



**SYDENHAM SPORTSMEN'S ASSOCIATION**

**SHOOTING RANGES**

**OPERATIONS MANUAL**

# SSA SHOOTING RANGES OPERATIONS MANUAL

## Table of Contents

<b>OBJECTIVES</b> .....	3
<b>ACRONYMS</b> .....	3
<b>SHOOTING RANGE FACILITIES</b> .....	3
Hours Of Operation.....	4
Shooting Ranges Gate Procedure.....	4
<b>SHOOTING RANGE SAFETY STANDARDS AND RULES</b> .....	5
GENERAL STANDARDS AND PROFICIENCY RECORDS.....	5
SSA Individual Sign-In Procedure - All Ranges .....	7
Booking and Range Rentals.....	7
<b>GENERAL RANGE SAFETY STANDARDS (Applies to all Ranges)</b> .....	9
<b>MAGAZINES AND ALLOWABLE CARTRIDGES/CALIBERS</b> .....	10
<b>RANGE SPECIFIC SAFETY RULES</b> .....	12
<b>Range #1 - SSA HANDGUN RANGE</b> .....	12
<b>RIFLE RANGES</b> .....	12
<b>SHOTGUN SPORTS RANGE SAFETY RULES</b> .....	15
<b>Range #6 - SHOTGUN PATTERNING BOARDS</b> .....	17
<b>Range #4 - UPPER TRAP RANGE</b> .....	17
<b>ARCHERY RANGE SAFETY RULES</b> .....	18
<b>3-D / WALKTHROUGH ARCHERY RANGE SPECIFIC SAFETY RULES</b> .....	18
<b>NON COMPIANCES/INFRACTIONS/INCIDENTS:</b> .....	19
Infractions .....	19
Incidents/personal injury:.....	19
<b>911 EMERGENCY ASSISTANCE</b> .....	20
<b>Sydenham Sportsmen’s Association Declaration of Range Rules</b> .....	21
<b>Revision Summary</b> .....	22

# SSA SHOOTING RANGES OPERATIONS MANUAL

## OBJECTIVES

1. To promote all shooting sports as a valuable outdoor recreational activity.
2. To provide SSA members and guests with optimal shooting opportunities on shooting ranges that meet or exceed all Provincial and Federal shooting range safety and operational standards.

## ACRONYMS

Cal - Caliber  
CBA - Cowboy Action  
CLSC – Club Level Safety Course  
GPS – Global Positioning System  
HMR - Hornady Magnum Rimfire  
IDPA - International Defensive Pistol Association  
NAD - Geodetic Datum point for GPS coordinates  
PPC - Precision Pistol Competition  
PAL - Possession and Acquisition License  
RPAL- Restricted Possession and Acquisition License  
Rem - Remington  
RSO - Range Safety Officer  
RO - Range Officer  
S.S.A. or SSA - Sydenham Sportsmen’s Association  
SRA – Shooting Range Approval

## SHOOTING RANGE FACILITIES

The Sydenham Sportsmen’s Association (SSA) has Archery, Handgun, Rifle, Trap, Skeet and Sporting Clays shooting range facilities, all of which are of superb quality. Each of these shooting sports has its own safety rules and standards, which are necessary for the safe and efficient operation of the shooting ranges. It is extremely important that all members using these facilities not only read these safety rules, which are posted at each shooting range, but ensure that they are followed. Members are also responsible for ensuring that their guests also follow the safety rules.

The perimeter of all the SSA shooting ranges are posted with signs clearly marking a SHOOTING RANGE NO ENTRY DANGER area.

The shotgun sports range perimeters have been posted as a “SHOOTING RANGE, NO ENTRY, DANGER” etc. area.

Both the Trap and Archery ranges have been designed to have all projectiles land on the club range property. Although not a safety concern, the property beyond the Trap and Archery ranges consists of a high domed hill of some 40 acres, owned by the local municipality and currently leased by SSA. This property is also fenced and signed as “NO TRESPASSING” at the only access point of entry.

# SSA SHOOTING RANGES OPERATIONS MANUAL

The authority for the Operation and Maintenance of the Sydenham Sportsmen's Association Ranges is delegated to the Sydenham Sportsmen's Association Range Committee.

The primary purpose of the Range Committee is to oversee and ensure the safe operation of all the Sydenham Sportsmen's Association ranges and associated facilities.

This includes, but is not limited to;

- compliance with all Regulatory and Statutory requirements the Sydenham Sportsmen's Association subscribes to,
- monitoring and enforcing range and firearm safety,
- monitoring and enforcing public safety associated with operating the ranges,
- maintaining the ranges and associated facilities,
- promoting shooter engagement,
- promoting a culture of safety among all members and visitors, and
- support Sydenham Sportsmen's Association Programs and activities that require use of their ranges.

The Sydenham Sportsmen's Association Range Committee Cochair Positions have the authority to suspend members range privileges and make recommendations to the Sydenham Sportsmen's Association Executive on remedial actions to reinstate range privileges or permanent removal.

## Hours Of Operation

The SSA shooting range facilities are open for use as follows:

- ARCHERY – Sunrise to Sunset 7 days a week
- Range # 1- HANDGUN – Sunrise to Sunset Mon to Sat. and Sun. 1pm to Sunset. Requires all users to have completed the CLSC or the current Handgun Range Users course.
- Range #2 - 25 YARD RIMFIRE RIFLE, CBA, & IDPA Sunrise to Sunset Mon. to Sat. and Sun. 1pm to Sunset.
- Range #3 - 25/50/100 YARD – Sunrise to Sunset Mon. to Sat. and Sun. 1pm to Sunset. This range requires users to have completed the 100 Yard Range Users Course or have a **Qualified Range Safety Officer while the range is open if they are not 100 Yard Range Qualified.**
- TRAP, SKEET and SPORTING CLAYS – as scheduled for the season. (Supervised shooting only which requires a Shotgun Range Safety Officer.)

