

# Jefferson County Sportsmen's Association



## Range Rules & Operating Procedures (SOP)

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# ABOUT JCSA

Jefferson County Sportsmen's Association (JCSA) operates a shooting range near the beautiful Victorian seaport town of Port Townsend, Washington on a 43-acre parcel at 112 Gun Club Road just south of the city. Operating under special license from Jefferson County, the club has provided safe shooting sport activities to members and the public since 1962.

Regularly scheduled activities include trap shoots, action pistol matches, high-power rifle matches, long range shooting and a wilderness trail for archery practice. These events are open for public participation with a nominal match fee. See range calendar.

In addition to the shooting interests of 500+ members across the Olympic Peninsula, JCSA also accommodates the classroom training and range qualifications for law enforcement agencies including the Port Townsend Police Department, Jefferson County Sheriff's Office, U.S. Coast Guard, DEA, and others. JCSA provides training facilities for firearms safety and shooting programs as well as Washington State Department of Fish and Wildlife's Hunter Education programs.

JCSA is affiliated with the National Rifle Association (NRA), the Washington State Rifle and Pistol Association, the Pacific International Trap Shooting Association, the Civilian Marksmanship Program (CMP) and other national and international shooting sport organizations.

JCSA also hosts the local "A Girl and A Gun" club. For information contact Erin at [erinagirlandagun@gmail.com](mailto:erinagirlandagun@gmail.com) or visit [www.agirlandagun.org](http://www.agirlandagun.org), Port Townsend, WA chapter.

## CAMPING AT JCSA

- Permitted by members at no charge
- Priority goes to seasonal help
- No pre-approval required for JCSA members for single-night camping prior to a scheduled shooting event but must inform grounds keeper or member of the Executive Committee (EC); long term camping must be approved by the EC
- Non-members may camp with permission from the EC

## CONTACT INFORMATION

Membership Info: [membership@jcsarange.org](mailto:membership@jcsarange.org)

Secretary: [secretary@jcsarange.org](mailto:secretary@jcsarange.org)

Range Master: [rangemaster@jcsarange.org](mailto:rangemaster@jcsarange.org)

Webmaster: [webmaster@jcsarange.org](mailto:webmaster@jcsarange.org)

Executive Committee: [info@jcsarange.org](mailto:info@jcsarange.org)

Mailing Address: P.O. Box 737, Port Townsend, WA 98368

# HOURS OF OPERATION

## MEMBER SHOOTING HOURS

	SUMMER Start of Daylight Saving Time 2nd Sun in Mar-2nd Sun in Nov	WINTER End of Daylight Saving Time 2nd Sun in Nov-2nd Sun in Mar
MONDAY	CLOSED	CLOSED
TUESDAY	10 am - 7 pm	10 am - Sunset
WEDNESDAY	10 am – 7 pm	10 am - Sunset
THURSDAY	10 am – 7 pm	10 am - Sunset
FRIDAY	10 am – 7 pm	10 am - Sunset
SATURDAY	10 am – 5 pm	10 am - Sunset
SUNDAY*	10 am – 5 pm	10 am - Sunset

## PUBLIC SHOOTING HOURS<sup>++</sup>

	SUMMER	WINTER
WEDNESDAY	10 am – 4 pm Pistol practice 2-4 pm	10 am – Sunset
SUNDAY*	10 am – 4 pm	10 am – Sunset

<sup>++</sup> Days & times JCSA is open to the public are posted on website and at front gate; also see “Public Use” section

**\*LAST SUNDAY OF EACH MONTH – CLOSED FOR MAINTENANCE**

## Special considerations

**Early event shooting:** as early as 9 AM, up to 8 events/year (event by name & may be 1 or more days; 2-day match=1 of the 8 annual). Each occurrence requires special arrangement with Range Master.

Archery & events not involving gunfire are allowed on Mondays & before/after shooting days & times.

# MEMBERSHIP REQUIREMENTS

1. Must be legally permitted to own firearms, per questions on ATF Form 4473
2. Sign an oath of non-violence and release of liability (on the application form)
3. Read and understand JCSA rules and policies posted in the application and on our website
4. Must pay the yearly membership renewal fee: see “Dues & Fees” below
5. New members pay a one-time initiation in addition to annual fee
6. Membership year runs the JCSA fiscal year, January 1–December 31
7. Mid-year: new members only who join after Aug 1 pay one-half (½) respective annual dues plus full initiation fee
8. Memberships lapsed more than two (2) years are required to pay initiation fee and re-attend range orientation safety class
9. Family membership consist one or two adults, at the same address, and includes all dependent children or grandchildren under the age of eighteen (18); only the primary member is eligible to vote on club business
10. It is a member’s responsibility to be aware of the range schedule and availability by checking the club calendar on the website
11. Members shall not give out their gate code for any reason. A member who gives their gate code to another individual compromises the safety of the range and shall have their membership suspended and possibly revoked
12. Members entering the range be cognizant of other vehicles behind them and not allow them to drive through without following the access protocols
13. Members leaving the gate: do not allow vehicles from outside to enter without following the access protocols
14. When the gate is open, members must stop at the gate house to show badge
15. Membership badge must be in plain sight at all times while on the property
16. Lost badges must be reported immediately; contact the Secretary regarding badge replacement
17. Any person without a current club ID badge or unaccompanied by a host member shall be asked to leave the property
18. Members may bring guests to the range (see Guest Policy)
19. Members who conceal carry (CCW) must use a “**Conceal Carry Unload Station**” to unload upon arrival to the range and may use the “**Conceal Carry Unload Station**” to reload before leaving the range. Once reloaded you must leave the range directly

