

Bancroft District Fish and Game Protective Association Incorporated

Range Operating Instructions



Section 1 – General

These Range Operating Instructions cover the use of the range facilities operated by the Bancroft District Fish and Game Protective Association Incorporated.

All Range Officers and range users are required to read and sign these Range Operating Instructions yearly.

Requests for exemptions from any provisions of these Range Operating Instructions shall be submitted in writing to the Range Operator for Approval.

.1 Revisions

These Range Operating Instructions have been published and revised on the dates listed below:

Original Publication - August 7, 2013

Revision #1 October 17, 2013

Revision #2 December 10, 2013

Section 2 – Range Facility

.1 Range Descriptions

The Range Facility has multiple ranges. The descriptions of the operational ranges are listed below:

- A Range – 5 Lane, 100m rifles ranges; 1 Lane, 75m rifles range; 1 Lane, 50m rifles/Handgun range 6 Lane, 25m rifles / handguns ranges; 4 Lane, 10m handgun range
- B Range – Shotgun Skeet Range; restricted to shot size # 9 only
 - Positions 1,2 and 3 and 8 low are Closed
 - Range Safety Officer must be on Duty while the Range is in use.
- C Range - Shotgun Trap Range; shot size # 7 ½

Hours of Operation:

½ hour after sunrise, to ½ hour before Sunset, 7 days a week, noon to ½ hour before sunset on Sundays.

“No IPSC Approval”

A Range

Location:	Left of B Range, refer to site plan
Description:	100, 75, 50, 25m rifle, 25 and 10m Handgun Ranges
No. Firing Points:	15
Firing Distances:	100, 75, 50, 25, 10m
Approved Firearms:	Bolt, Pump, Lever and Semiautomatic rifles , Centre and Rim Fire handguns, all types Centre-fire handgun calibre SMG's (police only)
Maximum Approved Calibres:	50 cal
Approved Targets:	Paper and (Steel Reactive targets in Bunker Only)
Approved Ammunition:	FMJ, SP and Lead RN No incendiary, tracer or armour piercing bullet designs
Additional Approvals	Cowboy Action Shooting, 15 meters from the main Backstop.

B Range

Location:	Immediately Right of A range, refer to site plan
Description:	Field Firing Trap Range
No. Firing Points:	1
Firing Distances:	N/A
Approved Firearms:	Shotguns
Maximum Approved Calibres:	12 Gauge
Approved Targets:	Frangible Clay Targets
Approved Ammunition:	# 7 ½ lead or steel shot

C Range

Location:	Immediately Right of B range, refer to site plan
Description:	Field Firing Skeet range
No. Firing Points:	5
Firing Distances:	N/A
Approved Firearms:	Shotguns
Maximum Approved Calibres:	12 Gauge
Approved Targets:	Frangible skeet targets
Approved Ammunition:	#9 sized lead or steel shot

Section 3 – Personnel

.1 Range Officer

The RSO has complete authority on the range property to conduct authorized shooting practices and matches

RSO's have the responsibility to supervise all personnel (shooting and non-shooting alike) present on the property and may have members and or non-members removed at his / her discretion.

All RSO's operating the facility must have a valid Range Safety Officer certification from a recognized agency. The Bancroft District Fish and Game Protective Association Incorporated recognize RSO Qualifications from the following agencies or groups:

- CQB Firearm Training Associates
- CSSA
- CFI
- RCMP (Range Master Course)

.2 Guests and Spectators

Guests (children and adults) or pets are the responsibility of the Bancroft District Fish and Game Protective Association Incorporated member who they came with and must remain under adult control at all times. We strongly encourage guests to make a nominal donation of \$20.00. This can be processed online in our payments section <http://bancroftfishandgame.com/membership/payments/> .

Spectators are the responsibility of the RSO; he/she must take personal responsibility for them or delegate that responsibility to someone else, preferably a Bancroft District Fish and Game Protective Association Incorporated member.

Section 4 – Range Operations

.1 Flags

A Red Complex Flag must be flown for the flag pole at the main entrance to the respective range when live firing is being conducted on the subject range.

A Range

- Red Flag must be raised to the top of the flag pole

B Range

- Red Flag must be raised to the top of the flag pole

C Range

- Red Flag must be raised to the top of the flag pole

.2 Targets

Only Bancroft District Fish and Game Protective Association Incorporated approved paper targets as described below may be used:

- A Range – Paper or steel reactive targets or other targets as approved by the Range Committee
- B Range – Frangible clay trap targets
- C Range – Frangible clay skeet targets

At no time can glass, pop can or similar targets be used on the range facility.

.3 Log Book

Each range has a usage *Log Book* which must be filled out by all users and the RSO upon completion of each days firing.