## Shooting Ranges Gate Procedure

The process for the operation of the **ENTRANCE** gates to the shooting ranges is as follows:

### A. TO USE THE SHOOTING RANGES

1. Open main entrance and range entrance gates and leave in open position.
2. Flip sign down to show "DANGER SHOOTING RANGE IN USE" (Red & white side).

### B. WHEN LEAVING SHOOTING RANGE

1. If you are the last one out of your range area (ensure you check that no one else is remaining in the SSA areas, then close and lock the entrance gate for that range area, and

# SSA SHOOTING RANGES OPERATIONS MANUAL

secure the sign back up to show “SHOOTING RANGE NOT IN USE” (green and white side).

2. If you are the last one leaving the entire property, please close and lock the **MAIN** gate.

## C. OTHER

1. If entering range areas via road for non-shooting activities (i.e. work party, going to river, etc.), open locked gate and leave in open position. It is not necessary to flip down the sign “DANGER SHOOTING RANGE IN USE” if no shooting activities are in process or planned. Close and lock gate if you are the last one to leave.

## SHOOTING RANGE SAFETY STANDARDS AND RULES

### GENERAL STANDARDS AND PROFICIENCY RECORDS

**All New Members** planning on using SSA shooting facilities are required to complete an official Orientation Tour of the SSA ranges and acknowledgment form having read and agreed to abide by the Range Operating Manual. These orientations will happen on specific days during the year. Once completed the member will be required to sign the acknowledgement form (at the back of this manual) and will receive a sticker on the back of their membership card to signify they have completed this process.

Once the orientation Tour is completed members can then use the Archery Ranges and the .22 Cal Rimfire Range unsupervised. The successful completion of the Orientation Tour is a prerequisite to take additional SSA Range Proficiency Courses.

**Any member** who wishes to:

- use restricted classes of **handguns** must successfully complete the SSA Club Level Safety Course by successfully passing the written, practical tests, and proficiency record.
- use a handgun from a holster must have successfully completed the SSA Holster Training Course.
- use the 100 yard range from the fixed firing line (the 100-yard bench position only) unsupervised must successfully complete the 100-yard Range User’s Course.

On completion of any the above courses, the member will receive a sticker to be placed on the back of their membership card to signify they have successfully completed this process.

### AMMUNITION, DUDS, EMPTY CASES AND HULLS:

It is the responsibility of the member to ensure that the ammunition they use is safe and correct for their shooting activity. It is also the responsibility of the member to deal with any mis-fired ammunition (duds) they may have by removing them from the range for proper disposal. Most members who reload take the desirable brass and hulls; the rest can go in the provided containers. Empty brass and hulls can be salvaged by members who can utilize these items. **No live ammunition including duds** may be placed in the containers provided for spent cartridges or hulls.

**BUDDY SYSTEM:** Sydenham Sportsmen’s Association supports and recommends that two (adult) persons be present when shooting in case an accident occurs.

# SSA SHOOTING RANGES OPERATIONS MANUAL

**CHAMBER FLAGS:** Sydenham Sportsmen's Association supports and encourages the use of chamber flags on all appropriate firearms to confirm an empty chamber to others nearby.

**DIRECT AND IMMEDIATE SUPERVISION IN THE USE OF FIREARMS:**

Physically present and in close contact with the shooter to respond or react quickly to a potential safety issue or problem. This also means that the shooter and supervisor will have only one firearm on the firing line at a time. This type of supervision is required for any shooters who do not have a PAL or RPAL for the class of firearm being used, and for shooters who are not deemed minimally proficient by the host or RO.

**DONATIONS BOX: Archery, Handgun, 22 Cal. Rimfire and 100 Yard Ranges.** Members are required to make a \$2.00 (two dollar) contribution every time you use these ranges to help cover the costs of replacing target backers, frames, posts and signage, and for other upkeep. Guests of members are **Required** to make a \$5.00 (five dollar) contribution each time they visit and use the range.

**MEMBERSHIP CARDS:** All SSA members must wear their SSA Membership cards while on SSA property. Members may ask to see the cards of anyone not displaying them.

**NO SMOKING:** Member and Guests are not allowed to smoke or vape in any of the club's buildings or range structures on SSA property.

**PROHIBITED FIREARMS** are not allowed on SSA Facilities

**RANGE OFFICER (RO):** During any shooting activity, one person shall be designated as Range Officer. That person shall be responsible for the safe conduct of the shooting activity and ensure that all range rules are followed by all active shooters on the range at that time. This person must be a member of SSA and should be licensed to possess the classes of firearms being used for the activity, and should have some experience in the activity.

*Note: Any person deemed by the Range Officer to be under the influence of alcohol or drugs will not be allowed to shoot.*

**RANGE SAFETY OFFICER:** An individual who oversees the shooting activities of Sanctioned Events at the firing line of a shooting range. This oversight requires an individual who possesses the necessary knowledge and aptitude to conduct and supervise safe shooting activities on a shooting range. The knowledge and training of a Range Safety Officer must be relevant to the activity being conducted on the range and be approved by the SSA Range Co-chairs.

**SANCTIONED EVENT:** Any shooting downrange of the fixed firing benches on the 100-yard range, any shooting of targets that are not paper (i.e. Steel targets), or any group activity including Trap/Skeet & Sporting Clays activities, training courses or competitions (i.e. DPA, CAS) require SSA Approved Range Safety Officer supervision.

To book or arrange a Sanctioned Event contact the appropriate Range Co-Ordinator. You will be required to provide the details of the event, a clear course of fire, who the SSA approved Range Safety Officer is if known, or whether one is required. If the event is using steel targets the caliber and shielding details are required. Range Contacts and contact information are listed on the SSA Website under Ranges/Shooting Ranges and a complete list is in the Range

# SSA SHOOTING RANGES OPERATIONS MANUAL

Sign-in Binders at each range.

## SSA Individual Sign-In Procedure - All Ranges

1. All shooters must sign in every time they shoot on any of the SSA ranges. Logbooks are kept at each range (in locked boxes) for this purpose. If you use more than one range on a given day you must sign in at each range they use.
2. Regular Members will record the Date, Time, their SSA Membership Number, Full Name and contact information (i.e. phone number).
3. When a guest arrives with a sponsoring member, the SSA Member will check the Waiver binder to see if the guest has already completed and signed one at an earlier date. If not, fill out a waiver, including the guest PAL (if they have one) witnessed by the member or sponsor, record the date of this first visit. If they already have signed a Waiver, check to see that they have not used up all allowed non-invitational visits. If not add the date of the current visit.  
The guest or guests of the sponsor will then enter their info in the Sign-In log. **NB** under SSA# they will enter the SSA# of their current sponsor, under "initials" they will write "GUEST", and their full name will go under. A member may sponsor a maximum of 2 guests per visit. Guest waivers are good for one calendar year, per range. **NB** a guest will have a signed Waiver at each Range visited in a given year, to avoid having to go to a different range to update any existing Waiver. This effectively means that a Guest may attend up to 3 times per year per Range, however, it requires a Guest to fill out a Waiver at each range they visit, even if it is on the same day.
4. All guests must be advised of the SAFETY rules and range commands by the member and/or Range Officer. The Safety Rules are also clearly posted AT THE ENTRY to each of the shooting sports ranges. (Note: Range Safety Rules and commands are posted, and appear in the back of the Members sign in book.
5. For any guest who does not have a Valid PAL or is not licensed for the class of firearm being used, they will require Direct and Immediate Supervision by an appropriately licensed person. The hosting member and/or the Range Officer must be satisfied as to the guest's level of competence. This is mandatory for any shooter not licensed for the class of firearm being used.
6. All members **must** ensure that any guest they bring to the ranges is **not prohibited** from possessing firearms and to make sure your guest is aware of all the safety rules and commands that are posted.
7. There is a charge of \$5.00 per visit for any guest over the age of 16 on all ranges except for the shotgun ranges. Children 16 years old or younger are free. (The shotgun sports already have a guest fee included in the charges for those ranges.).

## Booking and Range Rentals

To Book or Rent any SSA Range the Co-Ordinator of the event must first contact the responsible Range Co-Ordinator or the SSA Range Committee co-chair(s) to request the specific facilities they would like to use and the required date and times. The request must also

## SSA SHOOTING RANGES OPERATIONS MANUAL

identify who will be the responsible (must be a current and approved) SSA Range Safety Officer for the event and submit a course of fire plan for the event. The applicable Range Committee members will review the Shooting Range Approval (SRA) to determine if the event activities are allowed on the requested range(s) and review the date(s) requested for any scheduling conflicts with other shooting activities.

All efforts will be made to facilitate sanctioned shooting event requests if they fall within the shooting range approvals. Once approved, the sanctioned event will be posted on the SSA “All Events Calendar” by the Range Committee co-chairs or their designate.

Range Contacts and contact information are listed on the SSA Website under Ranges/Shooting Ranges and a complete list is in the Range Sign-in Binders at each range.

**Note:** Agencies requesting rental of the facilities for training purposes in addition to their course of fire plan for approval must identify the Range Safety Officer (RSO) for the event, including the RSO’s credentials with a completed Rental Agreement. All Rental Agreements must be approved by the Range Committee Co-chairs

