Angelina Rifle & Pistol Club

Standard Operating Procedures (SOP)

Version 1.1 – Range Operations Manual
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1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to ensure **safe, consistent, and professional operation** of the Angelina Rifle & Pistol Club ranges. These policies and procedures establish clear expectations for all members and guests to promote safety, responsibility, and proper firearms handling at all times.

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2. Scope

This SOP applies to:

- All club members
- Guests, visitors, and match participants
- Volunteers and Range Officers
- All shooting bays, rifle areas, shotgun range, and common areas

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3. Safety Philosophy

Safety is the **highest priority** at Angelina Rifle & Pistol Club. No activity, match, or training takes precedence over safe firearm handling.

The Four Fundamental Firearm Safety Rules

1. Treat every firearm as if it is loaded.
2. Never point a firearm at anything you are not willing to destroy.
3. Keep your finger off the trigger until your sights are on target and you are ready to shoot.
4. Be sure of your target and what is beyond it and surrounding it.

Violation of these rules may result in **immediate removal from the range**.

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4. Range Command Authority

The **Chief Range Officer (CRO)** has final authority over all range operations and safety decisions.

Certified Range Officers (ROs) have full authority to:

- Enforce all safety rules
- Issue commands and instructions
- Call cease fires
- Remove unsafe individuals
- Stop any unsafe activity immediately

Failure to follow RO commands may result in removal for the day, membership suspension, or permanent ban.

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5. General Range Rules

Required at All Times

- Eye and ear protection must be worn on active ranges.
- Firearms must remain **unloaded, rifles and shotguns with action open** except when on the firing line.
  Muzzles must remain pointed **downrange at all times.**
- No handling firearms during a **Ceasefire.**
- Only shoot approved targets.
- Clean up shotgun shell casings and trash before leaving.
- Help out and take trash barrels to the trash cans if they are full.
- The dumpster is to be used for range related trash only. Do not bring trash from home.

Prohibited

- Alcohol or drugs before or during shooting.
- Shooting over berms or outside designated impact areas.
- Shooting steel targets closer than approved safety distances.
- Shooting steel targets with rifles or calibers that destruct range equipment.
- Handling loaded firearms outside the firing line.
- Uncontrolled rapid fire outside approved match or training.
- The use of fully automatic, bumpstocks, bump firing, forced reset triggers, and binary triggers.
- Exploding targets, dragon breath, incendiary rounds, etc. are not allowed.

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6. Cease Fire Procedures

Angelina Rifle and Pistol Club does not have an on duty range officer at all times. The first person arriving at a specific bay or range at any given time takes ownership as the range officer for that bay or range. A **Cease Fire** may be called by anyone who observes an unsafe condition.

Upon hearing "**CEASE FIRE**":

1. Immediately stop shooting.
2. Remove finger from trigger.

3. Keep firearms pointed downrange.
4. Wait for further instructions.
5. Do **NOT** handle firearms until range is declared safe by the safety or range officer.

The line will be declared:

- **Range is Cold/Safe** – No firearm handling permitted. You may go down range for target setup/take down.
- **Range is Hot** – Shooting may resume when instructed.

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7. Match & Event Procedures

During organized events:

- Match Director and CRO share operational authority.
- All competitors **MUST** attend a safety briefing prior to match start.
- Range commands **must** be followed exactly.
- 180 rule and muzzle discipline strictly enforced.
- Cold Range Operation with No handling ammo in a the safe area.
- Unsafe gun handling results in match disqualification.

7.1 Match Director Responsibilities

If you are selected and approved as a match director for an event at ARPC you must follow the following rules.

- Maintain a safe stage design and match abide by all range rules. All matches must be operated as a cold range.
- Provide a schedule to the CRO to be published online
- Have a safety meeting before the match starts
- Provide match results and uploads to corresponding organization(s) in a timely manner (within 7 days of the match event) This includes classifiers.
- Collect match fees and direct those to ARPC and submit receipts for match supply reimbursements within 14 business days.

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8. Emergency Procedures

Medical Emergency

1. Call **CEASE FIRE** and make the range safe.

2. Call 911 and report there is a “gun training accident and the scene is safe”. **Do NOT say someone was shot or that has been a shooting** if this was a training-related accident. This helps ensure medical EMS is dispatched immediately and avoids unnecessary law enforcement escalation.

   Provide the range address:**Angelina Rifle & Pistol Club 1438 Rifle Rd Pollok, TX 75969**

3. Provide first aid.
4. If other people are present, assign person to meet emergency responders at the gate to direct them
5. Secure scene & document incident. Complete and incident report

Injury Reporting

All incidents must be reported to:

- CRO
- Match Director (if applicable)
- Club leadership and board

An incident report must be completed. (incident report form is at the end of the SOP)

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9. Range Officer Responsibilities

Range Officers are responsible for:

- Enforcing safety rules
- Monitoring shooters
- Giving clear commands
- Correcting unsafe behavior
- Stopping unsafe activity immediately
- Assisting during emergencies
- Ensure the shooting area(s) are safe for shooting events

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10. Member Responsibilities

As a member of Angelina Rifle and Pistol Club you have a duty to be respectful to all members. This includes leaving the range in the same or better condition than when you arrived. Please pick up all your trash.