Attendance records must be kept for each person using the range and submitted to the Operations Director upon request. This is accomplished by signing into the usage Log Book.

RSO's are additionally required to note any required maintenance items and or abuse to the Range Committee.

.4 Ammunition

All spent cartridge cases or shot shell hulls must be collected and disposed in containers provided or removed from the range.

The use of tracer, incendiary, explosive or similar ammunition is prohibited.

Only authorized calibres and types of ammunition may be used on any range.

.5 Permitted Arcs of Fire

The maximum permitted arcs of fire for each range are listed below:

A Range

- Plus or minus (+ / -) your assigned target

B Range

- 75 , between the demarcated by red / orange signs

C Range

- 75 , between the demarcated by red / orange signs

.6 Firing

The following firing guidelines are applicable to all ranges on the complex:

- No Firing before 12 noon on Sundays
- No Firing until ½ hour after sunrise and ½ hour before sunset
- When more than 1 shooter is present one must act as the RSO
- No Firing if target visibility is reduced as determined by the RSO
- Shooters with loaded firearms must be under the RSO Direction
- Loaded firearms shall never be left unattended
- The Acting RSO may also shoot if he deems it to be safe to do so.

.7 Firearm Type Approvals (By Range)

The following firearms types are approved for use on the ranges as indicated.

A Range

- Bolt, Lever, Pump and Semiautomatic rifles and Shotguns
- Centre – fire and Rim – fire calibre handguns and rifles on 25m
- Centre – fire and Rim – fire calibre handguns on 10m

B Range

- Shotguns only

C Range

- Shotguns only

.8 Explosives

The detonation of explosive devices is prohibited on the range property.

.9 Firearm Inspection Areas

Located on Ranges A, B and C are areas designed for the safe inspection of loaded or unloaded firearms. They are noted by signs stating, “Caution: Firearm Inspection Area”. All firearms arriving at the range must be cleared at the firearm inspection area or remain cased and then cleared on an active firing line by a RSO.

In addition on Ranges A and B we have a Safe Area designed for the safe inspection and work on unloaded firearms only. They are noted by signs stating “Safe Area”.

.10 Hunting

Hunting is not permitted on the grounds of the Bancroft District Fish and Game Protective Association Incorporated.

.11 Safety Zones

Each range has a safety (danger) area designed for specific firearms and calibres. These areas are out of bounds (no trespassing) areas designed to contain overshoot and ricocheting bullets. Every reasonable effort shall be extended by the RSO to ensure that the safety area does not have people in it during range operations.

.12 Road/Range Closures During Range Operations

There is no Road / Range Closures required during range operations.

.13 Garbage

Burning of garbage is prohibited. All garbage is to be collected, bagged and taken to the garbage bin located in the storage shed behind the clubhouse kitchen or otherwise removed from the Bancroft District Fish and Game Protective Association Incorporated property.

.14 Handguns

All handguns must be holstered or cased except while on an active firing line or while in the inspection area.

.15 Match Completion

At the conclusion of all matches or practices the RSO will ensure that:

- All target frames are returned to the storage shed
- Firing points are policed for brass and other debris
- All flags are lowered
- Red safety flag is lowered
- Building and entrance gate are locked
- Range in Use sign is returned to the closed position

The RSO is to report all noted deficiencies in the “log book” located on each range.

.16 Range Keys

Range keys may be obtained by the following Criteria:

- Take and pass the Club approved RSO course or CLS (Club Level Safety) equivalent
- Be a member in good standing
- A non-refundable \$20.00 deposit is required prior to receiving key
- If a member wishes to not renew his or her membership it is mandatory that the range key is returned to a member of the range committee immediately.
- Range Keys remain the property of the Bancroft District Fish and Game Protective Association

Section 5 – Range Rules and Safety Considerations

.1 The Vital Four Acts of Firearm Safety

ASSUME every firearm is loaded.

Regard any firearm as a potential danger, until you have personally inspected it and assured yourself that it is unloaded, and then, you will continue to handle it as though it is loaded.

CONTROL the muzzle direction at all times.

This rule includes sweeping parts of your own body as well as others while handling a firearm.

TRIGGER finger must be kept off the trigger and out of the trigger guard.

- ✓ Resist the temptation to put your finger on the trigger or inside the trigger guard when you pick up a firearm.
- ✓ Accidental discharge is far more likely to occur if your finger is on the trigger or inside the trigger guard.

SEE that the firearm is unloaded –**PROVE** it safe.

- ✓ Do not handle the firearm unless you can **PROVE** it safely.
- ✓ Check to see that both chamber and magazine are empty. Do this each and every time you handle a firearm, for any reason.
- ✓ Pass or accept only open and unloaded firearms.