# SSA SHOOTING RANGES OPERATIONS MANUAL

## GENERAL RANGE SAFETY STANDARDS (Applies to all Ranges)

1. All Members and Guest must sign in as per the sign in process.
2. If more than one shooter is present, one must be appointed as RANGE OFFICER (RO) and identified as such in the log book under comments.  
If you are the Range Officer and you are leaving the range, you must ensure that another member assumes the role of Range Officer.
3. A steel lockable barrier has been installed to control the ONLY VEHICLE ACCESS to the Handgun, 22 Cal. Rimfire Rifle, and the 100-Yard ranges. These barriers must be closed on any active range. (i.e., when shooting is taking place.) The only exception for carts is when CBA are on 22 Cal Rim Fire or 100yd ranges when shooting is not from fixed firing line.
4. A billboard type red warning sign indicating DANGER SHOOTING RANGE IN USE has been installed at the only shooter/spectator POINT OF ENTRY (top of the hill) to the handgun, rifle, trap/skeet & sporting clay shooting ranges. A separate DANGER SHOOTING RANGE IN USE sign has been installed at the only shooter/spectator POINT OF ENTRY (top of the hill) to the upper Trap and 3D Archery Range
5. Red flags are located at each shooting range to indicate when each is in use. The red flag must be raised before any shooting commences and lowered and stowed when shooting is finished and the range is vacated. The following three (3) ranges; Sporting Clays, Lower Trap/Skeet Range and the 100 Yard/High Power Range has one red flag for all three ranges, which must be raised when any of the three (3) ranges are in service. Sporting Clays has an additional flag that is identified in the section titled "SHOTGUN SPORTS RANGE SAFETY RULES".
6. Auxiliary Red/Green flags are located on the Handgun and 22 Cal. Rimfire Ranges.  
The green flag is to be raised in the range buildings when a cease fire is declared, or someone is down range. There is no handling on firearms or ammunition under the Green Flag.  
The Red Flag is raised when the firing line is HOT and firing can commence. Firearms and Ammunition can be handled.  
When the firing line is moved down range on these ranges, then Green Flag is raised in the range building and the Red Flag moves down range to the firing line, where firearms and ammunition can be handled. When individuals need to go forward of the down range Red Flag, the individual responsible for the firing line (RO) lowers the red flag after ensuring all firearms are unloaded, chambers are empty and the firing mechanism (bolt) is open. No one handles ammunition or firearms when the red flag is down.
7. The safety rules of each of the shooting ranges are clearly posted at each of the shooting ranges as well as on the SSA web-site. Each new member of the SSA is instructed to read a copy of the Shooting Ranges Operation Manual which is posted on our web-site and posted at the ranges. They are also advised to print a copy and keep it on file for future use. If they cannot do this a copy will be provided.

# SSA SHOOTING RANGES OPERATIONS MANUAL

## 8. Safe Area

- a. The Handgun, Lower Trap and Skeet Range have a designated Safe Area. No loaded firearms or ammunition are allowed in a safe area other than ammunition which has resulted in a jammed firearm. Muzzles must be pointed in a safe direction when using the safe area.
  - b. If a Safe Area is required on the 100 Yard/High Power Range, a safe area can be established by the member by flipping over the #sign on Bench 6 to the SAFE AREA sign. Once the Safe Area is no longer needed the sign needs to be flipped back to make it a functioning shooting station.
9. The Owner/Shooter is responsible that their firearm is in a safe working/shooting condition. This applies to any firearm regardless if it is modern or antique and pertains to air guns, handguns, shotguns, rifles as well as archery equipment.
  10. Do not approach the shooting area without eye and hearing protection if shooting is in progress.
  11. All firearms are to be uncased safely, muzzles pointed in a safe direction, PROVE each firearm safe when firearm leaves or comes into your control and place on bench with magazines removed and action open.
  12. Request permission from the RANGE OFFICER (R.O.) to approach the firing line. If you are the Range Officer and you are leaving the range, you must ensure that another member assumes the role of Range Officer
  13. Only paper targets mounted on the target holders between the support rails are permitted on the range. Using tacks only or adhesive backing. Staples are not allowed.

The only exceptions to paper targets are shrouded steel targets used in Sanctioned Events.

\*\* Note that muzzle control includes NO high muzzles while on the firing line.  
Keep the muzzle below the top of the target frames, bring your Firearm up to the target, do not roll your firearm upward in your hand.

12. No cross-lane shooting is allowed unless during sanctioned events
13. Clean up the Range, including brass, LOCK the gate/door and take down the Red flag on the post if you are the last person leaving.

## MAGAZINES AND ALLOWABLE CARTRIDGES/CALIBERS

### MAGAZINE CAPACITY

- **Centre Fire Magazines -Rifles**  
Magazines designed or manufactured for both center-fire caliber semi-automatic rifles and other (non-semi-automatic) rifles are limited to five (5) cartridges

# SSA SHOOTING RANGES OPERATIONS MANUAL

- **Rim-Fire Magazines -Rifles**  
Magazines designed to contain rim-fire cartridges are limited to ten (10) cartridges.
- **Magazines – All Handguns**  
All handgun magazines are limited to ten (10) cartridges

## ALLOWABLE CARTRIDGES/CALIBERS

### Range #1 - SSA HANDGUN RANGE:

Handguns in any handgun caliber, Except for Handguns chambered in rifle calibers, (example: .223 Rem. Fired in a Thompson Contender.)

Also unacceptable are shotguns and centerfire rifles. (Unless sanctioned by the Range Committee for specific sanctioned events.)

### Range #2 - 25 Yard .22 Rimfire Range –Allowable Cartridges/Calibers

This range is certified for the use of any .22 caliber rifle chambered for .22 rimfire, including and .22 magnum rimfire cartridges. The use of any .22 center fire calibers, such as .222, .223 or .17 HMR rimfire is **not** permitted.

During **Sanctioned Events** such as Cowboy Action or Defensive Pistol events and practices, this range is also certified for the use of handgun caliber center fire or rimfire ammunition.

### Range #3 - 100 Yard Range Allowable Cartridges/Calibers

- 50BMG cartridges and larger are not allowed on this Range
- Shotgun SINGLE PROJECTILE (SLUGS) only - ALL GAUGES.

### Range #4 - Single Trap Field Range (Upper Trap Range)

- Single Trap Field when used for Trap Shooting and Sporting Clays activities are limited to #7 1/2 shot size or less

### Range #5 - Sporting Clays Range

- Sporting Clay Shooting is limited to 7 ½ shot size or less
- Only 10 of the 13 Stations can be in service at any given time (event)

### Range #6 - Skeet Field / Trap Field Range / Shot Gun Patterning Boards

- Skeet shooting activities are limited to #8 or #9 shot size.
- Trap Shooting is limited to 7 ½ shot size or less
- The Circular Steel patterning board is approved for lead or steel shot with a maximum shot size of #4 or less.
- The Double Steel patterning board to the right of the Steel Circular Board is approved for **lead shot only** with a maximum shot size of #4 or less.

