



Airfield Shooting Club

Wakefield, Virginia

PO Box 250, Wakefield, VA 23888 • www.airfieldshootingclub.org • NRA • VSSA • Est. 2005

Range Rules

20 April 2026

REVISIONS

Date Issues	Description of Changes
18 July 2020	<ul style="list-style-type: none"> ● Complete rewrite.
28 Aug 2022	<ul style="list-style-type: none"> ● Added Revision Page ● Pg 9, Section I-F-7. Expanded the types of prohibited targets. ● Pg 10, Section I-G-1&2. Included .22 spinner type targets under authorized targets and added No. 2 about the condition of the steel targets. Added section 9 about a clay target holder stand that is authorized. ● Pg 12, Section II-B-4 Added 21ft and 33ft as an authorized distance on the SRB
27 Sept 2023	<ul style="list-style-type: none"> ● Pg 7, Section I-D-7b, added wording on the removal of the Black flag. ● Pg 12, Section I-G7 updated the wording for Steel Target location ● Pg 12, Section II-B3 changed wording to allow shooting from lanes 1-9 directly in front of the SRB. ● Pg 12, Section II-B4 changed the authorized target frame locations on the SRB to be only at the PVC pipe locations. Removed reference to portable bases that no longer exist. ● Pg 12, Section II-B5 modified the wording preventing putting target frames behind each other. ● Pg 12, Section II-B6 modified the wording to change target types that are authorized at all frame locations that are not in the berm. ● Pg 18, Section IV: Emergency Information, updated the emergency equipment and its location. ● Throughout – corrected minor grammar
11/11/23	<ul style="list-style-type: none"> ● Added Archery Rules, Section I-H to address archery use on the range.
10/19/24	<ul style="list-style-type: none"> ● Pg 10, Section I-G4 provided clarity on electrical conduit ● Pg 10, Section I-G6 added lead core to safe distance description ● Pg 11, Section I-G6d & 7 provided details of shooting steel with frangible ammunition ● Pg 19, RSO section – added guidance on how to run a range.
08/08/25	<ul style="list-style-type: none"> ● Pg 7, Section I -D1 amplified that no shooting should take place outside of 6 am to 10 pm regardless of sunrise and sunset.

	<ul style="list-style-type: none"> ● Pg 7, Section I-D3. Deleted. Removed Sunday noise restriction requirements. ● Pg 9, Section I-D15. New. Added clarity that shotguns may be used on the SRB, 50yd and 100m ranges. ● Pg 10, Section E-5, Removed verbiage about secretary forwarding the waivers to the 4-H center. ● Pg 11, Section I-G6. Added table to describe the safe distance to shoot steel based on ammunition type. Removed paragraph wording which described the same. ● Pg 12, Section I-H. Added entire section about ammunition type to be used on the range to include when shooting steel targets and other than steel targets. ● Pg 23, Section V. Added AED to the emergency equipment to get during an emergency.
08/16/25	<ul style="list-style-type: none"> ● Added Temporary Range Rule Section ● Included in temporary section prohibitions on all models of SIG Sauer P320 handguns in a loaded condition in a holster. ● Clarified wording to make it mandatory that any time a firearm is placed on the bench is shall be unloaded, action open with the muzzle down range.
4/20/26	<ul style="list-style-type: none"> ● Modified verbiage for eye and ear protection ● Modified Range Commands to make simpler ● Modified how guns can be brought to the line ● Modified how the range safety officer is identified ● Modified the Range Safety Officer Section ● Modified Emergency Procedures and Range Incident Report

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Section 0: Temporary Rules

A. Purpose of This Section

1. This section is designed to cover temporary rules. These could be rules or restrictions that are put in place for a short duration while further investigation is completed, or waiting for efforts to be completed etc. If the rule or restriction becomes permanent, then it would be moved to the appropriate section within the rules

B. Sig Sauer P320

1. Due to the uncertainty of the Sig 320P platform and its potential risk, the platform in any model or variation (Legion, X Ten, M17/18, etc) are prohibited from being on Airfield Shooting Club property if loaded and in a holster. This means a Sig P320 loaded in a holster cannot be used in recreational shooting, competitions, training classes or even concealed carry.
2. Members and their guests are allowed to bring a Sig Sauer P320 to the range unloaded and may shoot the firearm if there is no holster work being performed and that it is always set down on a bench unloaded with the action open and the muzzle pointed down range.

Section I: General Information

A. Member Rights and Responsibilities

1. Members are responsible for maintaining a thorough knowledge of, and complying with, these Rules and Regulations.
 - a. Further, members are also required to ensure that their guests comply.
 - b. Violation of these Rules and Regulations, and any amendments that the Board of Directors (hereinafter the Board) may enact from time to time, will result in disciplinary action, which may include expulsion from the Club without reimbursement of dues paid.
2. Members will always have their valid Club membership card on display while on the range.
 - a. They will provide their membership card for inspection to any Club member, 4-H center employee, or peace officer upon request.
 - b. All guests and family members must wear a Guest badge.
3. Members are not to share the ASC combinations with guests.
 - a. This includes the bathroom combination.
 - b. Members may unlock the bathroom door for their guests when they arrive and lock it upon leaving.
4. Anyone under the age of 18 must be accompanied by an adult member when on the range.
5. The range is for the sole use of the Club members, their guests, and other authorized personnel.
 - a. No member shall authorize or give permission, oral or written, to any non-member to use the range facilities except as described above.
6. Members are expected to be familiar with and in compliance with State and Federal laws regarding firearms and ammunition.