.2 Prove it Safe

POINT the firearm in the safest available direction.

REMOVE all cartridges.

OBSERVE the chamber.

VERIFY the feeding path.

EXAMINE the bore.

.3 General Safety Rules

VIOLATION MAY RESULT IN EXPULSION AND REVOCATION OF RANGE PRIVILEGES No drugs or alcohol allowed on the range. There is a zero tolerance rule with respect to the consumption of Alcohol and Drugs. No one who has consumed alcohol or drugs prior to arrival at the range is allowed.

- All firing activities on the range shall be conducted in a safe and courteous manner under the direction of a Range Safety Officer if more than one shooter is at the firing line.
- Club authorized persons to include members, and member supervised guests may use the range. **Members are responsible for their guests.** (Refer to Guest Use Policy)
- All persons firing on the range shall immediately obey the command “**CEASE FIRE**”. Anyone may call a cease fire at any time.
- All shooters and spectators shall wear eye and hearing protection in the range area at all times. It is the shooters responsibility to be in possession of these items. Additionally spectators and guests are required to wear eye and ear protection.
- No one will be allowed inside the range premises with loaded firearms except while on the firing line. **No exceptions** will be allowed.
- When carrying a firearm from your case to the firing line or returning your firearm to your case the muzzle shall always be pointed **DOWN.**
- All shooters shall fire from the same firing line. No person shall move forward of the firing line until all firearms on the line have been unloaded and made safe. All firearms will then be holstered, tabled, racked or cased.
- Absolutely no handling of firearms is permitted while anyone is forward of the firing line. In the event of persons other than the Range Safety Officers being present on the firing line during a cease

fire, a Range Safety Officer must remain on the line to maintain safety while others are downrange.

- All firearms on the range, which are not in use, shall be unloaded, made safe and stored in a case or racked. Handguns may be loaded and holstered with the safety on during firing exercises on the line, but must be unloaded and made safe when leaving the line for any reason (modified “hot” range.)
- Only those persons who are shooting are permitted on the firing line. Observers may watch from rear areas only.
- No more than two persons permitted at each firing position at any time. An example would be for training purposes.
- All firearms unless holstered, cased or racked shall be pointed downrange at all times.
- All shots must be fired directly into the backstop. Dry firing is permitted only in the direction of the backstop. Dropping the hammer on an unloaded and cleared firearm shall be done only in the direction of the backstop.
- Loaded firearms are not to be pointed above horizontal at any time and downrange only.
- In the event of a misfire, the shooter shall keep their muzzle pointed downrange for a minimum of 90 seconds prior to checking for the cause of the misfire. All misfires shall be disposed of in the dud ammunitions box located at the range and shall not be discarded on the ground or in the trashcan or woodstove.
- The range shall be kept clean and shooters are responsible for removing all trash, brass or other debris from the range or placing it in the proper receptacles provided by the club.
- All shooters and guests are required to sign in to the Log Books provided.
- Anyone caught purposefully damaging or attempting to damage club / range property will face disciplinary action up to and including immediate expulsion from the club and its grounds.
- Horseplay on or near the firing line will not be tolerated.
- No Smoking allowed inside fenced portion of the range.
- All guests will be under the immediate supervision of their sponsoring club member. Members are responsible for their guests.
- Guest will be subject to the guest use policy of the club.
- **VIOLATIONS OF THESE RULES WILL RESULT IN DISCIPLINARY ACTION AS YOUR RANGE COMMITTEE DEEMS FIT UP TO AND INCLUDING EXPULSION FROM THE CLUB.**

.4 Range Safety Vehicle and Equipment

The range does not currently mandate this as a requirement. We strongly recommend the use of 911. A first aid Kit is available on all ranges located on the Log book sign in table.

.5 Spectators

Spectators will follow all directions given to them by the RSO. Spectators must remain behind any active firing line.

.6 Hearing and Eye Protection

Hearing protection for shooters and range staff in near proximity to an active firing line is mandatory. Spectators are strongly encouraged to use hearing protection.

Eye protection for shooters and range staff in near proximity to an active firing line is highly recommended.

.7 Alcohol / Drugs

Any person deemed by the RSO or Executive member to be under the influence of alcohol or drugs will not be permitted to shoot and will be subject to disciplinary action by the Range Committee up to and including expulsion from membership to the Bancroft District Fish and Game Protective Association Incorporated.

.8 Smoking

Due to the extreme fire hazard in the range area, smoking is not permitted inside the fenced area of the range.

Smokers should be encouraged to wash their hands after shooting and before smoking due to hazard posed by the possible ingestion of lead.

