



Rev date 10/15

Please read these instructions and bring them with you!
Some tasks have been added or changed!
If you need more detail please see PowerPoint on BRC website

2015 BOULDER RIFLE CLUB RANGE OFFICER INSTRUCTIONS

DUTY HOURS

- **IT IS YOUR RESPONSIBILITY TO BE THERE ON THE DAY ASSIGNED OR FIND A REPLACEMENT FROM THE ATTACHED LIST. THIS IS A SAFETY ISSUE.**
- Your day starts at 8:30 a.m. and goes until 4:30 p.m. The range is open to the public from 9:00 a.m. to 4:00 p.m.
- The extra time is to allow you to have things ready when you open the gates to the public, and time to clean up the ranges and put things away at the end of the day.

STAFFING

- The BRC intends that there will be a minimum of four, five preferred, Boulder Rifle Club (BRC) Range Officers (ROs) on the range whenever the public is present. You are all ROs and are expected to share the work. Decide among yourselves who will be **Lead Range Officer (LRO)**, then perform the tasks that the LRO assigns to each of you for the day.
- **This is your workday, not just another day at the range**, and you are expected to make sure the ranges are used in a safe manner. Accordingly, you may not shoot your personal firearms while the range is open to the public.
- We need all of you there while the public is present. Please eat your lunch etc. while working or during a time when no one is on the firing line. If you have no guests, please use the time to clean up trash all around the ranges, put up new target boards if needed, and sweep the concrete pads.
- There are several sizes of RO vests inside the RO box; each individual RO shall wear one so that you can be readily identified as an RO.
- BRC ROs shall not wear sidearms while on RO duty.

BE ALERT!

- **The primary responsibility of BRC ROs is to ensure the safety of all persons on or about the ranges.** Accordingly, the decisions of the ROs, on matters of range safety, when consistent with BRC standard operating procedures, are final for that day.
- Keep an eye on all shooters. Take nothing for granted in matters concerning safety or knowledge. There are a large percentage of people who have recently purchased their first firearm and may have limited familiarity with firearms or safety rules.
- **No individuals under the influence of alcohol, medications or any other substances that impair vision, balance or judgment are allowed on the range. Nor are such items to be consumed on the property! Anyone who violates this BRC policy or appears to be intoxicated or under the influence will be immediately ordered off the property and the event reported to a Board member or RO coordinator.** For the sake of the safety of all of us, any member who violates this policy must be reported to the BRC board of directors.
- Non-members, who are the personal guests of members, must be directly supervised by the hosting member at all times. The hosting member will be held responsible for the actions of his/her guests.

- **The use of any BRC range by a non-member, who is not the personal guest of a member, shall only take place under the direct supervision of a BRC RO on that specific range.**
- Fully automatic, bump or rapid firing is not permitted while the ranges are open to the public.
- The use of .50 BMG firearms is not permitted on BRC ranges.
- The trap area and the 200 yard range are not for use by the public. The plate rack should not be used by anyone when non-members are present - they are not accustomed to bullet splatter.
- No children or pets are allowed on the ranges without **direct adult supervision**.

PUBLIC DAY RANGE SATURDAY SET-UP AND SUNDAY TAKE-DOWN

- **Inspect the ranges prior to daily use.** Look for hazardous conditions, especially those that might cause ricochets. If a hazardous condition is detected, do not open that range for use until the hazardous condition has been resolved. Trash is considered to be a hazardous condition.
- The ROs are responsible to put up the range sign at the South end of N. 26th Street on Saturday morning. **Chain and lock it to the stop sign at that location.** The combination to the lock is the same as the gate combination. The LRO will assign the tasks related to putting up and taking down these signs, **but they must be taken down at the end of the day on Sunday.**
- Open the "Range Hours" sign at the front gate on Saturday and close on Sunday.
- The RO box is on the 100 yard line. The combination is 3102. Remember to lock it up at the end of the day.
- The Red Flag goes on the pole at the 100 yard line. The American and Colorado flags go on the pole by the south door of the indoor range. Take these down at the end of day Saturday and Sunday.
- Go to the target backer storage building and get the black and white target numbers and install them on the 100yd range. **Be sure to return them to the target building on Sunday.**
- Go to the inside the main building and get the traffic cones, place them across the 200yd road
- Get the yellow "check in signs" and place them according to the PowerPoint photos
- At the end of the day:
 1. Put the sign-in sheets and fees collected into an envelope and put it **inside** the gray drop safe located next to the vault door just inside the club meeting/classroom. Envelopes are in the RO box.
 2. Empty all the trash bags on the ranges and put them in the dumpster. Put new trash bags in the cans. Trash bags are in the RO box.
 3. Sweep the concrete pads.
 4. Lower the flags and fold place them in the RO box.
 5. On Sunday afternoon, recover the range sign at the South end of North 26th street.
 6. Neatly fold your RO jackets and place them in the RO box along with the staplers and spotting scopes.
 7. Note: If we are low on ANY supplies please note that on the sign in sheet and inform the RO Coordinator.

FEES

- Range fees (**April through August**) are **\$10.00** for non members age 18 or over. Individuals under age 18 may shoot free of charge when accompanied by a paying adult. Each paying adult is entitled to only one space on the firing line. Children (under age 18) will use the same firing position as the paying adult.
- Range fees (**September and October**) (on the 100 yard range) are **\$10.00 per rifle**, or **\$10.00 per shooter if using only one rifle**, regardless of the individuals' age. Fees for the use of the 25 and 50 yard ranges are included in fees for the 100 yard range.
- Range fees for use of **only the 25 and 50** yard ranges during **September and October** are **\$10.00 per shooter**, regardless of age.
- Fees for **BRC Lite members** (must show card) are **\$5.00 per person** on any public range day.
- **Eye and hearing protection is required for all persons on the concrete pads while shooting is in progress.** Safety glasses will be in the RO box. **They are single use, not to be returned, and are sold for \$2.00 per pair.**
- Each paying customer is to be given two targets and earplugs if they need them.

SIGN-IN SHEET

- **Everybody must sign in.** People who are participating in a match have already signed in with the match director. If they stay on after the match to continue shooting they must then sign in with the ROs. Fees for the remainder of the day are included in their match fees.
- **The LRO will indicate on the sign-up sheet his/her identity as LRO and the identity of other ROs so that all will get credit for the workday.** The LRO will list the name of any RO who fails to complete his/ her assignment. Be sure.....to sign and date the sheets.

TRADING DAYS / PROBLEMS / SUGGESTIONS / QUESTIONS

- If you can't work on the day assigned, it is your responsibility to find someone to take your place. Dates were assigned as best we could, based on when your renewal was received. If you need a different date, ask one of the other people on the list to trade with you but don't wait until the last minute.
- If you do trade dates, let the Range Officer Coordinator know who you have traded with so we are assured adequate coverage on that day. (for 2015 the RO Coordinator is Denny, (303) 204-8058 or email ro_coordinator@boulderrifleclub.com)
- **If, for some reason, you do not show up for your scheduled RO day, and we have to get someone else or go without coverage - you will be expected to send in a check for the full \$200.00 workday fee at that time.**
- If you have a question regarding these instructions, call the RO coordinator, ahead of time if possible.
- Feedback is vital for improving our process. If you have suggestions please call or email the RO Coordinator.

Before you leave take on last look