# SSA SHOOTING RANGES OPERATIONS MANUAL

## RANGE SPECIFIC SAFETY RULES

### Range #1 - SSA HANDGUN RANGE

1. Handguns Only. The only exception for rifles is during specific Sanctioned Events.
2. All restricted firearms that are legally allowed to be used at the SSA Handgun Range must be legally transported to and from the range.
3. Shooting disciplines shall conform to the appropriate safety regulations regarding the use of holstered handguns. All users must be SSA Holster qualified.
4. The firing line shall be defined depending on the discipline to be fired and the shooting position. Standing, Kneeling, and Sitting shooting are the ONLY permitted shooting positions on the Handgun Range.
5. The range must be shared between disciplines on an alternating basis should there be a conflict between members wishing to shoot at either distance.
6. All firearms placed on the firing line bench MUST be unloaded and have actions opened. Allowed exceptions are Cowboy Action Shooting where firearms may be staged on a table or bench when loaded and remains in the immediate care and control of the shooter, and so a shooter can get assistance or tools to clear a jam, to adjust protective equipment, or to allow a novice to pick up a loaded handgun under close and immediate supervision.
7. When the range is active, be sure no one is down range.
8. Do not approach the firing line or handle firearms or ammunition when shooters are down range or a CEASE FIRE has been called. You must stay behind the Cease fire Line.
9. Only load your firearm on the LOAD command by the Range Officer, or at a supervised Loading Table in the case of Cowboy Action Shooting.

## RIFLE RANGES

### Range #2 - Ranges: .22 Cal Rimfire Rifle Range and Range #3 - 100 Yard/High Power Range

1. Rifles only. The only exception for Handguns is during specific Sanctioned Events.
2. All Rifles (long guns) are required to have a full Butt Stock and are to be aimed NOT fired free handed.
3. On the .22 Rim-fire Rifle Range and the 100 Yard/High Power Range; Standing, Kneeling, and Prone shooting is permitted.
4. All firearms must be transported to the firing line unloaded, encased or with the actions opened

# SSA SHOOTING RANGES OPERATIONS MANUAL

5. Safe muzzle control must be observed at all times. Firearms must not be aimed at a point higher than 1 meter below the top of the bullet catch (backstop).
6. All shooters must, upon arrival, sign in to the log book on the range being used. They must follow the process described in the SSA Individual Sign-In Procedure - All Ranges
7. Only paper targets are to be used on the two rifle ranges, mounted on backers between the support rails. Targets must NOT be placed on top of berms (i.e. ground baffles / intermediate bullet catches). Targets MUST be placed in front of berms.

The only allowed exception is the use of shrouded steel targets for sanctioned events such as Cowboy Action, IDPA, & Precision Rimfire Shooting, with a minimum distance to target of 10 yards and requires an SSA Approved Range Safety Officer

8. All Guests and first-time shooters on the Range must be advised of the Range Safety Rules, and be under “DIRECT AND IMMEDIATE SUPERVISION” if not licensed.

## Range #3 - 100 Yard/High Power Range

1. Shooters are permitted to shoot at the 100-yard range unsupervised ONLY after successfully completing the SSA 100-yard range user’s course AND then only from the fixed shooting benches. Any shooting activity downrange of the 100-yard fixed shooting benches is a sanctioned event that requires a club approved Range Safety Officer to be present.
2. The smaller **Red Flag** must be displayed at the entrance to the range whenever the range is “active” (shooters are handling, loading, firing).
3. The smaller **Green Flag** must be displayed at the entrance to the range whenever there is a Cease-Fire condition and the range is inactive (safe to go downrange). No one is to go downrange without the Green flag being displayed.

Firearms and ammunition **MUST** not be handled or loaded, and no one can be between the ceasefire line and the shooting benches, while targets are being placed or the range is otherwise under a Green flag (CEASE FIRE) condition. **You must remain behind the red cease fire line.**

4. On 25/50/100 Yard Range, **rifles** may only be fired from the shooting benches at the 100-yard distance from the main bullet catch, and must be fired with the rifle supported and the barrel projecting underneath the barrier wall.
5. You must be seated at Benches #1-6, or standing at Bench #1 and #6. (See below for details on offhand shooting from bench #1 and #6).
6. Under no circumstances will you allow the rifle to be aimed higher than one meter below the top of the main bullet catch.
7. The firearm must be pointed down range at all times and specifically pointed into a bullet catch when Loading, Firing and Unloading. If the firearm is loaded and the muzzle is pointed downward, the safety must be ON and the finger OFF the trigger. Always bring the rifle UP

# SSA SHOOTING RANGES OPERATIONS MANUAL

to the target.

8. NOTE: When first sighting in a new firearm, start your process shooting at targets on the 25-yard bullet catch and move out to greater distances only as you refine the sighting.

## **Range #3 - 100 Yard Range Rules & Procedures for Shooting Offhand from Bench #6 and Bench #1**

The following describes the Rules & Procedures to be followed when shooting Offhand (standing) from Bench #6 and Bench #1.