All members **must**:

- Follow all range rules and SOP
- Follow RO instructions
- Maintain safe firearm handling at all times
- Supervise guests
- Report unsafe behavior or conditions to CRO via website online form
- Clean up after shooting

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11. Guest Policy

- Members are welcome to bring guests, but they **must** accompany them.
- Memberships include yourself and immediate family members only.
- Guests **must** sign a waiver before shooting.
- Must be supervised by a member at all times.
- Must follow all SOP rules.

If you find yourself bringing the same guest over and over we would very much like for them to become a member. We keep member rates low to promote memberships for all.

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12. Disciplinary Actions

Violations may result in:

- Verbal warning and Written warning.
- Reimbursement for damaged property due to negligence or improper usage.
- Removal from range for the day.
- Suspension of membership - board approval required.
- Permanent ban (for serious safety violations) - board approval required.

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13. Range Hours & Access

Hours

- Sun up to sun down

- 7 days a week 365 days a year.

Range Access

- Members gain access to the range by entering the locked gate.
- Upon entering and exiting, the gate must be left in the position you found it. The gate could be open during special events and matches. Otherwise the gate should be shut and locked to prevent non-members from entering.

Bay and Range Access

- Members have first right access to all ranges unless a scheduled event is taking place.
- Bay and range availability is based on first arrival - unless of a scheduled event.
- Maintenance has first right access over all members and events to ensure safety.
- A Girl and A Gun have first right to the A Girl and A Gun range.

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14. Steel Target Minimum Safe Distances

Steel targets present ricochet and splash hazards if used at improper distances. The following **minimum distances are mandatory** when setting up range supplied and your own steel targets.

Steel plates and poppers in the pistol bays are **not rifle rated** and only allowed to be engaged with **pistol and 22LR calibers**. Steel must be properly mounted, and angled to direct bullet splash safely downward and free to fall as designed.

Pistol (Handgun) Steel Distances

Firearm Type	Minimum Distance
Handguns up to 1,200 fps	**10 yards***
Standard handgun calibers (9mm, .40, .45, etc.)	**10 yards***
Magnum handguns (.357, .44 Mag, etc.)	**15 yards**

*Steel Challenge matches are exempt from this limited distance to accommodate official stages. These are overseen by a match director and range officer(s). The 2nd Concealment pistol bay has permanent steel targets at 7 yards with a sharp downward angle steel target. If the hanging steel target is not facing downward or damaged report to the CRO.

Notes:

- No steel targets are to be shot with rifles or shotguns.
- Steel must be free swinging and angled downward. Falling steel targets must be set up to fall and not propped up.
- Eye and ear protection are mandatory.

Steel Target Safety Rules

- Steel must be smooth — NO pitting, craters, or damage.
- Damaged steel must be removed immediately.
- Never shoot steel with:
    - Steel core ammo, Armor piercing, Green tip / penetrator, Tracer or incendiary
    - Rifle calibers
    - Any caliber exceeding 1550 fps
- Always wear eye and ear protection.
- If splashback or unsafe behavior is observed, CEASE FIRE immediately.

Steel Target Inspection Requirements

Steel targets must be inspected:

- Before matches.
- After heavy use.
- After any suspected damage.
- If damage is found, report it to the Range Officer or Match Director.

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15. Range & Bay Specific Operating Rules

Angelina Rifle & Pistol Club consists of multiple specialized ranges. Members must follow all rules specific to each range. Failure to follow range-specific rules may result in disciplinary action.

15.1 500 Meter Rifle Range

The first range on the right when entering the range road is the **500 Meter Rifle Range** (total distance: 547 yards). Firing positions exist at:

- 200 yards
- 300 yards
- 500 yards
- 500 meters

Rules:

- You MUST block off the range using the provided rope when in use.
- Turn the hanging sign to **"This Range is in Use." -** This prevents shooters from unknowingly firing from further distances while someone is downrange at a closer position.
- Park your vehicle near the distance you are shooting as an added safety precaution.
- New long-range shooters should begin at closer distances and work backwards.

This range hosts a monthly 500 meter benchrest match (see website for schedule).

15.2 .22 LR Bench Rest – 50 Yard Range

Located on the left after the 500m range.

Permitted Firearms:

- .22 Long Rifle ONLY

Prohibited:

- .22 Magnum
- .17 HMR

This range hosts a monthly American Rimfire Association (ARA) match.

15.3 200 Yard Benchrest Rifle Range

Located further down on the left.