# DUES & FEES

According to JCSA Bylaws, dues and fees are established by vote of the general membership and subject to change. These are current as of April 2023:

**Initiation     \$40**

**Annual Member dues:**

Individual	\$100
Family	\$150
Junior	\$50

**Military and Active Law Enforcement member:**

Individual	\$75
Family	\$112

**Mid-year membership (after Aug. 1<sup>st</sup>)—applies only to new members:**

Individual	\$50 plus initiation fee
Family	\$75 plus initiation fee

All new members must attend range orientation safety class consisting of a range tour, range-specific rules, firearms safety rules and range etiquette.

All members receive a JCSA membership card with gate code and have access anytime the range is open to shooting.

# MEMBER-GUEST POLICY

Members are responsible to ensure their guest(s) always follow all Range Rules and SOPs while at JCSA.

A guest must be sponsored and accompanied by a member at all times while at the facility.

Every guest must read the waiver posted in the range notebook and sign the guest register for each occasion, indicating the name and badge number of the sponsoring member.

A non-member who is immediate family of a JCSA member may use the facilities, as a guest of the member, on two separate occasions of one day per occasion, at no charge to the guest or the member.

For each occasion an immediate family member/guest uses the facilities exceeding the two free visits above, a per diem range fee of \$10 is charged.

Members are responsible for ensuring each guest's fee is deposited into one of the black fee boxes adjacent to sign-in notebooks on each range.

Members are limited to two (2) guests they may sponsor at any one occasion.

Non-members under the age of 18 may use the Association facilities free of the per diem range fee under the following conditions:

- An adult club member in good standing will always accompany and supervise the activities of the under 18 non-member guest
- A sponsoring member is limited to a maximum of two (2) under 18 guests whose fee is waived during any one visit

## PUBLIC USE

- Must check in with the gate house staff
- Must be legally permitted to own firearms per questions on ATF Form 4473
- Read and understand JCSA range rules and policies (also posted on website)
- Must sign oath of non-violence and release of liability
- Pay daily range fee of \$15 per person
- Meet with duty RSO for safety brief

Public may participate in Saturday competitions, trap, rifle & pistol matches, NRA classes, and Apple Seed events. Match/event fees include the daily range fee

### **In order to be open to the public:**

- Gatehouse must be staffed and
- Range Safety Officer (RSO) must be on duty for the 40-, 50- and 100-yard ranges



# LAW ENFORCEMENT (LE)

Must be one of the following designated local LE agencies included in the draft agreement between JCA and JeffCo and BoCC:

- Port Townsend Police department
- Jefferson county sheriff department
- US Coast Guard cutter assigned and berthed in Port Townsend; currently *Osprey*
- US customs and Border Patrol
- US immigration and Enforcement

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## LE Officers are not required to use CCW unload stations

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### Limitations:

- May not interfere with scheduled JCSA Events
- May not reserve or use multiple ranges simultaneously
- May not reserve consecutive days without EC approval (schedule what & when they need it)
- May not shoot before 10 am
- May shoot after hours but only in compliance with license agreement\*

### Usage Request

Agency must submit written/email range use/reservation request in advanced to the Range Master

- Agency
- Date requested
- Hours requested
- Range requested and general description of training needs
- Agencies are expected to police shotgun hulls & wads and other trash the same as JCSA members. When trash cans are filled by LE they need to be emptied in the dumpster
- Agencies and officers are expected to engage target backer and NOT engage target backers support structures or other range equipment
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### Night Shooting

- Not over 4 hours duration and not later than 10 PM
- Requires special arrangement with Range Master for each occurrence
- Law enforcement only
- Not more than 1-night event per week
- Agency is responsible for contacting Jeff-Com

# INSTRUCTORS/ORGANIZATION

1. Request must be submitted in writing by the person performing the instruction or the member hosting the training. Request must include:
  - a. Name of JCSA member & membership number
  - b. Name of instructor
  - c. Name of organization and title/position if not the owner
  - d. Name of the training course
  - e. Sanctioning body/developer of course (e.g. NRA, NSSF)
  - f. Detailed description of training
  - g. Dates and times requested
  - h. JCSA facilities requested
  - i. Number of students requested
2. Must be preapproved by the Executive Committee (EC)
3. Instructor must provide a copy of insurance policy to the Range Master showing JCSA as a named insured with a minimum amount of coverage in the amount of \$1 million/\$1 million.
4. Courses must be available to JCSA members; classes must be discounted by \$15.00.
5. Course may be available to non-members (public) with approval of Range Master or EC and will include the \$15 daily range fee payable to JCSA.
6. Non-members must sign a JCSA Liability Waiver and return to Range Master with form and any payments.
7. Instructor with approved class will coordinate with Range Master for scheduling.