B. Safety

1. The three (3) Fundamental NRA Gun Safety Rules shall be strictly enforced:
 - a. Always keep the gun pointed in a safe direction;
 - b. Always keep your finger off the trigger until ready to shoot; and
 - c. Always keep the gun unloaded until ready to use.
2. Members and their guests shall maintain 'muzzle control' and consider firearms to be always loaded.
 - a. Muzzle control is ensuring that the muzzle of the firearm is always pointed down range of the firing line, and preferably directly at the berm, whether the firearm is benched or being handled.

- b. Keep muzzles pointed down range when on the firing line unless the firearm is cased or placed in one of the gun racks.
3. Animals are not to be shot on the range.
 - a. If an animal is seen down range, the first person to notice the animal should call, “Ceasefire.”
 - b. Once the Range Safety Officer (RSO) understands the reason for the Ceasefire, they shall direct shooters “Unload and Show Clear” and to call the range Cold.
 - c. The line shall remain Cold until the animal is clear of the range.
4. Eye and ear protection is required when on a range when shooting is taking place on that range. The RSO may, at his/her discretion, make hearing protection discretionary when the only firearms in use on that range are suppressed to hearing-safe levels or are air guns. If someone cannot follow this rule because of equipment or another issue, they are permitted to proceed but must accept all associated risks.
5. Exercise care and common sense at the range.
 - a. Watch out for yourself and for fellow members in good sportsmanship.
 - b. Members are expected to act quickly and firmly to correct unsafe practices and to prevent avoidable injury or death.
 - c. Members should maintain a situational awareness of other shooters, as well as benched firearms to help ensure safety issues are addressed immediately.
6. DO NOT become upset if you are corrected for a safety violation. We all make mistakes, or have bad days, and can benefit from the counsel of others, which should be offered and received in the spirit of good sportsmanship.
7. All firearms shall be unloaded when arriving and departing the range (see the exception in [Section III](#) of these rules, the Range Safety Officer Manual, for lawfully carried handguns, which are to remain holstered).
8. Fire only “aimed shots” at selected targets. Indiscriminate and/or rapid firing is prohibited!
9. No person shall consume alcoholic beverages at the range facility. No person will be permitted at the range facility if impaired by drugs or alcohol.
10. Violation of any Club safety rules may result in disciplinary action by the Board of Directors up to and including expulsion from the Club without refund.

C. Range Commands

1. The following commands are to be used on a firing line.
 - a. **“Ceasefire!”**
 - i. Who Calls: Anyone may call an Emergency Cease Fire. The RSO calls a administrative cease fire.

- i. Why Called: There are generally two conditions that a Cease-fire will be called;
 - 1. Emergency Ceasefire - When an unsafe condition exists or is about to happen. This could be because someone starts moving forward of the firing line, an animal appears down range or someone is muzzling someone.
 - 2. Administrative Ceasefire - Before an RSO makes the line Cold, they will call a ceasefire. It is recommended to let the shooters on the line know beforehand that you will shortly be going “cold” and calling cease-fire. This will give the shooters a moment or two to finish their last shot.
- ii. Shooter’s Responsibility: STOP FIRING IMMEDIATELY UPON HEARING “CEASEFIRE!” FROM ANYONE. If you are handling a firearm, keep the muzzle pointed at the berm, keep your finger off the trigger, and wait for further instructions from the RSO.
- iii. RSO’s Responsibility: Ensure everyone stops shooting. Fingers are off the triggers and muzzles are pointed in a safe direction which is generally the berm. If the RSO did not call the Ceasefire they are to find out who called the ceasefire and why and address the situation. No one should every be upset because a ceasefire is called. We would rather be overly cautious than have someone get hurt.

b. **“Unload and Show Clear”**

- i. Who Calls: RSO
- ii. Why Called: To render the firearms safe and prepare the condition of the range to allow people to go down range or leave the range.
- iii. Shooter’s Responsibility: Remove all sources of ammunition from the firearm (remove magazines [or empty if not removable], open and clear cylinders, open actions, and ensure chambers are clear). For a muzzle-loading firearm to be considered unloaded; the primer, percussion cap, or priming powder must be removed. Show the RSO or the person next to you (the RSO will dictate) that the firearm is unloaded. Once this is done, set the firearm on the bench with the action open and the ejection port up or place it in a case or holster. If the action cannot remain open, insert and leave an Empty Chamber Indicator (ECI) in the action. If a shooter wishes to leave the range while the range is Cold, they must case their gun at the shooting point and then move it behind the red line during this command and prior to the line being called cold.
- iv. RSO’s Responsibility: Provide direction that shooter show either you or someone next to them that the firearms are unloaded, action is open (or ECI is in place), firearms are placed on the bench or rack correctly. The RSO shall walk the line to verify the final condition of the firearms on the bench is correct. If they are not, provide instruction to the shooter on the

proper way to bench the firearm. Below are pictures of the proper condition of different types of firearms:



c. “Range is Cold”

- i. Who Calls: RSO
- ii. Why Called: To put the range in a condition that will allow personnel to safely go forward of the firing line.
- iii. Shooter’s Responsibility: Step back behind the red line painted on the concrete. When the range is Cold, there shall be NO handling of firearms, magazines or ammunition. DO NOT handle, load, clean, or inspect firearms anywhere on the range when it is Cold. Cases containing firearms may be handled only when they are behind the red line. All personnel shall stay behind the red line unless they go down range after the RSO has given the authorization. Personnel wishing to place targets on carboard backers may do so behind the red line. Personnel should at no point approach the firing points during a cold range. This means that if personnel wish to change targets during a cold range period they need to move all material they need to do so behind the red line prior to the line going cold.
- iv. RSO’s Responsibility: Ensure that personnel are staying behind the red line or down range and away from the shooting points. Ensure there is no handling of firearms, magazines or ammunition.

d. “You May Go Down Range”

- i. Who Calls: RSO
- ii. Why Called: To grant permission for personnel to go down range.
- iii. Shooter’s Responsibility: If you are going down range to address your target, then you should do so. You shall not stop or touch anything on your shooting point. This means that if you had targets in your range bag, and it was forward of the red line or on a table, you should have gotten

them out prior to the range being called cold. Once you return from down range, you shall stay behind the red line until the line is called hot.

- iv. RSO's Responsibility: Ensure that personnel are staying behind the red line or down range and away from the shooting points. Ensure there is no handling of firearms, magazines or ammunition. Keep track of personnel that go down range so that when they return they are accounted for.

e. **“Range is Hot”**

- i. Who Calls: RSO
- ii. Why Called: To allow shooters to handle guns, magazines, ammunition and shoot.
- iii. Shooter's Responsibility: At this time you are allowed to handle all firearms and begin to shoot.
- iv. RSO's Responsibility: Prior to calling the Range is Hot, you should verify that eye and ear protection is in place as required, that downrange is clear of personnel and animals and that it is safe to begin to shoot. You should also verify that target placements are positioned to ensure rounds strike the berm in the correct location. After the call the RSO shall monitor the range for any unsafe conditions.

D. Range Operation

1. Range Hours are sunrise to sunset unless authorized by the Airfield Conference Center and the ASC Board of Directors. No shooting should take place prior to 6 am or after 10 pm regardless of sunrise or sunset.
2. The range will be closed to use by members and their guest(s) on summer weekdays while 4-H campers use the range. Other range closures may occur from time to time due to special events taking place at the range. Examples may include weddings, family gatherings, or other special events as requested by the Airfield Conference Center and approved by the ASC Board. Always check the website calendar to ensure the range is open before scheduling a trip to the range. Be sure to read all remarks related to a closure notice as some closures will be for an entire day, while others may only be for a limited period of time during the day. The Match Director, or work party leader (as applicable) shall determine whether to use the Black Flag (See [Section I-D-6b](#)) or not, and whether it is necessary/warranted to close adjoining ranges.
3. Combinations shall not be shared with non-members. All combination locks shall be set to “0-0-0” after opening. It is recommended that you unlock the restrooms for your guests when you arrive and lock them when you leave.
4. Immediately upon arriving at the range, Club members must sign the range usage log indicating date, time of entry, member number, name(s) of guest(s). Just prior to departing the range, the member will enter the time of departure and the approximate number of rounds shot on which range to assist with the lead management program.
5. Moving firearms to and from the line:

a. When the range is hot:

i. Handguns:

1. Arrival: You must bring a handgun to the line when worn in a holster or in a case.
2. Departure: You must remove the handgun either in a worn holster or in a case. The gun must be placed in the holster or case while at your shooting point.

ii. Long Guns:

1. Arrival: You may transport your long gun from your vehicle to the active range in a case. Long guns without a case could be brought to the line without a case as long as they are carried in the proper manner. Unloaded, actions open, detachable magazines out. For bolt, semi-auto, pump action long guns, the muzzle shall be pointed up, with the action facing outward so people can see the action is open and it is unloaded. For break action or hinge action long guns, they shall be open with the muzzle pointed to the ground. See pictures below.



b. When the range is cold:

- i. Arrival: You may bring cased firearms to the area behind the red line. You may not go forward of the red line to place the case at a shooting point.
- ii. Departure: You may remove your case containing your firearm only if it is behind the red line.

6. Range Flags - The following flag colors are used to describe the condition of the range:
 - a. **Red** – This means the range is active. It does not indicate if it is Hot or Cold, just that someone is on it. If a member is the first shooter on site, raise the red range flag. The last member to depart the range shall lower the range flag.
 - b. **Black** – This means the range is closed and is not available for use. No firearms (except concealed carry) shall be allowed on the range during this time. Signs, indicating range closure, may also be placed on or near a closed range. Ranges will be closed while maintenance is being performed on a range. To maximize safety, adjacent ranges may be closed while maintenance is performed on the adjoining range. For example: if maintenance is being performed on any shotgun range, all shotgun ranges (skeet and trap) may be closed. Likewise, when maintenance is being performed on either the 50-yard or 100-meter range, both of those ranges may remain closed until the maintenance has been completed. A black Flag can only be removed by the person that puts the black flag out and they have verified the issue they put it out for has been resolved; or when authorized by a Board member. No member is allowed to remove a black flag they did not put out unless they have confirmed with the Maintenance Office and/or the Chief Instructor.
7. The Club member, or authorized range user, who is the first one on a range shall normally assume the responsibilities of Range Safety Officer (RSO) and shall wear one of the provided fluorescent colored safety vests so that anyone wishing to locate the RSO can readily identify him/her. When both the 50-yard and 100-meter ranges are in use, there must be a separate RSO on duty for each range. Prior to the RSO leaving that range, another Club member or authorized range user shall assume the responsibilities of RSO and display the RSO badge. One member must always assume the responsibility as the RSO for the safety and control of each range as defined under '[Section III: Range Safety Officer Manual](#)' before any firing may take place. If no Club member will assume the duties of RSO, the range will be closed.
8. Members and their guests using the range must obey the commands and instructions of the designated RSO. Failure to obey the instructions of the RSO will result in severe disciplinary consequences which may include expulsion from the Club.
9. Each Member shall be responsible for any and all damages to the ranges and other ASC property caused by themselves and/or his/her guests. Intentional destruction to ASC property shall result in dismissal from the Club without reimbursement and possible prosecution and/or civil action.
10. Firing Line – The normal firing line is under the pavilion roofs forward of the red line on the 50-yard and 100-meter ranges. Members may, however, by mutual agreement with everyone on the line of that particular range at the time, move the firing line down range. When the line has been moved forward, all shooters on that range must shoot from the newly established firing line until someone wishes to shoot from the normal firing line. Those shooting from forward of the normal line should check with any members just arriving to see if they are willing to shoot from the same firing line or if those forward need to move back to the normal line. Except during scheduled matches, those wishing to

shoot from the normal firing line shall have priority. The firing line shall not be moved farther back than the normal firing line under the pavilion roofs (i.e., shall remain forward of the red line). In all circumstances those shooting shall be on a line parallel to the berm. In no case will anyone load a firearm or fire with someone on the same firing line forward of a muzzle.

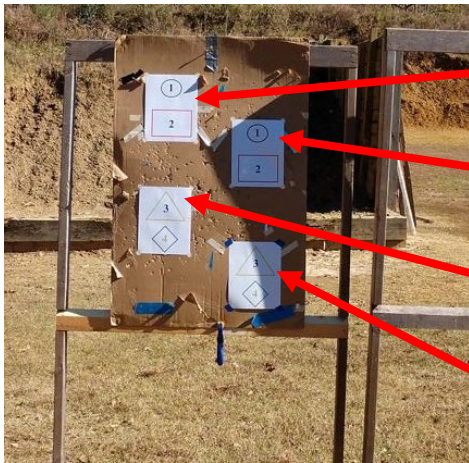
11. Clean Up - Police-up after using the range. Place target papers, cans, etc. in appropriate trash containers. Target frames may remain upright and in place on the range, but cardboard backers shall be removed from them. Cardboard backers which are still usable should be returned to the designated storage area; those which are too shot up for further use should be placed in trash containers or in the dumpster. Take home unfired ammunition, spray cans, etc. DO NOT place these in the trash containers.
12. Duds should be placed in the Dud Cans or taken home. All shooters should be aware that we share this facility with 4-H and any duds or other ammunition left on the range may be found and picked up by young shooters.
13. Mining of lead from the range berms, floors, etc. is strictly prohibited. DO NOT remove brass from the brass buckets. Once in the bucket the brass is considered Club property, which the Club recycles.
14. Fully automatic fire is prohibited on all ranges.
15. Shotguns may be used on the SRB, 50 yd and 100m range. Shooters should ensure that target frames are not being hit due to shot spread if applicable.
16. Leaving the range – The last person to leave the range shall ensure the following:
 - a. Range flags are stored
 - b. Sign in Shed is locked and the lock set to ‘0-0-0-0’
 - c. Bathrooms – lights out and doors locked
 - d. Gate locked and lock set to ‘0-0-0-0’

E. Guests

1. Except during ASC sponsored functions (i.e. WOT, Sight-In Day, training programs, etc.) anyone who brings a guest shall remain present on the same range with that guest at all times until the guest’s departure. Members bringing guests to the range are directly and totally responsible for the conduct and actions of their guests while on the range. Members of the immediate family must be accompanied by the related ASC member.
2. Members may not bring more than six guests per visit. Members may not shoot while they have more than 2 guests shooting at one time.
3. All guests (including family members) must be at the same shooting point or an immediately adjacent shooting point.
4. Guests shall be required to sign the Range Release, Waiver, and Indemnification log for each visit to the range. Member sponsors will ensure their guests sign the waiver log.
5. Spouses and minor children of members intending to utilize range facilities will be required to sign the Release/Waiver form one time.

F. Targets

1. Target locations - Targets shall only be authorized at the Target frame or at the berm. Placing self-standing targets anywhere but at the berm is unauthorized due to the possibility of ricochet.
2. Target frames – Use only target frames labeled for the range and the distance you are shooting on. Be sure to place targets in a position that prevents the shooting of the frames. DO NOT use frames marked for ‘Youth’ or ‘4-H’ use only.
3. DO NOT place targets on, or in front of the support frame. Cardboard backers are available for use with the frames. All targets should be fastened to the cardboard so that bullets aimed at the target will NOT hit the target frame. Targets shall be placed in line with the shooter’s position so as to avoid cross firing on the range.
4. Position targets on the cardboard so that all rounds will impact in the lower half of the berm (impact zone). For example, targets to be shot from the prone position may need to be placed lower than targets intended to be shot from the standing position. Use common sense and, if necessary, another person, viewing from the firing line to assist you in placing targets at the proper elevation. NOTE: Rounds should NOT impact the floor of the range, target stands, or wooden range structures. See Figure below.



This Target is a little high. Shots will impact toward the top of the berm.

This Target is perfect. Shots will impact correctly.

This Target is too low. Shots will impact the knee wall.

This Target is too low. Shots will go impact the ground and ricochet.

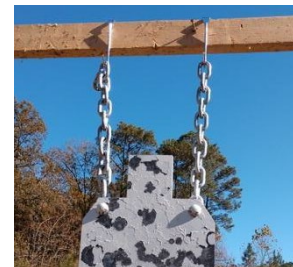
5. All targets shall be attached to the cardboard backers with tape. Staples are not allowed.
6. Bowling pins may be safely hung in a target frame by a single point at the top of the pin.
7. DO NOT use glass, stone, solid metal, or breakable objects which create hazardous debris as targets or can cause ricochets. Used metal tanks such as propane, helium, freon etc. are strictly prohibited.
8. Tannerite may only be used on ranges in pre-formed commercial manufactured targets. Shooter-manufactured and/or mixed Tannerite targets are strictly prohibited on the ASC ranges. Tannerite target use shall not produce excessive noise so as to disturb Airfield Conference Center personnel or guests or disturb other shooters on the ASC range.

9. Steel target stands for clay targets like the one shown can be used at the berm. They must be in a vertical orientation, horizontal could cause upward deflections or ricochet and leave the range. The vertical bar must be $\frac{1}{2}$ " or less and the horizontal holders must be 5" or less with no significant surface to cause an issue. When in doubt, ask the board for clarification.



G. Steel targets

1. Material - Steel reactive targets for use with centerfire firearms should be commercially produced from steel with certified Brinell Hardness Numbers of not less than 500. Metallic silhouette targets, such as those used for rimfire silhouette competition may be made of other suitable materials, but these targets may only be shot using .22 long rifle ammunition with lead or copper plated bullets. .22 caliber targets such as Spinners can be used only with .22 rimfire and must be placed in or at the berm to capture rounds in the appropriate area.
2. Condition – Steel targets should be smooth and free from pockmarks, cracks etc. Irregularities in the surface can cause uncontrolled ricochets.
3. Hanging steel targets - If hanging steel targets within the club's existing frames, targets must be hung by two points so as to minimize twisting as this could cause dangerous ricochets. The method of hanging should allow for the target to swing forward and backward. Ensure that the height is such that close misses will result in the rounds impacting in the lower half of the berm.
4. Self-standing steel targets – The frames used to support these targets shall be made of a non-ricochet capable material such as wood or plastic. The use of steel frame is prohibited as it can cause unpredictable ricochets. The use of electrical conduit is acceptable due to its thin wall.
5. Fixed Steel Targets - If you have a self-standing fixed steel target, it is important to have the steel angled down (Top tipped toward the shooter) so that the round ricochets down toward the ground.



6. Safe Distance -To prevent ricochet injury to you or someone else when shooting steel, see table 1 – Minimum Safe Distance for Shooting Steel below.

	Lead Core Bullets (includes Copper Jacketed, Semi-jacketed [soft or hollow-point], and Plated bullets)	Frangible Non-Jacketed	Frangible Jacketed
Pistol Caliber	25 ft	3ft	15 ft
Shotgun	50 ft	NA	NA
Centerfire Rifle	100 yds	15 ft	50 ft

Table 1 – Minimum Safe Distance for Shooting Steel

7. Target Location –
- a. Using Lead core ammunition - For the 50 yd and 100m ranges, steel targets may be placed on the target frames at the berm or on the berm in those ranges. For the Short Range Berm, steel targets must be placed in the berm. There are special free standing target frames that can be used to hang steel in the Short Range Berm. This is due to lead abatement concerns. You may at the discretion of the RSO and in accordance with [1.D.10](#), move the firing line forward to obtain a shorter but no closer than the safe distance required from the steel.
 - b. Using Frangible ammunition – Because frangible ammunition does not have lead in the bullet, the shooter may hang steel from any target frame (maintaining the safe distance) or place the steel in any location as long as safe distance is maintained and the bullet impacts the lower half of the berm if the steel is missed.

H. Ammunition

1. Tracer ammunition is prohibited from being used on any range with the exception of tracers which do not use chemical reactions such as the Winchester TrAAcker Shotshell ammunition.
2. Ammunition type for use on steel targets
 - a. Steel core, steel jacket, or bi-metal projectiles may not be used for shooting steel targets at ASC.
 - i. Steel core, steel jacket, or bi-metal projectiles may be recognized by the projectile, vice the case (casing/shell), attracting to a magnet.
 - ii. A magnet is placed at the sign-in shack for use in identifying steel core, steel jacket, or bi-metal projectiles prior to use.
 - iii. If the shooter has any doubt at all (i.e., is not 100% certain) of the projectile's composition, it may NOT be used to shoot steel targets at ASC.