Rules:

- Centerfire rifles only
- Shooting allowed:
    - From benches

    - From concrete pad in front of benches
- **No shooting forward of the concrete pad**
- Use provided OSB target backers
- Do NOT shoot the numbered boards above target backers

Hosts monthly NRA style High Power and Vintage Rifle matches

15.4 Clubhouse

The clubhouse is used for:

- Meetings
- Events
- Administrative functions

Members should respect the facility and keep it clean.

15.5 Shotgun Clay Target Range

Located behind the wooden fence past the clubhouse.

Rules:

- Shoot ONLY from the designated platform station.
- Mechanical clay launchers are provided.
- Shot size must be **6 or smaller (birdshot only).**
- Pick up all shotgun hulls after shooting and dispose of them in trash bin.

15.6 25 Yard Pistol Range

Located next to the clay target range.

Rules:

- Pistol calibers ONLY
- No rifles permitted (includes rifle-caliber pistols SBRs, ARs in 223, 300 blk or any other caliber).
- Targets must remain **below berm height.**
- Targets must be attached to the fence.
- Shooting is permitted forward of the awning.

15.7 Plinking Pit

Located next to the 25-yard pistol range. Designed for informal shooting and plinking.

Allowed Targets:

- Bowling pins
- Plastic jugs
- Cardboard targets
- Similar safe items

Prohibited:

- Glass
- Metal objects
- Nothing that can cause a ricochet

Rules:

- Keep targets at or below mid-berm height.
- Do NOT climb or chase targets up the berm.
- Clean up all trash and shotgun shell casings and dispose in trash bin. -
- This is not a dumping area — remove all debris.

15.8 100 Yard General Purpose Range

Located straight ahead from the clubhouse. This is the **most frequently used range.**

Backstop distances:

- 25 yards
- 50 yards
- 100 yards

Rules:

- Use wire fences and clothespins to mount targets or other target backers supplied.
- All pistol and rifle calibers permitted.

- When the range is cold please put the firearm(s) on the rack or have the slide/bolt back with no ammunition in the firearm.

15.9 .22 Rimfire / 4 H Range

Located next to the 100 yard range.

Rules:

- .22 Rimfire ONLY
- Reserved for 4H use when scheduled
- Open to members when not in use by 4H

15.10 Restroom Facilities

Men's and Women's restrooms are located next to the 4H range. The exterior wall contains the **range address and emergency information** for use when contacting first responders.

After using the facilities please ensure the door is shut

15.11 50 Yard Training Range ("A Girl and A Gun Range")

Located next to the restrooms. Open to members when not reserved.

Reserved for:

- A Girl and A Gun events
- Training classes
- Club instruction

15.12 Concealed Carry Training Bays

Two small bays on the right near the back of the range.

Rules:

- Pistols and pistol calibers ONLY

- Targets positioned at: 3 yards ,7 yards and 15 yards
- Eye and ear protection required at all ranges & **especially important when shooting the provided steel plates and dueling tree.**
- Open to members when training is not scheduled.

15.13 Silhouette / Multipurpose Range

Primarily used for club competitions such as used for **Steel Challenge matches**. If you are shooting here with a rifle do not set up behind the Concealment Carry bays on the right.

15.14 Action Pistol Bays (3 Bays)

Located at the far end of the property.

Used for:

- Steel Challenge
- USPSA
- IDPA
- Multigun

Member Use Rules:

- Leave the bay exactly as found.
- Do not disturb match setups or stages.
- Props and target stands must be moved to the **far edges when finished.** This prevents damage from mowing equipment.
- **CRITICAL SAFETY RULE: DO NOT shoot steel targets with rifle calibers.**

These steel targets are **NOT rifle rated** and doing so:

- Damages club property
- Creates dangerous ricochet risk
- May result in disciplinary action

Angelina Rifle & Pistol Club Incident Report

Date: _____ Time: _____

Location on Range (Bay / Area): _____

Type of Incident:

- ☐ Injury
- ☐ Firearm Discharge Incident
- ☐ Medical Emergency
- ☐ Safety Violation
- ☐ Property Damage
- ☐ Other: _____

Injured Person Information

Name: _____ **Phone: _____**
Member / Guest: _____

Nature of Injury:

Body Area Injured: _____

Was EMS Called? ☐ Yes ☐ No
Transported by Ambulance? ☐ Yes ☐ No

Incident Description

(Provide clear, factual description — no opinions)

Firearm Information (If Applicable)

Was anyone else involved (if so list names and contact info)_____

Firearm Type: _____ **Caliber:** _____
Owner: _____

Immediate Actions Taken

- ☐ Cease Fire Called
- ☐ Firearms Secured
- ☐ First Aid Provided
- ☐ Tourniquet Applied
- ☐ EMS Contacted
- ☐ Scene Secured

Details:

Witnesses

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

Report Completed By

Name: _____
Role: ☐ CRO ☐ RO ☐ Match Director ☐ Member ☐ Other_____

Signature: _____
Date: _____