1. The standing position may be used to shoot at targets placed at either the 25-yard or 100-yard distances. Shooting into the bunker is NOT permitted. If the shooter intends to only shoot .22 rimfire at the 25-yard distance, it is preferred that they proceed to the .22 Rimfire / CAS range (where standing shooting is also permitted) to leave bench #6 available for people wanting to shoot at 100-yards.
2. Before shooting at **100 yds from the standing position**, confirm that the firearm is accurately zeroed to place shots on the standard 11" x 17" targets from a bench shooting position.
3. Cover the backer board with a fresh sheet of plain paper to be able to confirm that ALL shots are hitting within the backer board. The actual targets should be placed centrally on top of this sheet. If shots are NOT consistently hitting within the dimensions of the backer board, the shooter should discontinue shooting and re-check sight zeroing at 25 yards.
4. Bench #6 Converting it to Standing position is easier with two people. Lift the removable rear section of the bench upwards at the front to disconnect it from the fixed part of the bench, and then place it front end down and out of the way.
5. Adjust the Plexiglas barrier to the appropriate height by inserting a bolt into the left side. Bolts are stored in the wood barrier to the left of the shooting port. The barrier must prevent the muzzle of the loaded firearm from being pointed above the target line in the 100 yd bullet catch.
6. The firearm must be pointed down range at all times and specifically pointed into a bullet catch when Loading, Firing and Unloading. If the firearm is loaded and the muzzle is pointed downward, the safety must be ON and the finger OFF the trigger. Always bring the rifle UP to the target.
7. The maximum rate of fire from the standing position is 5 shots per minute.
8. The RO has final say on the conduct of standing shooting activities.
9. Conversion of Bench #6 back to bench shooting is also easier with two people. Lift the removable part by the sides, ensure that the single rear leg drops down, and lower the section carefully so the two tangs engage the corresponding receptacles and drop into place. Check that the folding leg is fully extended under the tail of the bench. Remove the bolt from the left side slide, gently lower the Plexiglass to the lowest position, and return the bolt to its storage location.

# SSA SHOOTING RANGES OPERATIONS MANUAL

## Range #3 - 100 YARD RANGE SHOTGUN USAGE RULES

### SINGLE PROJECTILE (SLUGS) USAGE - ALL GAUGES.

- All rules are exactly the same as any center fire rifle, including the sighting in process.

### MULTI PROJECTILE SHELLS UP TO BUCK SHOT - ALL GAUGES.

- These activities are considered Sanctioned events and require a SSA Approved Range Safety Officer present during shooting activities.

## SHOTGUN SPORTS RANGE SAFETY RULES

**(Range #4 - SINGLE TRAP RANGE, Range #6 - SINGLE SKEET, TRAP FIELD, 20-30-40 YARD SHOT GUN PATTERNING BOARDS & Range #5 - 13 STATION SPORTING CLAYS.**

These ranges may only be used when the appropriate SSA Shotgun Range Safety Officer is present to open, run and supervise the facility.

When the Skeet range is in operation, the road to the boat launch and storage field must be closed, a Gate barrier must be placed across the roadway beside the Skeet Range, and the Range Officer must verify that no unauthorized people are in the areas beyond that point.

If Sporting Clay activities are in-progress when the Skeet Field is in use, there is a rope barrier approximately 95 meters from the access gate to the river and needs to be strung across the road indicating that the skeet field is in use to prevent Sporting Clay participants from entering the Skeet Field shot fall area.

The SSA Shotgun Range Safety Officer will be the one person in charge during the use of these ranges. The duties of this person shall be:

### (a) Range Opening

- Ensure that the Range Area is safe prior to shooting
- Raise the appropriate Red Flag
- Ensure that the sign "Range in Use" is in place
- If using Skeet range ensure gate to Sporting Clays is closed and signage posted.
- If using Sporting Clays open gate and signage posted.
- Open the traps and check them for proper operation and an adequate target supply.
- Have each shooter sign in as appropriate on the Range sign in sheet
- Ensure that any Guest shooters have signed our Waiver forms & Guest sign-in book.
- Ensure that any new shooters are assigned a direct and immediate supervisor
- Advise shooters of posted Safety Rules
- Load and operate trap machines or assign a competent designated operator
- Designate a scorekeeper and target puller(s)
- Collect range fees or punch cards

# SSA SHOOTING RANGES OPERATIONS MANUAL

## (b) Range Closing

- Load the traps and release the springs
- Close and lock up the trap/skeet buildings
- Clean up shooting area
- Lock up warm up building
- Lower the Red Flag
- Close the “Range in Use” sign near the gate
- If using Sporting Clays range close gate to the river and secure the Sporting Clays In Use sign in the up position.

All shotguns must be transported to and from the trap, skeet or sporting clay ranges unloaded, actions open and with caution as to safe muzzle direction.

1. All shotguns, while not being used on the firing line, stand or station, must be placed in the shotgun rack provided, unloaded and with actions open in the case of self-loaders or pump actions, or must be immediately opened upon removal from the rack in the case of break-action firearms.
2. The appropriate red flag must be in the RAISED position while the range is in use.
3. Spectators on the trap or skeet field must stay a minimum of 10 yds. behind the shooting stations.
4. Use shot no larger than #7 ½ shot on the Trap and Sporting Clays Ranges, and no larger than #8 shot on the Skeet Range.
5. It is mandatory for all shooters and close by observers to wear eye and ear protection while shooting is in progress.
6. No personal clay throwers are allowed on SSA property.
7. All shotguns must be carried with actions open and loaded only when shooter is in the designated stand or station and it is their turn to shoot. Always maintain safe muzzle direction when moving from one shooting station to another.
8. If problems are encountered, shotguns should be unloaded and actions verified open before any person moves forward of the firing line.
9. When the Trap machine house is entered, a flip up warning sign is put up on the Trap House roof indicating that a person or persons are in the Trap House. All shooters on the line shall have their firearms unloaded and actions open and maintain safe muzzle direction until the Trap House is vacated and the warning sign is removed.
10. On the Skeet Range, only two (2) shells may be loaded on each station, except for station 8 where only one (1) shell may be loaded at a time for the high house. Two (2) shells can be loaded at station #8 low house for the option
11. In Trap and Skeet, the SSA Approved Range Safety Officer will advise an “ALL CLEAR” at the end of each round. Empty shot shell hulls should only be picked up after the “ALL

# SSA SHOOTING RANGES OPERATIONS MANUAL

CLEAR” command is given.