## Building Use

It is the instructor's responsibility to clean the building after each use.

- Tables and chairs returned to original positions
- Electrical items such as coffee maker must be turned off and cleaned

JCSA printer is for club business. Printer is not for personal use or for personal business use.

- Instructors are permitted to print class certificates; must provide their own paper.

Abuse of privileges may result in additional charges or cancellation of classes.

# OPERATING PROCEDURES

## ALL RANGES

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### JCSA IS A COLD RANGE

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Upon arrival, concealed carry (CCW) firearms must be unloaded at a designated unload station. CCW unload stations are located south of 40-Yard Pistol Range CONEX and next to 50-Yard Range garage.

**Firearms must be unloaded and cased when moved between vehicles and ranges**

**All firearms not being used in the act of firing must be:**

- On a shooting table, unloaded with the action open and visible empty chamber indicator, or;
- Unloaded and cased in a suitable container, or;
- Unloaded and holstered

**Everyone must sign-in at the range (or ranges) they use**

Sign-in notebooks are located:

- 40-yard range at main entrance to pistol range
- 50-yard & 100-yard ranges in the warming shack
- Shotgun range at the back or west-facing side of the clubhouse
- Archery field and trail in mailbox posted at archery range
- Long Range in the warming shack or at gatehouse

**Membership badges must be worn in plain sight at all times while on the property**

**Hearing and eye protection is required whenever on a range that is hot**

### Proper attire

Range activity and shooting sports require clothing and footwear appropriate for the pursuit as do Pacific Northwest weather conditions.

### NO SMOKING

Smoking prohibited inside or within 25' of any building or the entrance to any range. Smoking is allowed only in the parking lots. Police your butts.

### SPEED LIMIT—5 MPH

On all club roads and parking lots. Watch your dust trail during dry conditions.

## **HOLSTERS may be worn**

But index finger-released holsters (Blackhawk SERPA-type) are NOT ALLOWED on the range.

## **No climbing on berms**

The berms are there to stop projectiles, no horseplay.

## **No glass containers on any range**

## **No alcoholic beverages or drugs, including cannabis, allowed anywhere on property**

Anyone handling firearms during or immediately after use of drugs or alcohol will be expelled.

## **TRASH**

Cans & dumpsters for range-generated trash ONLY. Personal users subject to disciplinary action.

## **PETS allowed; owners are responsible for behavior & clean up**

## **CONDUCT**

Rules and Procedures apply to ALL users: JCSA members, guests, the public, and law enforcement. Anyone found to be in willful violation is subject to discipline by the Executive Board, up to and including loss of membership and range privileges or denial of range access for non-members.

Intentional damage to property or equipment is subject to disciplinary action. Removing JCSA-owned property from the range is cause for loss of membership and possible prosecution.

Aggressive, belligerent and/or condescending behavior toward club officials, safety officers, match personnel, staff, other members or patrons are grounds for removal from the property and disciplinary action including possible revocation of membership.

Unsafe firearms handling will be referred to Range Master and may require remedial training on a case-by-case basis.

## **RESERVED RANGE**

During LE use of a scheduled range, only LE officers and their instructors shall be present

## **Drones not allowed when open to the public or live fire without special permission**

## **Photography/video on the range only with permission of all subjects**

## **SPECIAL CONSIDERATION-CHILDREN**

Children are not restricted from the Range. They do, however, need to be six (6) years of age or older and supervised by an adult at all times. If only one parent or guardian is present, the children always need to be with them, including going downrange to post or check targets.

All children must always wear hearing and eye protection when the range is hot.

## **CAUTION**

### **Pregnant women and very young children**

Data suggests the report of firearms, especially rifles, is hazardous to unborn and very young children. Young children are especially susceptible to lead poisoning. Pregnant women and children too young to participate should avoid ranges during live fire.

# RANGE RULES—ALL RANGES

## FUNDAMENTAL FIREARMS RULES

1. Always keep firearms pointed in a safe direction.
2. Treat all firearms as if they are loaded.
3. Keep your finger off the trigger until your sights are on target and you are ready to shoot.
4. Always be sure of your target and what is beyond it.

## COLD RANGE/HOT RANGE TRANSITIONS—All Ranges

1. During organized or sanctioned scheduled shooting events safety and other rules of the sanctioning body shall be in effect, including rules regarding cold range and hot range. At all other times: when in doubt, presume the range is hot
2. Shooters on an individual range or bay shall communicate with others on that range or bay, and agree when to transition from a cold range to a hot range, and vice versa.

## COLD RANGE PROCEDURE

1. All shooters agree the range is going cold and cease fire
2. All firearms are unloaded, magazines removed or cylinder open, actions open with visible empty chamber indicator, and firearm benched, bagged or cased
3. Communicate--everyone calls and confirms "COLD RANGE"
4. When everyone is off their shooting position and behind the firing line, **the RANGE IS COLD**, individuals may proceed down range to check, post or remove targets

**DO NOT** handle firearms and stay behind the firing line when anyone is down range

## HOT RANGE PROCEDURE

When everyone returns behind the firing line, to take the range HOT communicate to everyone AND receive confirmation: "**RANGE IS GOING HOT, EYES & EARS ARE ON**" before handling firearms to and shooting.

## COMMUNICATE

Anyone may call "cease fire" for safety reasons on any range at any time. All shooting on that range or bay stops immediately.

## **TARGETS—ALL RANGES**

- Target height must be adjusted so that all rounds impact berms
- Ground level targets ARE NOT permitted
- Use only paper and cardboard targets. NO trash targets, shotgun clays, frangible, exploding, or breakable targets
- Do not shoot or place targets on vertical supports for target backboards
- Target Stands and frame materials are available under cover (see “Target Stand Assembly” diagram below)
- Exceptions only by approval of Range Master

## **AMMUNITION—ALL RANGES**

NOT PERMITTED: armor-piercing, tungsten or steel core, incendiary, exploding or tracer ammunition. Shooters found to be using prohibited ammunition are subject to disciplinary action.

**Use only the correct ammunition for your firearm**

**Know how to use your firearm safely—know it is safe to operate**

**Fully automatic fire, including burst fire, is NOT permitted**

## **CLEANUP**

JCSA does not have sanitation staff; clean up after yourself. Shooters police all brass & trash and leave the range at least as clean as you found it.

- Unwanted brass goes in white plastic buckets on each range
- Reloaders are welcome to keep their brass
- Return all range equipment to where it belongs under the cover
- Cardboard and paper targets should be removed from target sticks and recycled appropriately
- Return target sticks to their designated location

## **WILDLIFE CEASE FIRE**

Immediately cease fire when wildlife appears on any range; wait or move to another range to accommodate.

# **SPECIAL PROCEDURES:**

## **Shotgun / Trap Range**

### **FIREARMS PERMITTED**

- Shotguns up to and including 12 gauge

### **AMMUNITION PERMITTED:**

- 7 ½ and smaller bird shot
- Maximum velocity shot permitted is 1,200 feet per second (fps)

### **NOT PERMITTED:**

- Any firearm other than a shotgun
- Steel shot and/or slugs are not permitted

### **TARGETS**

- Conventional clay targets are permitted
- Clay targets may be launched by hand or by machine

### **HOURS OF OPERATION**

Trap houses are run by volunteers and are generally operational:

- Wednesday 10am-2pm
- Sundays 10-am-2pm  
\*except last Sunday of the month, closed to shooting  
Trap is scheduled for the Saturday prior

### **Trap is open to Members, Guests and Non-members**

Everyone must sign-in at the clubhouse upon arrival

### **TRAP FEES**

- Members: \$5 per round
- Non-members: \$6 per round
- Members may purchase a 10-round punch card for \$40



## TRAP SAFETY RULES

- All shooters and other persons in the immediate vicinity of the shooting stations are required to wear both eye and ear protection.
- The person pulling targets (the “puller”) is in charge of the field, and shooters must follow their commands.
- When the command “Cease Firing” is given by anyone, immediately stop all firing, open your action, remove all shells from your gun.
- No one except authorized personnel may make adjustments to the trap machines.
- Obey range rules and commands at all times-immediately.
- In the event of a malfunction, when a live round remains in the gun, the shooter must keep the gun pointed in a safe direction and seek assistance. All shooting on the affected field ceases until the condition has been corrected. In case of a hang fire or misfire, DO NOT OPEN the gun for at least 30 seconds.
- Only firearms designed to use shotshells and designed to be fired from the shoulder are permitted.
- Novice shooters must always be accompanied by an experienced shooter.
- Except for patterning, all shooting must be at clay targets thrown from approved machines. Patterning is restricted to the patterning board provided.
- Guns must be unloaded, and the actions kept open at all times except when the shooter is on the firing station. Loading is permitted only when it is the shooter’s turn to shoot. Break action shotguns may be closed for storage in a gun case or rack, but must be opened immediately upon removal from the rack or case.
- All firearms must be opened immediately after shooting and BEFORE the shooter turns to leave the shooting station. Firearms must be carried pointed in a safe direction. Firearms carried over a shoulder must have the barrel pointed forward.
- Load only one shell at a time unless two are required (doubles or continental).
- Picking up empty shotshells during a round of shooting is prohibited.
- No one is allowed forward of the firing line or the most forward shooting position at any time while the field is in use.
- A range officer may inspect ammunition and reject its use if it does not conform to range rules, or the rules of the shooting activity being conducted.
- The practice of tracking targets with an unloaded gun is prohibited unless the shooter is on a station and ready to shoot.
- Shot sizes are limited to maximum of #7 ½ and shot guns must not be larger than 12 gauge.
- Shotshell loads must be standard trap loads. High velocity and magnum loads are not permitted. Shotshell load must not exceed 1 1/8 ounce of shot and 3 drams or equivalent of powder.

- Except for field operators and maintenance personnel, no one is allowed to enter the field forward of the 16-yard line during the course of a round, even though firing has stopped.
- Shooters on a station are not allowed to change stations or leave a station unless the shotgun is open and unloaded.
- In handicap shooting there shall be no more than 2 yards difference between adjacent shooter in the squad, no more than a total difference of 3 yards in a squad.
- Picking up unbroken clay targets is permitted only when the range operations are completed.
- Retrieving shotshell hulls is allowed only when the round is completed and the proper command is given: "range is clear." All shooters are responsible to clean up their shotshell hulls.
- Damascus twist steel barrels are not allowed.
- Only authorized personnel allowed in the trap house unless under their direct supervision.
- When trap houses are not running the use of hand throwers are permitted. Shooting must be between trap house to ensure trap houses are not shot.
- No shooting from trap house 3 when anyone is on the archery range.
- No shooting the patterning board when anyone is shooting on the Archery range. You may communicate your request to pattern your shot gun. Communication and cooperation are imperative for a safe and friendly range.
- No shooting on the Archery range in the rare event that trap house 3 is open and running (trap house 3 is the closest trap house to the Archery range). It is both unsafe for the Archery shooters and unsafe for the Trap shooters.

# **SPECIAL PROCEDURES:**

## **Archery Trail**

### **SAFETY RULES**

- Once started, continue through to end of trail
- Do not sky your bow (pointing the bow towards the sky while drawing)
- Do not climb berms or enter the forest to retrieve arrows
- Retrieving arrows: Have someone stand in front of target, or place your bow in front of target, if you need to walk behind targets to retrieve an arrow
- Preparing to Shoot: Ensure that all archers are up-range of the shooting line before preparing to shoot
- Finished Shooting: Ensure that all archers have stopped shooting and the “CLEAR” command has been given and understood by all archers before going downrange to retrieve arrows
- Shooting is allowed only within established lanes; do not shoot across lanes
- No climbing / bushwhacking through the woodland for lost arrows

### **EQUIPMENT RULES**

- Long bows, recurve and compound bows are allowed on the Archery Range and Field Course
- Only Target Arrows are allowed on the Archery Range
- Crossbows and broadhead arrows, including practice heads, are allowed on the Special Crossbow Range ONLY. Crossbows and broadheads are never allowed on the main archery range or the Field Course

### **FOUND ARROWS**

Place found arrows in bucket at Archery Shed. Do not keep as your own

### **HUNTING**

No hunting or shooting wildlife. No shooting when wildlife is on the range

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**ARCHERY TRAIL IS CLOSED DURING LONG RANGE SHOOTING**

**ARCHERY FIELD IS CLOSED WHEN TRAP HOUSE 3 IN USE (rare)**

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# **SPECIAL PROCEDURES:**

## **50-Yard Multipurpose Range**

### **ALLOWABLE FIREARMS:**

- Handgun: All calibers
- Rifle: All calibers
- Shotgun: All gauges, all shot and slug

### **TARGETS**

All targets must be placed on backer boards: Do not shoot or place targets on vertical supports for backer boards.

- All rounds impact berms.
- Ground level targets ARE NOT permitted. Do not shoot or place targets on vertical supports, marked by red paint.
- No portable target stands or intermediate targets are permitted on the 50-yard range.
- No trash targets – use only paper and cardboard targets. NO shotgun clays, frangible, exploding, or breakable targets.

### **50-YARD RANGE SHOOTING PRIORITY**

First person on the range sets the firing line or all shooters as a group decide the firing line. Options:

- Shooting from the 50-yard bench
- Set up a table to create a mid-range firing line
- Shooting on the Move (see below)

### **ACTION SPORT SHOOTING (“SHOOT & MOVE) PROCEDURES**

- Follow discipline safety guidelines under Range Officer supervision

### **TRAINING & CLASS ACTIVITIES**

- Under direction of Range Officer/Training Officer

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**Fundamental firearm safety rules apply to ALL shooting activities—  
moving during drills & competitions pay particular attention to  
trigger discipline & muzzle discipline**

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# **SPECIAL PROCEDURES:**

## **40-Yard Pistol Range**

### **ALLOWABLE FIREARMS**

- Pistols and pistol-caliber carbines (PCC) up to and including .45 ACP
- Rimfire rifles & shotguns w/7 ½ shot or smaller
- NO rifle-caliber handguns allowed

### **ALLOWABLE AMMUNITION**

- Black powder handguns of any caliber
- Shotguns: 7 ½ bird shot or smaller

### **BAYS**

The 40-Yard Pistol Range is divided into individual bays:

Bay 1, the far left bay at the south end of the 40-Yard Pistol Range

Bay 2, the center bay (steel targets)

Bay 3, the far right bay at the north end of the 40-Yard Range

### **BERMS & FENCES**

The downrange berm is the common berm at the west side of the range

Side berms may be used as back stops in Bay 1 and Bay 3 only. Concrete fences separating Bay 1 from Bay 2, and Bay 2 from Bay 3 may not be used as backstops at any time

- The south side berm in Bay 1 may be used as an impact berm downrange of the permanent traffic cone placed in the berm approximately 15 yards up range
- The north side berm in Bay 3 may be used as an impact berm downrange of the permanent traffic cone placed in the berm approximately 15 yards up range

### **SHOOTING PRIORITY**

- First person on the range sets the line —or— all shooters as a group decide the firing line
- Shooters may need to share bench and/or bays with others; communicate with proper commands and range etiquette
- In Bay 2, shooting steel targets has priority over paper targets

## PROCEDURES FOR SHOOTING INSIDE BAYS

Each bay is considered a separate range for purposes of:

- Firearm handling
- Transitioning between cold range/hot range

Shooters may use any of the individual bays; must be completely INSIDE the walls of the bay

When any one bay is in use, only other individual bays may be used. No shooting from the 40-yard bench when shooters are downrange in another bay.

Portable tables and chairs are provided for use in the individual bays—put them back when done

**Safe handling tables for bays are located on both sides forward of bench**

## PROCEDURES FOR SHOOTING FROM 40-YARD BENCH

The bench may be used whenever individual bays are NOT in use. To signal 40-yard bench is in use:

- Lower all red flags at concrete fences
- Place yellow chains across main entrance and BOTH side entrances
- When finished shooting, remove chains and raise red flags

**Safe handling table for the bench—use CCW unload station**

## TARGETS

- a. Cardboard and paper targets (see “Target Stand Assembly” diagram on page 23)
- b. Targets and equipment stored in CONEX and clubhouse are for scheduled events only, Members with access MAY NOT use JCSA equipment or targets for private use
- c. Steel targets:
  - Steel targets provided and placed by JCSA may be used
  - Privately owned steel targets are only allowed by permission of the Range Master
  - Steel targets may not be engaged with handguns from closer than 10 yards
  - During events, steel targets may be used according to rules and requirements of the event’s sanctioning body. Steel targets may not be engaged with rifles, carbines, or SBRs from closer than 25 yards, except during scheduled events

## SPECIAL CONSIDERATIONS

Rifles used on this range by LE, Project Appleseed & other training have special authorization from Range Master

# TARGET STAND ASSEMBLY

**STEP ONE:** Place base of stand on the ground in front of you so you view it like the picture at the right. —————>

**STEP TWO:** Insert two uprights into the slots on the base like the next picture at the right. —————>

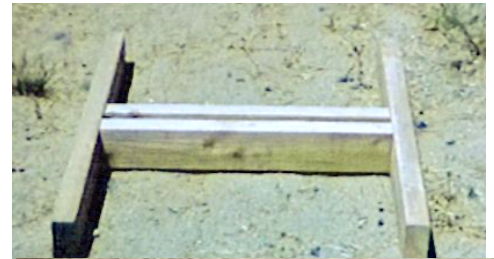
These uprights, also called “sticks” become the parts you will be stapling a sheet of cardboard onto. It is recommended you use  $\frac{1}{2}$ ” staples to do this for a more secure attachment of the cardboard sheet. Put about three or four staples along each edge of the large cardboard sheets and into the sticks.

The cardboard sheets provided are about 24” wide and some are about a yard long. We also have half-sheets that are about 24” wide and 18” high. Note the half-sheets can also be oriented vertically by moving the sticks closer together in the base slots. Use the sheet that is compatible with your target.

**STEP THREE:** Attach your paper target to the cardboard sheet with  $\frac{1}{4}$ ” or  $\frac{3}{8}$ ” staples, tacks or tape. Whatever you use, make sure your target is secure to the cardboard. —————>

## THE RULES:

1. Don't use the base by itself as a target holder. Put together a complete unit.
2. Take it all apart and put it away when finished.
3. If the cardboard is still in good condition, you only need to remove the stick/cardboard panel assembly, as a unit, to put it away in the bin provided.
4. Discard broken sticks.
5. Ricochets over the berm are a danger to the public. Do not allow bullets to strike the floor of the range. Mount targets high enough so shots will pass through to the impact berm.
6. Remember, your behavior at the range can affect us all. Unsafe practices will be dealt with according to the bylaws. If you're not sure about something, ask the Rangemaster or another JCSA officer.



# SPECIAL PROCEDURES:

## 100 Yard Rifle Range

### FIREARMS PERMITTED

- All center-fire and rimfire rifle calibers, including 50 BMG
- Black powder rifles & muskets
- Black powder cannon up to 2"
- Pistol caliber carbines & rifles
- 50 BMG & Cannon must use far right lane

### FIREARMS NOT PERMITTED

- NO handguns
- NO shotguns

### TARGETS

All targets must be placed on backer boards. No intermediate targets permitted on the 100-yard rifle range. Do not shoot or place targets on vertical supports marked by red paint.

Shooters may walk or drive to targets when range is COLD.

### POSITIONS

Bench rest positions are available on the left portion of the range. The far left bench has a target stand at 25 and 50 yards with priority for sighting in rifles.

Prone Shooting Positions are available to the right of benches—shooters must not be downrange of the firing line of the benches!

Rifles may be stored in racks if unloaded and flagged.

### COLD RANGE/GOING DOWNRANGE

In addition to hot/cold range transition procedures, turn ON the overhead flashing red lights to signal the range is COLD before anyone goes forward of the firing line to set/retrieve targets or any reason.

Shooters must remain behind the yellow line and **firearms may not be handled** until everyone returns, then use the same switch to turn OFF the flashing lights prior to taking the range hot.



# **SPECIAL PROCEDURES:**

## **200 & 300 Yard Range**

Long range is defined as shooting from 200 and 300 yard firing positions. During this time, all other areas of JCSA, other than the shotgun range, are closed. The long range sight-line covers the parking area and right-hand portion of the 100 yard firing line. Shooting from the 100 yard line is not allowed during designated long range times. Range Rules always apply so when moving forward of the 100 yard line to place or retrieve targets, activate the red light safety system to designate a “cold range.”

Verify that all areas and structures downrange of the shooting positions are unoccupied and place signs, cones and vehicle barriers to prevent others going downrange.

### **LONG RANGE SHOOTING DAYS**

- Tuesday
- Friday
- Sunday (closed last Sunday of month)

### **LONG RANGE HOURS**

Sign-in/set-up:	9:30-10:00 a.m.
First shot:	10:00 a.m.
Shooting ends:	12:00 p.m.

### **FIREARMS PERMITTED**

- a. All centerfire and rimfire rifle calibers
- b. Handguns chambered in center-fire rifle calibers
- c. Black powder rifles & muskets

### **FIREARMS NOT PERMITTED**

- a. Pistol caliber firearms of any type
- b. Shotguns

### **TARGETS**

- Shooters provide their own paper targets, all targets must be placed on backer boards
- No intermediate targets, all rounds must hit the impact berm
- Use backers on the right section in line with shooting position to avoid cross-fire
- ShotMarker electronic targets may be used

## SHOOTING POSITIONS

Shooting benches are located at 200 and 300 yards. Shooters may fire from prone, kneeling or sitting positions behind the firing line defined as the front edge of concrete pads at 200 and 300 yards.

- No shooting from the 100-Yard Rifle Range during Long Range Rifle shooting hours
- Police all brass
- Watch for wildlife and immediately CEASE FIRE if spotted downrange

## PROCEDURES

Shooters establish the agenda, i.e. shoot from 200 yards during first hour; then from 300 yards the second hour.

Share time at benches and shooting positions equitably. Always communicate when range is “hot” or “cold” and observe all Range Rules and etiquette.

If a rifle is new, not sighted-in, or unfamiliar, use another day to zero it at 25, 50, or 100 yards. Shooters must be able to hit the gong/plate with two (2) consecutive shots in order to continue shooting from long range.

Long range shooters need adequate optics to see bullet strikes. Walking downrange after every shot to see a bullet hole is not practical. Use a spotting scope, rifle scope or “splatter” targets to minimize the need to go downrange. Long range time is very limited, use it for shooting, not for checking targets.

## ELECTRONIC TARGET

A ShotMarker electronic targeting system may be deployed. To use ShotMarker shooters must hit every round within the 4' x 4' target frame. If your shot damages ShotMarker components, you are responsible for the damage and replacement.

No subsonic rounds are to be fired on ShotMarker targets.

## WHEN LONG RANGE SHOOTING ENDS

- Declare the Long Range line is going COLD
- Make the line safe, insert flag open chambers and remove all magazines, case and remove all firearms so others may move forward of the firing line
- Police all brass and dispose appropriately
- Retrieve targets and always use the flashing red light system forward of the 100 yard line to alert incoming shooters of a cold range

# EMERGENCY PROCEDURES

## All Ranges

### IN CASE OF A FIREARM EMERGENCY or MEDICAL EMERGENCY

- a. "CEASE FIRE" STOP ALL SHOOTING make the range go COLD and secure the scene
- b. CALL 911. Stay on the line until the 911 operator tells you to hang up
- c. If the emergency is an accidental gunshot wound, tell 911 operator there has been a "TRAINING ACCIDENT" if it's a medical emergency

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**Telling the 911 operator there is a "gunshot victim" will delay EMS until law enforcement has cleared the scene**

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- d. The physical address is: 112 Gun Club Road, Port Townsend, WA 98368
- e. Render First Aid within the scope of your training
- f. Send someone to the gate to guide EMS to the scene
- g. Assign someone to take notes of situation, times and actions taken
- h. Inform the Range Master, JCSA President, Gate House Keeper

### EMERGENCY AIR TRANSPORT Landing Zone (LZ)

Emergency air transport may land on the grass field, adjacent to the driveway, between the gate and the pistol ranges. GPS Coordinates of Emergency LZ:

48 degrees, 06 'minutes, 03.48 seconds North Latitude

122 degrees, 49 minutes, 21.51 seconds West Longitude

# LOCATION OF EMERGENCY ITEMS

## **Stop the Bleed kit & First aid kits**

In the gate house

The entry of the 40-yard range

Warming shack (between 50-yard and 100-yard ranges)

In the Clubhouse (@ shotgun range)

Training/education building

## **AED (Automated external defibrillator)**

In the Clubhouse (@ shotgun range)

The entry of the 40-yard range

## **Fire extinguishers**

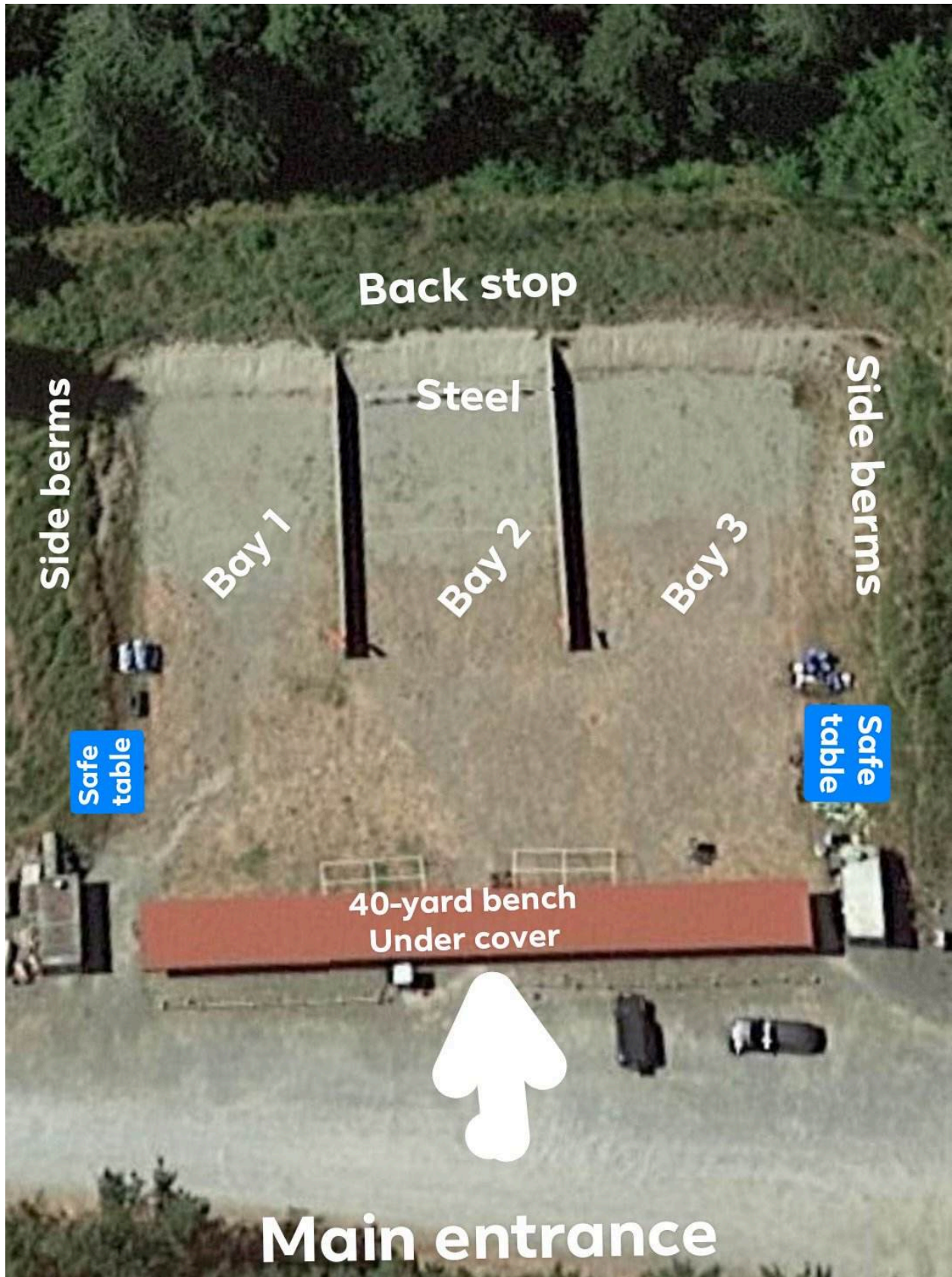
Two (2) In the Clubhouse (@ shotgun range)

Training building

40-yard range

Warming shack (between 50-yard and 100-yard ranges)

# 40-yd Pistol Range





# Trap & Archery





# Pistol & Rifle Ranges

