible for all their actions on the premises of the United Sportsmen’s Club.

**NOW, THEREFORE,** I \_\_\_\_\_, for valuable consideration for which receipt is hereby acknowledged, including but not limited to membership in the United Sportsmen’s Club and access to and use of the facilities of the United Sportsmen’s Club, subject to the rules and regulations thereof, and participation in the activities of the United Sportsmen’s Club, do hereby release the United Sportsmen’s Club, its officers, directors, agents and servants from any and all claims, demands, actions, judgment and executions which may directly accrue to me or accrue to me by or through any other person or party, for any personal injury, bodily injury or property damage to any person or any property occurring on the property of the United Sportsmen’s Club. I further specifically release any and all negligence claims against the United Sportsmen’s Club, its officers, directors, agents and servants or employees. I will indemnify and hold harmless the United Sportsmen’s Club, its officers, directors, agents and employees for any injury to any guest of mine, damage to the property or any guest of mine, where such injury or damage occurs on the property of the United Sportsmen’s Club.

Nothing in this Release shall apply to any injury caused by the intentional action of the United Sportsmen’s Club or its officers, directors, agents or servants or any injury caused by an act where such injury was wantonly and willfully caused by the United Sportsmen’s Club or its officers, directors, agents, servants or employees. This Release does not release any claims against individual members of the United Sportsmen’s Club, or their agents, for actions taken by such individual members, or their guests, on the premises of the United Sportsmen’s Club. However, this Release does release the United Sportsmen’s Club and its officers for any injury or damage caused by an intentional act of a member of the United Sportsmen’s Club or any injury caused by an act where such injury was wantonly and willfully caused by a member of the United Sportsmen’s Club or for any negligent act of any member or their guest on the premises of the United Sportsmen’s Club.

Applicant Signature: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

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

United Sportsmen’s Club Officer