## Sporting Clays

1. An additional small RED Flag must be displayed on the “Sporting Clays In Use” sign located at the turn in the road adjacent to the Handgun Range and the 22 Cal Rimfire Rifle Range
2. For Sporting Clay shoots, only (2) shells may be loaded at a time on each station when it is their turn to shoot and may only be loaded once the shooter is inside the shooting stand at each station. (On specified events only, shooters are allowed to load 3 shells.)
3. Shooter groups must move through the course in numerical sequence, in a single forward direction.
4. When it is necessary to go down range to refill or repair a target thrower while the range is in use the following is the safety protocol.
  - a) a yellow flag is placed on or at the shooting stand of that station,
  - b) assign someone to remain at the stand to ensure no one enters the shooting stand
  - c) all shotguns are to be unloaded and with the actions open and placed on the adjacent gun rack until all clear and the individual returns.

## Range #6 - SHOTGUN PATTERNING BOARDS

Metal shotgun patterning boards are available on the left (West) side of the Skeet Range/ Trap Range and **can be used by members when the Skeet/Trap range is not in use.** The Circular Steel Patterning board is approved for lead or steel shot and maximum shot size of #4 or less, the Double Steel patterning board to the right of the Steel Circular Board is approved for **lead shot only** with a maximum shot size of #4 or less.

- All range safety rules are exactly the same as pertaining to transporting shotguns to firing line. Open actions, safe muzzle control, red flag operations, signing in of members and guests, first time shooters (direct and immediate supervision), wearing of eye and ear protection, cease fire conditions.
- All patterning will be performed using the pull-down paper patterning board, or grease board.
- Shot gunners will be firing at the target and into the bullet catch from distances of 10 to 40 yards (their choice).
- When patterning your gun, the loading of a single shell at a time will be the safe limit.
- When finished please clean up hulls and targets as barrels and pails are provided for your use.

## Range #4 - UPPER TRAP RANGE

1. Billboard type red warning signs indicating “CAUTION, DANGER RANGE IN USE” are installed at the only shooter/spectator POINT OF ENTRY to the Upper Trap Range and 3-D Archery Ranges before the gate leading to the ranges. The billboard must be flipped down to show “CAUTION, DANGER RANGE IN USE” whenever anyone is shooting in the area.
2. Persons entering the 3-D Archery portion of these ranges, must pass the sign as listed in #1, then enter the Trap area. The Trap portion of the range cannot be used during an Archery. To prevent usage of the Trap course, a high visibility sign located at the back of

# SSA SHOOTING RANGES OPERATIONS MANUAL

the Trap house must be flipped up so everyone entering the facility can see it. It reads ARCHERY RANGE IN USE, STOP, TRAP RANGE CLOSED. When archers are finished, they must flip the sign back down upon leaving the area.

3. Persons using the Trap Field must have a SSA Shotgun Range Safety Officer including following the “Shotgun Sports Range Safety Rules” and ensure that there is no one using the 3-D Archery Range. The SSA Shotgun Range Safety Officer must ensure that the ARCHERY RANGE IN USE, STOP, TRAP RANGE CLOSED sign is flipped up.

## ARCHERY RANGE SAFETY RULES

1. No arrows on the string until at shooting stake.
2. Be sure area behind target is clear.
3. NO sky pulling: Arrow must be parallel with ground while the string is being drawn.
4. Crossbows must be cocked at shooting stake and loaded pointed at the ground.
5. No one is permitted downrange until a Cease Fire has been called.
6. Leave a bow or person in front of butts when looking for lost arrows behind butts. Bows must *not* be handled or loaded, and no one should be on the firing line when persons are downrange.
7. NO BROADHEADS to be used on archery course at any time.
8. If more than one shooter is present, one must be appointed as RANGE OFFICER. If you are the Range Officer and you are leaving the range, you must ensure that another member assumes the role of Range Officer.
9. All first-time shooters on the range **must** be advised of the Range Safety Rules, and under direct and immediate supervision.

## 3-D / WALKTHROUGH ARCHERY RANGE SPECIFIC SAFETY RULES

In addition to the Archery Range Rules when using the 3-D Archery Range:

1. Make sure “ARCHERY RANGE IN USE” sign is flipped up, before starting course.
2. Be sure area behind target is clear.
3. Walk through archery range must be closed when trap range is in use.
4. Don't follow the group ahead too closely! Leave three stations between groups.
5. Maximum group size is four (4).

# SSA SHOOTING RANGES OPERATIONS MANUAL

6. If more than one shooter is present in a group, one must be appointed as RANGE OFFICER in each group.

If you are the Range Officer and you are leaving the group, you must ensure that another member assumes the role of Range Officer.

During competitions, there shall be an overall Range Officer to direct all groups.

7. The last group to leave the archery range must flip down sign.

## NON COMPIANCES/INFRACTIONS/INCIDENTS:

### **Infractions:**

Members should report any infractions of the rules to either of the Range Committee Co-Chairs. Violations of Range Operation Rules are serious and can cause the Ranges to be shut down by the Chief Firearms Office. It is in the best interests of all members of SSA to ensure that all users comply fully with the Range Rules. These violations must be reported on the SSA OCCURANCE SHEET which is found in the sign in books at every range and sent to the Range Co-Chairs within a 24-hour period.

### **Incidents/personal injury:**

In event of Personal Injury caused by the discharge of a firearm: The acting Range Officer must report any personal injuries that have occurred on the ranges to the local Police and the Range Committee Co-Chairs immediately (who in turn will notify the Chief Firearms Office). If necessary, follow the Severe Accident & Emergency Assistance protocol. These incidents must be documented by the acting Range Officer in charge at the time of the incident on the "Shooting Range - Personal Injury/Incident Report" (CAFC 864 E) located in the back of each range sign in book and a copy of the Shooting Range - Personal Injury/Incident Report" (CAFC 864 E) needs to be forwarded to the Range Committee Co-Chairs within a 24-hour period. Shooting Range - Personal Injury/Incident Report" (CAFC 864 E) and a list of Range Committee Co-Chairs are listed in the Sydenham Sportsmen's Association Shooting Range Operations Manual located at each range.

*It is the acting Range Officers responsibility to ensure that the incident/personal injury caused by the discharge of a firearm scene is secured until instructed by the local authorities otherwise and must ensure the safe storage of any firearm/ammunition that is left behind.*

# 911

## EMERGENCY ASSISTANCE

If emergency care is required for any type of shooting trauma or medical emergency, please use one of the following scripts **when calling 911.**

**1} THERE HAS BEEN AN ACCIDENT AT THE SYDENHAM SPORTSMEN'S ASSOCIATION RANGE IN OWEN SOUND. EVERYTHING IS SAFE AND SECURE AT THIS TIME.**

**I CAN SEE BLEEDING COMING FROM THE INJURED PERSONS "LEG" ...."ARM" ..... "CHEST" ..... ETC. It looks like a PENETRATING TRAUMA INJURY. He/she is presently: CONSCIOUS / UNCONSCIOUS and we are attempting to administer first aid.**

**OR**

**2} We have a medical emergency here at the SYDENHAM SPORTSMEN'S ASSOCIATION. Tell them the possible type of incident IE. Heart attack, stroke etc. and that we are attempting to administer first aid.**

The address is 082535 Sideroad #6, Part Lot 7, Conc. 2, Derby, Township Georgian Bluffs, RR #3, Owen Sound. GPS: - NAD 83 17T NK 04291/27887. Please send an ambulance as soon as possible.

**My phone # is XXX-XXX-XXXX if you need more information.**

For script #1 keep it short and simple. Try not to use the words "gun" or "shot". The use of such words will probably trigger a POLICE response instead of an AMBULANCE response. The police will block off the area until they can identify everything as being "safe & secure". This will delay the ambulance response time and possibly result in the death of the victim. If you are asked for specific details of the accident you can respond with **"I JUST DON'T KNOW EXACTLY WHAT HAPPENED AT THIS TIME. I SHOULD KNOW MORE BY THE TIME THE AMBULANCE ARRIVES."**

**Call a cease fire on all ranges then assign someone to ensure that all firearms are unloaded and safely secured.**

**Then send someone to wait by the roadway for the ambulance.** If no one is available to direct the ambulance, the location of the accident should be given to the dispatcher e.g. "in the lower range area to the right after entering the SSA property main gate."

## Sydenham Sportsmen's Association Declaration of Range Rules

I, \_\_\_\_\_ (print).

SSA Member # \_\_\_\_\_ Phone# \_\_\_\_\_.

E-mail address \_\_\_\_\_.

**“I declare that I have received, read, and understand the Sydenham Sportsmen's Association Range Operations Manual and will abide by the procedures and rules contained therein.**

**I also understand that the ranges are monitored by a security camera system which is used by the SSA to maintain security and safety on the ranges.”**

**Signature:** \_\_\_\_\_

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

Please fill out, sign, date and return this form immediately to:

Sydenham Sportsmen's Association  
Box 264 Station Main  
Owen Sound ON. N4K 5P3

## REVISION SUMMARY

### Revision Summary

<b>Revision #</b>	<b>Date Mm/dd/yy</b>	<b>Change Made</b>
4	2/18/22	Remove requirement for RSO for shooting activities at the 100 yd Range during firing from the fixed firing line.
4	2/18/22	Non-intent change to the document General Formatting and Table of Contents
5		Personnel Injury caused by firearm page 5 of 21 must reflect the same information in the current 100-yard Range Users Course- outstanding
5		Pg 10 of 21 numbering
5		Text Formatting
6	02/19/24	Major revision to manual layout and order. Addition of Sanction Events. Alignment with the Shooting Range Approval and associated documents. Process for booking nonstandard shooting events i.e. Sanction Events Location of Shotgun Patterning Boards. Removal of ceramic patterning boards. Total review and reformatting as approved by the Range Committee
7	01/04/26	Range Committee Authority Requirement for all long guns to have full butt stocks and be aimed. Users fee for all members and guest using the ranges. Red/Green Auxiliary Flags at the Handgun and 22 Cal. Rimfire Range.