

Standard Operating Procedures

These Standard Operating Procedures (SOP) outlines the rules and regulations governing the use of the outdoor gun range located at the Roanoke Rifle and Revolver Club (RRRC) with the physical address of 2901 Gun Club Road, Hardy, Va. The web site for the club is www.roanokerifle.com.

Phone: 540-330-7775.

While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range Officer or Monitor on duty or a RRRC Board Member.

1. CLUB OPERATIONS

GENERAL AND ANNUAL MEETINGS

Monthly meetings are held on the third Tuesday of the month. Changes will be announced on the RRRC website. The annual stock holder's meeting is held on the same night in December. All members are encouraged to attend and share their ideas and feedback and during the allotted time on the agenda.

MEMBERSHIP

Membership in Roanoke Rifle and Revolver Club, Inc. is open to persons eighteen (18) years of age and older. All memberships are per calendar year from January 1st to December 31st:

- Applicants and members are required to be members of the National Rifle Association of America and to maintain their membership.
- Applicants must fill out the application form in full. You will be required to attend an interview session where you will be required to demonstrate your ability to safely handle a firearm and answer question regarding your experience with firearms and shooting abilities. Mail the completed application to address above. SEND NO MONEY WITH YOUR APPLICATION. If your application is accepted, you will be

notified and required to attend an orientation. Dues and fees are due at Orientation. If your application is not accepted, you will be notified, as well.

- Fees for the first year include \$180.00 for an initiation fee and \$120.00 for annual membership dues and a \$10.00 deposit on the Gate Access /Membership Card.* You will be required to attend an Orientation session, at which time you will receive your membership package. Dues and fees are paid at orientation. (*Dues are pro-rated on a quarterly basis.)
- Members are required to complete 15 hours of volunteer time per year. If you do not work your 15 hours, you will be charged the full Range Improvement Fee of \$225.00. If you get partial hours in, per your requirement, your charge will be pro-rated at \$15.00/hour. Work hours are waived for new members until January of the following year.
- New members are on probation for two years. However, any member may be dismissed if they do not abide by the Range and General Regulations and the Code of Ethics.
- Members are expected to observe the rules of safe gun handling at all times, without exception. If you do not have knowledge of safe gun handling, it is your responsibility to inform the club and we will be glad to assist you.
- Orientation must be completed within 3 months of approval or the application becomes invalid and the applicant will need to reapply.

Range Access

Range access is allowed only through the electric gate using your issues gate pass.

Hours of Operation

No shooting on RRRC ranges between 9:00PM and 7:00AM.

Range Monitors

Members assigned to monitor the range when the gate is opened for special events. They will identify those using the ranges as members in possession of their range ID. They will also monitor vehicle speed limits are kept and overall safe use of ranges.

Range Training Requirements

All potential users of the RRRC must complete a range orientation. The orientation a combination of an in-person briefing and formal range training. The amount of training will be determined by the RRRC management and/or CRSO.

Members will only be issued their membership access card upon completion of the briefing and orientation training.

NOTE: The CRSO and RRRC BOD's has the authority to require anyone shooting on the range be given additional training before being allowed future use of the range. RRRC BOD reserves the right to revoke their range access card.

INSTRUCTORS

Members interested in instructing any type of course or instruction must contact the CRSO to schedule the training. The member must hold and provide current certification in the topic to be taught. The topic should be related to improvement of firearms use, safety and skill as well as emergency medical response. This applies to all formal and informal group training conducted on RRRC property. The CRSO will verify certifications and coordinate with the reservation of resources and reporting the activity. The CRSO will report all requests for range training use to the BOD's and present requests for approval when appropriate prior to the instruction. Instructors will complete a range use form and submit to the CRSO immediately following the course completion.

HUNTING ON RRRC PROPERTY

Members are allowed to hunt on club property after attending the MANDATORY RRRC hunter orientation as regulated by the Hunting and Game Management Committee. No tree stands allowed on RRRC property.

GUESTS and CHILDREN

A member may bring each guest a maximum of FOUR times per calendar year and only 3 guests at any one time.

Children under the age of 18 will not be allowed on the firing range without adult supervision from an adult member, parent, or guardian. Children ages 14 and under must be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision. Adult in charge of watching each child will not be allowed to shoot. Children will not be left unsupervised on the range or in the clubhouse at any time. All children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available in the clubhouse.

All guests must sign the RRRC Liability Waiver before using the range. They are located in a plastic box under the range cover. Return the signed copy to the box.

Ethical Conduct Requirements and Standards

It is the policy of Roanoke Rifle & Revolver Club, Inc. that all members and guests at all events must maintain the highest degree of credibility and decorum possible. All members and guests must make every attempt to conduct themselves in a manner as not to embarrass the Club by their actions. Behavior by anyone that does not meet this standard and which has the potential of harming the reputation of the Club or any of its members is prohibited.

Good sportsmanship must be an integral part of every event sponsored by or held at Roanoke Rifle & Revolver Club, Inc. The ethical environment of the Club must assert and reflect primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations. It is mandatory that members show respect for each other while on Club property and not dominate the use of ranges or other Club facilities. You must be considerate of other shooters at all times.

Roanoke Rifle & Revolver Club, Inc. members and their guests will be held accountable for their use of profane, vulgar or offensive language and/or behavior. Abusive or inconsiderate treatment of fellow shooters, range officers or Club Officials is prohibited and will not be tolerated.

Roanoke Rifle and Revolver Club, Inc. does not permit discrimination based on sex, race, creed or country of national origin.

RRRC DISCIPLINARY ACTION FOR VIOLATION OF CLUB RULES AND REGULATIONS

The Board of Directors will address each action of inappropriate and/or unethical behavior. Based on the severity of the incident, the following system of progressive discipline may be utilized to deal with the situation. A member may be summoned to appear before the board for any of the following issues.

ORAL WARNING

The Board of Directors will review the incident and counsel the individual concerning his or her actions and future behavior. A private oral reprimand will be issued. Unless the behavior is repetitive or flagrant, no further action need be taken.

WRITTEN WARNING

Recurrence of behavior previously identified or in situations where the conduct is of a highly offensive nature, the individual will, after investigation, be reprimanded. Appropriate written documentation will be maintained. Other disciplinary action may be taken as deemed fit and proper by the Board of Directors.

EJECTION FROM EVENTS OR REVOCATION OF CLUB PRIVILEGES AND CLUB MEMBERSHIP

In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented and for which the individual(s) has been warned or counseled, the individual(s) will be subject to ejection from events and possibly suspension or termination for and or all Club privileges or membership. Appropriate written documentation will be maintained.

REVIEW

All written or severe disciplinary action(s) taken by Members, Range or Club Officials must be presented to and reviewed by The Board of Directors. Disciplinary action(s) may be reduced or increased at the sole discretion of the Board of Directors and depending upon the severity of infractions.