- b. When using Shotguns with steel targets, you must use lead shot size of 7.5 or smaller (8, 9). Steel shot is not authorized when you are shooting steel targets. This can only be shot at the 50yd or 100 m ranges.
- 3. Ammunition for other than steel targets
 - a. Steel core, steel jacket, or bi-metal projectiles may be used for shooting paper / non-metallic targets within the guidelines of the use of any other ammunition at ASC.
 - b. Steel case (casing/shell) ammo with a lead, copper, copper plated/jacketed, or frangible projectiles may be used as prescribed throughout the ASC Rules & Regulations.

I. Archery use on Pistol/Rifle Ranges

1. Archery is permitted on the SRB, 50 yd and 100m.
2. All safety rules in [Section I-B](#) will remain in effect and apply to the archery equipment used.
3. All Range Commands in [Section I-C](#) will be followed. The bow will be considered the 'firearm' and the arrow/bolt is the 'ammunition'. In addition to the following clarifications:
 - a. Bows/Crossbows will not be handled by anyone while people are down range.
 - b. Arrows/bolts will be in a quiver unless the range is Hot and shooting.
 - c. In addition to having the arrow/bolt removed a crossbow must be de-cocked to be considered 'clear'.
4. Keep arrows pointed down or down range
5. Inspect your equipment (bow, string and arrow) frequently. Firing damaged equipment may cause injury so do not do it.
6. Wear all appropriate safety gear.
7. Do not dry fire the bow.
8. Place the targets directly in front of the berm and in an authorized firing lane.

Section II: Range Specifics

A. Specific about the 50-yard or 100-meter Range

1. Drawing from the holster is authorized. The holster type and draw method must, however, prevent pointing the muzzle in an unsafe direction. Special procedures of moving the body to point down range during the draw are required when using cross draw, drawing from a purse or horizontal shoulder holsters. Please seek guidance if you are unsure how to draw safely without pointing the firearm in an unsafe direction. It is **STRONGLY** recommended that individuals practice drawing and holstering with either a training pistol or a verified unloaded firearm first until the process is safe.
2. DO NOT set targets nor shoot at anything closer than 12-feet laterally from the range separation wall on the 50-yard or 100-meter range.
3. Any member observed purposely shooting into the range separation wall will be subject to expulsion from the membership without refund. If a guest is observed purposely shooting the wall the guest will be asked to leave the range and never return. The member responsible for this guest will be subject to expulsion without refund.
4. DO NOT shoot the Range Arrow (on the 50-yard range) nor the post it is mounted on. Rounds that impact to the right of the Range Arrow could exit the range. Shooting the Range Arrow or its pole is grounds for immediate dismissal from the Club without refund.
5. DO NOT shoot from the first shooting section or bay on the far right of the 50-yard range closest to the range separation wall.
6. Targets shall be only positioned at the berm at the 100-meter range. This is due to the raised firing position on that range. Bullets fired at targets placed closer to the firing line could result in ricochets which may not hit the back berm. (The one exception to this is silhouette targets as used for 4-H .22 rimfire competition. Silhouette targets may be placed at 77-meters on the 100-meter range when special target stands have been erected so as to place targets high enough so that misses will impact the lower half of the back berm.)

B. Short Range Berm (SRB) (on the far left of the 50-yard range)

1. RSO shall verify that no person is behind the SRB before calling the range Hot.
2. Make sure all rounds impact the lower half of the SRB. Only shoot from a position or angle at the SRB that will allow the rounds to impact the SRB only.
3. Shoot targets on the SRB utilizing shooting positions 1 through 9 of the 50-yard range (Left most positions in front of SRB). Targets shall be placed in line with the shooter's position so as to avoid cross firing on the range.
4. Target frames may only be placed in the PVC pipe that is located at predetermined spots in the ground.
5. When shooting at targets on the SRB, ensure that you are using only one frame per shooting position (i.e. please remove any frames directly behind) so that rounds cannot impact frames.

6. Use ONLY paper targets or non-metallic targets (i.e., self-healing) when shooting at targets on frames outside of the berm on the SRB.
7. DO NOT shoot at any of the structures that are used to form the SRB! Ensure your target placement prevents errant rounds from hitting the structure.
8. All other rules and regulations of the ASC remain in full force and effect when using the SRB on the 50-yard range.
9. VIOLATION OF THESE SRB RULES MAY RESULT IN DISCIPLINE OR EXPULSION FROM THE CLUB AND THE RANGE!!!