.9 Discipline

Discipline may be imposed upon members and memberships may be suspended or terminated only by the procedure set forth

Any member or group of members may be cited to appear before the Bancroft District Fish and Game Protective Association Range Committee to show cause why they should not be disciplined as a member or why their membership in the Club should not be suspended or terminated on any of the following grounds:

1. Rowdiness
2. Violence; Slander; intoxication; damage to Club property; habitual, injurious or
3. Reckless Unsafe Firearms handling; damage to Club morale; conduct unbecoming a gentleperson

4. Disorderly conduct; use of vile and obscene language; OR
5. Conviction of serious crime; willful disregard of Club bylaws or rules and regulations

Any member for whom disciplinary action is recommended shall have a reasonable opportunity to respond in person, orally and/or in writing, to the Range Committee members at a scheduled disciplinary meeting.

A unanimous vote of 100% of the Range Committee members' is required for a disciplinary action recommendation by the Committee or such other disciplinary action as the committee may deem appropriate. Such disciplinary action may include

1. sanctioning,
2. suspension of the privilege of participation in club activities, OR
3. Or removal from membership.

Sufficiency of cause for member discipline shall be at the sole discretion of The Range Committee present and voting, and may extend to infractions as minor as unsportsmanlike conduct or conduct unbecoming a club member.

Section 6 – Emergency Information

1. Emergency Phone Numbers

Ambulance, Police and Fire 911

Please declare the following when calling 911

1. **You are at the Bancroft District Fish and Game Protective Association Gun Range.**

27602 Highway 62 South
Bancroft, Ontario

2. **The range is safe and secure all guns are put away and in the safe area.**

Ministry of Natural Resources
Range Operations Directors

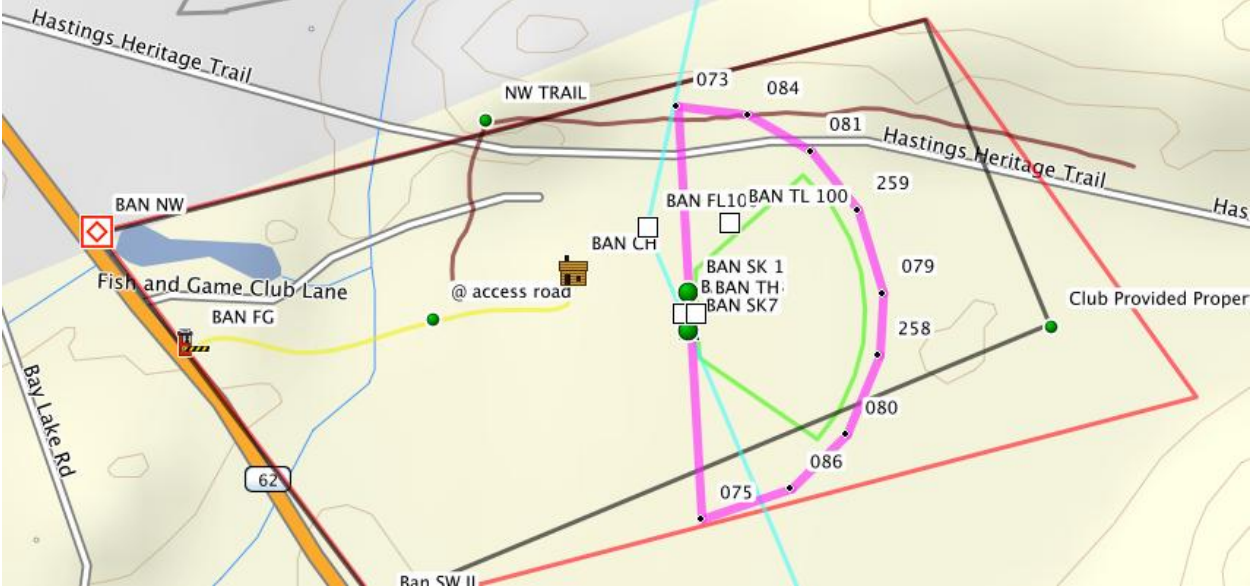
613 – 332 - 3940
Main (613) 332 – 0667
Or
Home (705) 448 – 9975
Cell 1 - (705) 706 – 0083

2. Hospital

The location of the area hospital is listed below:

QHC North Hastings Hospital
1 – H Manor Lane
Bancroft, Ontario
Phone: (613) 332 - 2825

Section 7 – Site Plan



Section 8 – Members Endorsement

I have read and understand the Range Operating Guidelines as provided by the Bancroft District Fish and Game Protective Association Incorporated.

Members Name (please print):

Membership Number

Members Signature

Dated:
