

# **SOP**

## **Pascagoula Shooting Club Standard Operating Procedures**

**4-16-22**

**REV 9**

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## **I. Introduction**

All Pascagoula Shooting Club (PSC) members are responsible for ensuring compliance with this manual of Standard Operating Procedures (SOP). Club members are responsible for instructing their guests as to the contents of this SOP. Violation(s) of this SOP may result in the loss of range privileges, and/or other appropriate actions under the provisions of this SOP, PSC By-Laws, or local, state, and/or Federal Law.

## **II. Organizational Description**

A: The PSC exists to promote sportsmanship and marksmanship among members and their families, potential members, and authorized guests through:

- (1). Promoting and ensuring safe firearms handling practices;
- (2). Disseminating firearms techniques and marksmanship training;
- (3). Promoting firearms competitions among members/organizations and the general public in cooperation with Mississippi shooting organizations, the National Rifle Association of America (NRA), the Civilian Marksmanship Program (CMP), USA Shooting, and other organizations.

B: The PSC is a self-sustaining organization. Revenue generated by PSC annual membership dues, special events, competitions, and range access fees provide funds for operations, maintenance, and improvements.

C: The PSC By-Laws serve as the framework of the Club organization, including, but not limited to

(1). Defining membership;

(2). Defining PSC Officers and responsibilities;

(3). Defining meeting criteria.

### **III. Physical Description of Facilities**

A: The physical address of the PSC is 5800 Bayou Heron Rd., Moss Point, MS 39562.

GPS Coordinates: 30° 25' 30" N and 88° 25' 27" W.

B: The mailing address of the PSC is P.O. Box 190579, Mobile AL 36619

C: Hours of operation for the PSC ranges is from 15 minutes before published sunrise until 15 minutes after published sunset, year round.

D: The range complex consists of:

(1). One covered sixteen lane 50 & 200 yard shooting range;

- (2). One covered four lane 200 yard shooting range with ambidextrous concrete shooting benches;
- (3). One covered fifteen lane 200, 300, 600 yard Known Distance (“KD”) shooting range;
- (4). One covered four lane 1000 yard KD shooting range;
- (5). One covered multi-position rimfire silhouette shooting range;
- (6). One covered multi-position Black Powder Centerfire shooting range;
- (7). One railway “box car” which acts as an administration and support building;
- (8). One picnic pavilion with BBQ grill;
- (9). Restroom / shower facilities with hot & cold running water.

E: The range complex faces predominantly eastward and is by both private lands and federal property. Special care must be taken to ensure that bullets are not intentionally fired or allowed to ricochet off PSC property.

F: Due to the PSC’s multi-use design and limited land space, operational restrictions may be imposed to ensure safe, efficient, and environmentally responsible operations.

#### **IV. Basic Club Responsibilities**

The basic responsibilities of the Pascagoula Shooting Club are as follows:

- (1). To ensure the most current data is available for reference, copies of this SOP shall be maintained in the boxcar and on both the North and South shooting ranges;
- (2). PSC will provide facilities in good repair for use by members and guests;
- (3). First aid kits containing basic supplies will be available on both the North and South shooting ranges and shall be stocked at regular intervals;
- (4). Emergency contact information shall be posted outside the box car as well as on both the North and South ranges.

## **V. Member Responsibilities**

A: PSC members shall not be in arrears on their dues, pursuant to the PSC By-Laws.

B: All PSC members shall be issued a main gate key and a membership card, subject to the following restrictions:

- (1). Members must attend and understand the safety orientation in order to obtain a key to the gate and have shooting privileges.
- (2). Upon entering or leaving the PSC property, members shall re-lock the gate to prevent unauthorized access to PSC property (does not apply on Competition Days or Membership Days);
- (3). Membership cards must be in the PSC member's possession at all times and in plain view while on the PSC property;
- (4). Membership cards and keys are controlled items, shall not be duplicated, and are the property of the PSC. Members shall immediately return their card and keys to a Club Officer or RSO Assistant if requested;
- (5). Members discovered providing their card or key to non-members shall face disciplinary action;

(6). Any person discovered firing on the PSC ranges without a membership card shall be considered unsafe, armed trespassers on PSC property and shall be reported immediately to a member of the Board of Directors and include all relevant information regarding the trespass.

C: All PSC members are encouraged to participate in at least one Maintenance session per year, pursuant to the PSC By-Laws and the following:

(1). Range maintenance shall be scheduled by the Operations Officer, and every attempt shall be made to limit the impact on range activities;

(2). All maintenance will be directed by the Operations Officer or his/her designated representative;

(3). All ranges will be cold and all firearms removed from the firing lines during maintenance sessions where personnel shall be forward of any firing line;

(4). Range maintenance may consist of, but is not limited to, general area trash/brass pickup and disposal, grass mowing, weed control, rest room servicing, general facilities repair, and range improvements;

(5). A record of maintenance will be maintained by the Operations Officer to confirm individual member participation and will remain in the box car for reference during member renewal activities;

(6). Members who are not available during scheduled maintenance sessions may contact the Operations Officer to arrange alternate times and duties in lieu of scheduled sessions.

D: All PSC members shall abide by the permissions, restrictions, and prohibitions detailed in the entire SOP.

E: All PSC members shall be responsible for their guests' adherence to the permissions, restrictions, and prohibitions detailed in the entire SOP.

F: All PSC members shall not infringe upon other members' peaceful enjoyment of the benefits and privileges offered by the club. Differences of opinions must be discussed in a respectful and professional manner.

## **VI. Guest Privileges**

Each member shall be allowed to sponsor non-member visits to the PSC range with the following restrictions:

- (1). Members are responsible for the conduct of their guests;
- (2). All guests must sign a "hold-harmless" agreement prior to entering the shooting areas;
- (3). Each member is limited to two (2) guests per visit;
- (4). Each guest is allowed one free visit per calendar year;
- (5). Each guest shall pay a \$10 range fee for each visit after their free visit;
- (6). Guests shall not perform the duties of Range Safety Officer.

## **VII. General Range Permissions, Restrictions, and Prohibitions**

A: General Rules:

- (1). Alcoholic beverage consumption and persons under the influence of alcohol are not permitted on PSC property;



(2). Illegal drug use and persons under the influence of illegal drugs are not permitted on PSC property;

(3). Climbing of berms is specifically prohibited except for the maintenance approved by the Operations Officer;

(4). Any event or class requiring deviation from these SOPs must submit a written request for variance, including supporting rationale, for exception to the PSC BOD two (2) weeks prior to the intended date of the event or class;

(5). Box car access, equipment pod access, long-range road gate access, and target house access are granted on a need basis. Not all members shall have access to these. The BOD shall approve access upon proof of need for access;

**B: Firearms authorized for use on PSC shooting ranges:**

(1). Rimfire rifles, pistols, and revolvers;

(2). Centerfire rifles, pistols, and revolvers;

(3). Smoothbore or rifled shotguns;

(4). Black Powder rifles, revolvers, and shotguns;

(5). NFA weapons (fully automatic weapons, select-fire weapons, short-barreled rifles, short-barreled shotguns, suppressed weapons);

(6). Pellet rifles, pistols, or revolvers.

**C: Firearms prohibited from use on PSC shooting ranges:**

(1). Any firearm chambered in .50 BMG or .416 Barrett; the exception being the USCG Special Missions when training per restrictions in a written agreement with the PSC.

(2). Grenade launchers, RPGs, and similar devices.

D: Ammunition authorized for use on PSC shooting ranges:

(1). Commercial jacketed or lead “ball” type ammunition;

(2). Commercial jacketed or lead “hollow point” type ammunition;

(3). Reloaded jacketed or lead ammunition;

(4). Commercial or reloaded shotgun ammunition;

(5). Black Powder or Black Powder Cartridge ammunition;

(6). Air gun pellets / BBs.

E: Ammunition prohibited from use on PSC shooting ranges:

(1). Incendiary ammunition;

(2). Tracer ammunition;

(3). Armor-piercing ammunition;

(4). Explosive ammunition.

F: Targets authorized for use on PSC shooting ranges:

- (1). Any commercially available or “home-made” paper, plastic, or cardboard target;
- (2). Metal targets when placed in locations which limit the potential for injuries from bullet fragmentation and ricochet. These distances have been minimally set as 25 yards for rimfire ammunition, 50 yards for centerfire handgun caliber ammunition, and 100 yards for centerfire rifle caliber ammunition. These are MINIMUM distances and should “spatter” effect shooters, targets MUST be moved further from the line until the “spatter” no longer happens;
- (3). Explosive targets (e.g. “Tannerite”) when placed a minimum of 50 yards from the firing line, 15 feet from any berm, or otherwise in accordance with manufacturer's' instructions;
- (4). Non-hazardous targets which can be cleaned up (for example, but not limited to: golf balls, tennis balls, plastic drink bottles, etc.).

G: Targets prohibited from use on PSC shooting ranges:

- (1). Glass targets of any type;
- (2). Any target containing hazardous materials;
- (3). Any *sealed* container which used to house hazardous materials;
- (4). ANY WILDLIFE.

H: Conditions for use of PSC shooting ranges:

- (1). All members and guests must ensure that they are firing directly downrange (eastward) and/or into berms/backstops;
- (2). All members and guests must furnish their own target frames and targets unless provided during club-sponsored functions;
- (3). All members and guests will clean up targets, target frames, or target remnants when done shooting;

(4). All members and guests will clean up expended brass from the firing line and dispose of properly;

(5). Wanton destruction or molestation of wildlife is expressly prohibited and is grounds for immediate expulsion from the club;

(6). Unaimed or indiscriminate firing is expressly prohibited;

(7). Firing cross-range or off-property is expressly prohibited;

(8). Intentional and willful damage to PSC property is expressly prohibited and is grounds for immediate expulsion from the club;

(9). Members and guests may carry a holstered firearm anywhere on the PSC grounds, but can only remove it when on the firing line while the line is "HOT."

### **VIII. Range Permissions and Prohibitions**

A: All Ranges (North, South, Center)

(1). It is recommended that members do not shoot alone at the facility;

(2). A visual inspection of the facility shall be performed before ranges are called "HOT". This shall include all firing lines, all impact areas, and all space between;

(3). Warning horns shall be sounded from either the North or South Ranges to call all ranges "COLD," one blast or "HOT," two blasts (signs indicating correct usage of horns are located at each horn control location);

(4). It is recommended that one member stay at the firing line to ensure that all ranges remain "COLD" while persons are downrange less than 200 yards;

(5). It is required that one member stay at the firing line to ensure that all ranges remain “COLD” while persons are downrange more than 200 yards for any reason (target changes, pit work, range maintenance, etc.);

(6). Two-way communications between the firing line(s) and persons downrange is required when persons will be downrange farther than 200 yards for any reason (target changes, pit work, range maintenance, etc.);

(7). This line is intentionally left blank.

(8). A sign indicating that persons are downrange shall be placed in the center of the entrance to the PSC facility in such a manner as to create a situation where people entering the range are required to drive around it when persons will be downrange farther than 200 yards for any reason (target changes, pit work, range maintenance, etc.);

(9). Members shall not unduly affect or restrict firing on the ranges with extended or repeated “COLD” sessions. “COLD” sessions should be restricted to 10 minutes or less when possible (does not apply during scheduled range maintenance or scheduled matches/events);

(10). Do not enter the PSC property if the website states that the range is closed and/or if a sign is posted on or near the gate that states that the range is closed. Only the BOD or authorized personnel are allowed on the property. The lock will be changed to ensure safety.

#### B: South Range:

(1). The South range is for use by all members of the PSC, pursuant to the provisions of this SOP;

(2). The 50-yard berm is primarily used for pistols/handguns, rimfire firearms, and sub-machineguns;

(3). The 200-yard berm is primarily used for rimfire and Centerfire pistols, rifles, and machineguns;

(4). Target frames/targets may be placed at distances ranging from 7 feet out to either berm as long as placement of the frames/targets does not produce a safety risk due to deflection or ricochet, subject to any other restrictions in the PSC SOP;

#### C: Center Range

- (1). The Center range is for use by all members of the PSC, pursuant to the provisions of this SOP;
- (2). The Center range firing line consists of the raised area between the North and South ranges as well as the 2 uncovered benches adjacent to the North range;
- (3). The Center range utilizes either the north end of the 200 yard berm on the South range, or the 600 yard range to the south of the numbered stations on the North range (currently under construction);
- (4). The Center range may be used for pistols/handguns, rifles, machineguns, and shotguns;
- (5). The Center range may be used for trap/skeet shooting, provided that debris from clays does not interfere with shooters on either the North or South range;
- (6). The Center range is not to be used for shooting the numbered stations on the North range.

D: North Range:

- (1). The North range is primarily used for PCS-sponsored competitions and events;
- (2). Members may gain full access to use of the North range through a structured process including:
  - (a). Safety training;
  - (b). Equipment training;
  - (c). Basic long-range qualification.
- (3). Regularly-scheduled long-range training sessions including the above process shall be provided by the PSC;
- (4). Members who successfully complete the required training shall be issued a gate key and a membership card identifying them as having privileges on the North range;
- (5). Range equipment along the 600 yard and 1000 yard lanes (number boards, flagpoles, etc.) shall not be targeted;

(6). Targets shall not be placed on or near the Rimfire Silhouette or Black Powder steel targets/frames;

(7). Targets shall not be placed directly on the grass surface of the 200 yard and 300 yard firing positions of the North Range;

(8). Targets shall not be placed on the 600 or 1000 yard backstops;

### **IX. Conduct of Firing Line**

A: Basic rules of conduct:

(1). Everyone on PSC property shall treat all firearms as if they were loaded at all times;

(2). Everyone on PSC property shall keep all uncased/ un holstered firearms pointed downrange or straight up (unless under covered areas) at all times;

(3). Everyone on PSC property shall keep all uncased/ un holstered firearms unloaded at all times unless actively participating in shooting on the PSC shooting ranges;

(4). Everyone on PSC property shall maintain muzzle direction as to ensure that bullets do not leave PSC property;

(5). Firearms shall not be pointed, aimed, or dry-fired at any location other than downrange while on the firing line, and only while the line is considered "HOT";

(6). No one shall handle, transport, or otherwise touch firearms on the shooting line while the line is "COLD". Shooters shall cease firing, clear all weapons, lock actions open or block them with appropriate devices (chamber flag or expended brass), remove magazines, and ground/bench the firearm for the entire duration that the line is "COLD". ALL firearms on the line must be inspected and verified to be cleared with actions opened/blocked and benched PRIOR to ANYONE moving forward of the firing line;

(7). Anyone not going downrange during a "COLD" period shall move rearward of the yellow safety line (where applicable). No one is to be handling firearms on the line, loading

ammunition, adjusting scopes, etc., until the line is again called "HOT"; It is permissible to load detachable magazines behind the yellow line when COLD;

(8). Anyone on the PSC shooting ranges can call a "CEASE FIRE" for safety reasons at any time;

(9). Members shall obey the direction of the Range Safety Officer (if applicable) at all times.

(10). Firearms shall be unloaded and transported to or from the parking area only while the range is "HOT" in accordance with the "Transport of firearms" section of this SOP;

(11). All shooters shall recover their targets, target frames, or target debris and stow or dispose of properly;

(12). All shooters shall recover their expended brass and dispose of properly in the brass recovery barrel or remove it from the range;

(13). All shooters shall pick up and dispose of any trash they are responsible for creating;

(14). All shooters should pick up and dispose of any other trash present;

(15). Upon leaving the facility, the main gate is to be locked to prevent unauthorized entry.

#### B: Eye and ear protection:

(1). Hearing protection is strongly recommended and is required to be used on the firing line at all times when the range is "HOT";

(2). Eye protection is strongly recommended and is required to be used at all times when the range is "HOT" unless under the supervision of a Match Director. Eye protection with side/temple shields is strongly recommended;

#### C: Transport of firearms



(1). All uncased/unholstered firearms being transported to and from the parking area, to and from the shooting ranges, and at any other place on PSC property shall have actions opened (or blocked with a chamber flag or piece of expended brass), the safety engaged, and magazine removed (if applicable);

(2). No uncased/unholstered firearms may be transported to or from the shooting ranges while the line is "COLD," unless the designated Range Safety Officer specifically allows it. Generally, this will only be allowed during extended "COLD" periods, and not while any member or guest is downrange.

#### D: Range Safety Officers (RSOs)

(1). If five (5) or more shooters are on either firing line, or on both firing lines combined, one member shall assume the duties of Range Safety Officer;

(2). The order of preference for determining the Range Safety Officer shall be:

(a). The PSC Safety Officer

(b). Any PSC-designated RSO Assistant

(c). Any NRA-certified RSO

(d). Any member chosen by agreement of the shooters on the line

(3). The RSO shall be in control of all shooting activities on the shooting ranges;

(4). The RSO shall be the only person to call the line "HOT" or "COLD," although any person on the firing line can call a "CEASE FIRE" for safety reasons;

(5). The RSO shall be responsible for verifying that all firearms have been properly grounded and cleared prior to calling the range "COLD" and authorizing persons forward of the firing line;

(6). The RSO shall assist any person on the firing line with clearing of a malfunction after calling a "CEASE FIRE";

E: Basic Range Commands to be used when an RSO is in control of the firing line:

(1). "The line is HOT" – The RSO gives two blasts on the horn. Shooters may approach the firing line and begin firing when ready;

(2). "Cease fire. Make the line COLD / SAFE" – Shooters shall cease firing, clear all weapons, lock actions open or block them with appropriate devices (chamber flag or expended brass), remove magazines, and ground/bench the firearm;

(3). "The line is now COLD" – The RSO gives one blast on the horn. Shooters shall step to the rear of the firing line (behind the yellow safety line if applicable). No one shall handle/touch/transport an uncased/un holstered firearm at this point. Persons going down range may proceed to do so.

## **X. Rules Enforcement**

PSC members, PSC Officers, PSC Committee Chairs and member, guests, and competitors are expected to be aware of and adhere to PSC By-Laws and Standard Operating Procedures. Failure to do so may result in disciplinary action, up to and including expulsion from the PSC, pursuant to the following:

(1). Any member of the PSC may be suspended for up to 30 days from the PSC for actions deemed sufficient by a two thirds vote of the BOD; during the suspension the member is not allowed on the club property. The suspended member may appeal the decision to the BOD. If appealed, then the suspension is in effect until there is a meeting held by the board not to exceed two weeks from the date of the appeal and the outcome of the appeal will be decided by a two thirds vote.

(2). Any Officer of the PSC may be suspended from the BOD by unanimous decision of the remaining voting members of the BOD;

(3). Any non-member can be expelled from the range for flagrant safety violations by the designated Range Safety Officer on duty, any elected Officer, or any elected committee Chair;

(4). All suspensions more than 30 days, removals from the BOD, and expulsions from the club shall require a vote by the membership at a Special or Regular meeting, pursuant to the

scheduling provisions of ARTICLE VIII of the PSC By-Laws. Charges against any Officer or member must be submitted to the Executive Secretary, who will immediately notify the President, at which time a date for the meeting shall be set;

(6). All accused shall be notified in writing of any charges made at least 14 days prior to the date of the meeting;

(7). All accused shall be given a full, fair, honest, and impartial hearing before the BOD and members in good standing present at the meeting;

(8). Any BOD member suspended by unanimous vote of the other members of the BOD shall immediately be voted upon at the next meeting regarding removal from the BOD. A majority vote of the general membership in good standing present at the meeting will either affirm the suspension, thus resulting in removal of the Officer from the BOD, or overturn the suspension, thus restoring the Officer to his/her position on the BOD;

(9). Any PSC member suspended for more than 30 days by vote of the BOD will be subject to a general membership vote regarding suspension or expulsion from the PSC. Any member who has been suspended by the BOD more than once in a year will be subject to a vote regarding suspension or expulsion. A majority vote of the general membership in good standing at the meeting will either affirm the suspension or expulsion thus resulting in suspension or expulsion of the member from the PSC, or overturn the suspension or expulsion thus restoring the member to a status of member in good standing.

(10). One of the objectives of the PSC is to promote and ensure safe firearms handling practices. Therefore, members who see a safety violation should respectfully point out the violation to the member or guest. If it is a serious violation, then obtain the members name and report the name, violation, date, and time to the Safety Officer. Only the Safety Officer, a current Range Safety Officer Assistant, or other Officers of the club can confiscate a member's key or card. Members who assume the duties of the RSO cannot confiscate a member's key or card.

(11). Any member may be suspended or expelled from the club for theft from the club, from another member or from a guest. Any member may be suspended or expelled from the club for destruction of club property.

## **XI. Organized Range Events**

### A: Scheduled PSC-sponsored events:

- (1). PSC-sponsored events occur on a regularly scheduled basis. These events typically occur on one range only, however some competitions occurring forward of the firing lines on either the North or South range will require all ranges to be closed for a set period of time;
- (2). The Match Director of any PSC-sponsored event shall be in charge of all ranges while the scheduled activity is taking place. The Match Director shall make every effort to minimize the amount of time that all ranges must be "COLD" as to reduce the impact on the general membership;
- (3). Times and availability of ranges shall be posted on the range message board and the PSC website;
- (4). PSC-sponsored events include escorted public access to competitions, classes, or other special events, including military training exercises;
- (5). Sponsors of organized competitions open to the public shall ensure a predetermined range usage fee is paid to the PSC within five (5) business days after the event is completed;
- (6). All guests participating in PSC-sponsored events must remain under direct supervision of the event organizer(s) at all times;
- (7). All participants of PSC-sponsored events shall be briefed on range operations and SOP prior to any live fire.

### B: Other organized events:

- (1). Any recognized organization (military, police, Boy Scouts, etc.) or any member in good standing may conduct an organized event or training class;

(2). The PSC BOD must approve the event or class at least three (3) weeks prior to the planned event date, and the event will be listed at least 14 days prior to the event on the range message board and the PSC website;

(3). To be eligible for consideration, organized events must serve the primary purpose of the PSC: promoting sportsmanship and marksmanship among members and their families, potential members, and authorized guests;

(4). Approved events which deny access to regular members for a significant period of time must compensate the PSC appropriately.

## **XII. Committees**

The BOD collectively may create both permanent and temporary committees to assist the BOD in the execution of general duties. These Committees are subject to the following:

(1). The formation of a committee shall be approved by a majority vote of the BOD;

(2). The Executive Officer, Operations Officer, and Safety Officer may propose both permanent and temporary committees to assist in the execution of their specific duties. The Officer shall outline the duties and/or purpose of the committee proposed. The formation of a committee shall be approved by a majority vote of the BOD;

(3). Committee Chairs shall be appointed by the BOD, and shall serve until the next January meeting of the PSC, at which time they will have to be reappointed or replaced by the BOD elected at that meeting;

(4). Resignation of any Committee Chair may be accepted by the members of the BOD. Any vacancy of a Committee Chair shall be filled by appointment by a majority of the BOD. The position shall be up for reappointment or replacement at the next annual January meeting of the club, regardless of the time the position was held;

(5). Committee Chairs manage their respective group, program, or discipline for which they serve and shall be the single voice from their group, program, or discipline in communication with the BOD. Committee Chairs may appoint any current member in good standing to their committee;

(6). Committees do NOT make official PSC policy;

(7). Committees, their Chairs, and their members may not indebt the PSC.

### Revision History

<b>Date</b>	<b>Section</b>	<b>Rev</b>	<b>Comments</b>
1/28/07			Adopted by General Membership vote
10/7/07			Amended by General Membership vote
4/10/?			Amended by BOD 04/08 & 04/10 (Safety)
1/2/11			Amended by General Membership vote
4/16/16			Amended by General Membership vote
4-15-17	Revision	6	Added Revision History
4-15-17	VII.C. (1)	6	Added special 50 Cal exemption for USCG.
4-15-17	VIII.A.(3)	6	Added one blast and two blasts for horn operation.
4-15-17	VIII.A.(7)	6	Deleted VIII.A.(7) concerning strobes.
4-15-17	VIII	6	Corrected B-Center to C-Center and C-North to D-North.
4-15-17	IX.B.(1, 2)	6	Changed eye and ear protection to required.
4-15-17	IX.E.(1)	6	Added RSO gives two blasts on the horn.
4-15-17	IX.E.(3)	6	Added RSO gives one blast on the horn.
4-15-17	IX (7)	6	Load detachable magazines
4-15-17	X. (6)	6	Changed from 15 days to 14 days.
4-15-17	X. (11) 9	6	Added X. (11) section concerning theft.

4-15-17	XI.B. (2)	6	Changed 2 weeks to 3 weeks and 10 to 14 days.
10-21-17	III.B	7	Correct mailing address
10-21-17	III.C	7	Change 8 am to sunrise
4-21-18	V.B.3	8	Added membership card in plain view.
4-16-22	III.C	9	Change to 15 min before sunrise, 15 after sunset
4-16-22	II.B	9	Change rental to access