C. Shotgun Fields

1. ASC members who wish to use the shotgun fields must be qualified by the ASC Shotgun Director or his or her designee. Members should fully understand the skeet/trap operations and billing requirements before using the Shotgun fields. Note: You may use the shotgun field without being qualified only if you are a guest of another member who is qualified.
2. Shot Size – Only shot size 7-1/2 or smaller (7-1/2, 8, 8-1/2 & 9) are acceptable.
3. Keep your finger off of the trigger until ready to shoot. This generally means right before you call for the bird.
4. Maintain muzzle control. Muzzles should be pointed in a safe direction at all times. It does not matter that your gun may be unloaded; do not let it point at any part of any person, period. For example: Toe pads are not to be used to rest the muzzle, the muzzles of hinged action shotguns are not allowed to swing past the heads of shooters. The safe direction on the skeet range while on the shooting pad is towards the crossing stake. On the skeet range(s) loaded guns should never point back past the low or high house. On the trap fields the safe direction is down range (past the house).
5. Ensure that all firearms remain unloaded with actions open at all times except when on a shooting pad and ready to shoot. Check that your action is open and your chamber(s) empty before leaving the shooting pad. (It is understood that the actions on hinged action shotguns must be closed during assembly and disassembly and that it is expected that the actions on these guns will be closed when placing the gun on a gun rack. Upon removal of a hinged action shotgun from a rack, the muzzle(s) should remain pointed in a safe direction and the action opened immediately.)
6. When a Ceasefire is called, immediately stop shooting and keep your firearm pointed in a safe direction with your finger off of the trigger. If a Range Safety Officer (RSO), Instructor or Match Referee is present, wait for further instructions. If no RSO, Instructor or Match Referee is present, evaluate the situation and open the action and unload when it is safe to do so. A Ceasefire should be called if any person or animal is seen down range.
7. Open your action, unload, and make the line safe if someone leaves the group to reload traps or enters a trap house for any reason. Keep your action open and step off of the shooting station. See Rule 17 below regarding the orange cone on the trap range.
8. Turn off traps and release arms before reloading traps. The body part you save may be your own!
9. DO NOT allow unauthorized persons to load traps. Unauthorized persons are not allowed in the skeet or trap houses.
10. DO NOT pick up dropped shells while standing on a shooting pad. Leave the shell on the ground until you are finished at that station and pick it up only after your gun is unloaded as you leave the station. (At his/her discretion the person doing the pulling may pick up a dropped shell for the shooter.)
11. DO NOT load more than two shells at a time on skeet stations 1 through 7, and only one shell at a time on station 8. Note: Instructors conducting training which has been

authorized by the Airfield Conference Center or the ASC Board may instruct their shooters to load more than two rounds only if required for instructional purposes.

12. DO NOT distract other shooters with your conduct or actions.
13. DO NOT look in or stand in front of the low house window on the skeet range, or the trap bunker opening on the trap range.
14. DO NOT track or shoot your target beyond absolute vertical on skeet station eight (8).
15. DO NOT fire a shotgun that just gave an unusual report. Unload and check the bore for obstructions.
16. DO NOT handle or load uncased firearms when on the trap range if an orange cone is on the trap bunker roof. The cone indicates that someone is inside the bunker loading clays or performing maintenance.
17. DO NOT use the trap bunker on Field Three (far right as you stand at the pavilion and look toward the shotgun fields) as that is for the exclusive use of 4-H.)
18. DO NOT handle uncased handguns or rifles on the shotgun fields or in and around the parking lot and picnic pavilion.
19. Shotgun instructors may, with board approval, designate temporary shooting positions outside the concrete pads. These temporary positions must be clearly marked and all rules pertaining to the permanent shooting pads shall apply to the temporary shooting positions as well.

Note:

Scheduled matches and ASC sanctioned training events may have their own set of rules, some of which may differ slightly from the above rules. The ASC Board of Directors has authorized the event and agreed that safety can be maintained if the event rules are followed. Check with the Match Director or lead instructor to see what differences, if any, may be applicable.

Section III: Range Safety Officer Manual

Range safety is everyone's responsibility. We all must be involved in order to ensure that our range is run in a safe manner. We have written this manual to help you to understand your role as a Range Safety Officer (RSO).

Our standard operating procedure is that the first shooter at the range takes on the responsibility of the RSO on that range. If there is a scheduled event at the range the member in charge of that event will either act as RSO, or will designate a RSO who will act under the direction of the member in charge of the event. When you stand duty as the RSO, take charge. People will be looking to you for direction, guidance and safety.

Some judgment is necessary when the RSO is deciding whether they need to devote all of their attention to keeping range operations safe, or if it is OK to shoot while acting as RSO. General guidance is that when everyone on the range is an experienced shooter, the RSO may shoot when no more than two other shooters are sharing use of the range with him/her. When the RSO is unfamiliar with the shooters on the line, it is best that the RSO devote his/her full attention to range safety and forego shooting until comfortable with their knowledge, skills, and attitude - or until relieved. Arrangements should be made to pass RSO responsibilities to another member after perhaps 30-minutes so that everyone has an opportunity to shoot.

We run a Cold range. Cases containing firearms may be handled during a cold range behind the red line. To accommodate concealed carry permit holders and others (such as law enforcement officers) who arrive at the range with a holstered firearm on their person, we will consider a loaded and holstered firearm, carried on the person, to be a cased firearm. Note: this rule is intended to apply only to a holstered firearm worn on the person and specifically does NOT apply to a loaded firearm in a holster which is not on the person. You may carry a gun to the range holstered. You may leave the range with the gun holstered. However, while you are using it, the same rules for safety will apply to that firearm as all others.

In order to provide additional safety while we have people down range, anyone not going down range must step behind and remain behind the red lines that are painted on the pavilion floors of the 50-yard and 100-meter ranges while the range is Cold. When returning from hanging/placing targets, all persons must wait behind the red lines until the range is called Hot again by the RSO. Remaining behind the red lines provides an additional buffer against someone momentarily forgetting that handling firearms is not allowed while the range is Cold.

While the line is Hot you should be alert for any unsafe gun handling practices. Corrections should be polite, but firm. You should also ensure that targets are properly placed, relative to the shooter, so that all rounds land within the lower half (impact zone) of the berm. Rounds should not impact in the grass or dirt in front of the berm, nor should they hit target frames. Refer to the Range Rules for further guidance.

Calling the Range:

There are standard, basic commands that you should become familiar with. These range commands are described in [Section I-C – Range Commands](#). As an RSO you should know when to call these and what to look for. The commands provided are to be used by the RSO when there are two or more people on the line.

This section describes the proper procedures for transitioning a line from a Cold Range to a Hot Range, and from a Hot Range to a Cold Range. These commands and responsibilities are designed to ensure the safety of all personnel on and around the firing line.

To go from a Cold to Hot Range:

The Range Safety Officer will verify no animals or people are down range and that personnel have the necessary eye and ear protection on. After that is done, they will say “The Range is Hot”

To go from a Hot to a Cold Range and OK to go Down Range:

To go from a Hot Range to a Cold Range, the RSO needs to do the following:

1. Say “Cease Fire”. This is best done if you let them know you are doing it ahead of time.
2. Say “Unload and Show Clear”. Then verify the guns are unloaded and on the bench
3. Say “Range is Cold”. Verify everyone steps back behind the Red Line.
4. Say “You May Go Down Range”. Verify people do not stop or touch anything at the shooting points.

During matches and teaching situations other commands may be used but the intent is always the same: safety. We may not all use the same wording when we are calling range commands *for these events*. Some people will, at times, combine commands but remember that the aim of the exercise is safety, and accurate communication is essential to safety. When you serve as an RSO, make sure that your commands are understood and carried out by *all* present.

Running the Range:

When running the range there are things the RSO should look for. RSOs should help enforce a safe environment and provide courteous correction or guidance on the rules to other members. Some of the major items that you should look for are:

1. Handling of firearms:
 - a. Guns shall always be pointed down range. Especially before picking them out of a case.
 - b. Fingers should remain off the trigger unless they are ready to shoot.
 - c. Any time guns are set down on the bench, they shall be unloaded and actions open and facing up if possible. When actions are not able to be locked open, it is recommended that an empty chamber indicator (weed eater string) be used to indicate it is unloaded.
2. Rounds impacting the lower half of the berm:
 - a. This involves making sure that targets are correctly positioned based on the shooting position and the height of the shooter.
 - b. If targets are placed too high or too low then rounds will not impact the right location of the berm.
 - c. Correct target height changes when position changes (ie prone, bench, standing) and with shooter height (one is tall and the other short).
3. Use of steel:
 - a. Maintain proper distance
 - b. Steel is in a good condition
 - c. Steel is hung correctly
 - d. Steel is at a proper distance
 - e. Ensure frangible ammunition is being used if the position of the steel requires its use.
4. Safety:
 - a. Eye and hearing protection is used as required/dictated
 - b. People are behind the red line during Cold range
 - c. No handling of guns or ammunition when Cold
5. Drawing from the holster:
 - a. Ensure trigger finger is clear until the firearm is pointed down range
 - b. At no time should the gun ever be pointed anywhere but down or down range when the hand is on the gun.
 - c. Ensure the support hand remains behind the muzzle during the draw and holstering process
 - d. Ensure no cover garments are in the way of the holster when placing the gun back in its holster.

Section IV: Emergency Information

For medical and personal emergencies	911
Sussex County Sheriff's Office	(434) 246-5000
Virginia State Police (Waverly)	(804) 834-2368
4-H Administration Building (Sun-Thu: 8am-5pm, Fri-Sat: typically, 24 hours)	(757) 899-4901
Ivor Medical Center – 8575 Ivor Rd, Ivor, VA	(757) 859-6161
Waverly Medical Center – 344 W Main St, Waverly, VA	(804) 834-8871
Wakefield Volunteer Fire Department (non-emergency)	(757) 899-2302
Obici Hospital, Suffolk - 2800 Godwin Blvd, Suffolk, VA	(757) 934-4800
Southside Regional Hospital (Petersburg)	(804) 765-5000
Southampton Memorial Hospital (Franklin)	(757) 569-6100

In case of a medical emergency, we have provided first aid/trauma kits. One is located in the ASC shed on the 100-meter shooting pavilion and the other is located in the low house on the skeet field. There is also an AED on the 50 yd range. If you do not have a cell phone and there is not one available, the nearest phone is at the Airfield Conference Center.

It is suggested that we call before we send someone to Ivor Medical Center; if they are backed up they will likely send us to Waverly. However, since Ivor is closer, it will generally be quicker to send minor injuries there (sprains, cuts that need stitching, swelling, etc).

For major injuries, contact 911 and the Wakefield Volunteer Fire Dept., Waverly Rescue Squad and/or Ivor Rescue Squad will respond. If it is a fairly serious injury, but does not need EMS attention immediately, consider transporting the injured person to the Sentara Obici Hospital in Suffolk.

To get to Obici, take Route 460 East to RT 58E and exit on Route 10, turn left. Proceed to third traffic light and the Sentara Obici Hospital campus is on the right. (Distance is about 47 min/ 34-miles from the range to the hospital.) 2800 Godwin Blvd, Suffolk, VA

Natural Emergencies

If a natural emergency were to occur, fire, flood, trees falling etc, the first responsibility of the RSO is to ensure immediate safety. The general order of which is to secure the line, address immediate injuries, notification of emergency services, secure the range as needed and notification of the Airfield Conference Center and the ASC Board.

Inclement Weather

The RSO will suspend all shooting under clearly unsafe weather conditions such as, but not limited to; hail storms, lightning and tornadoes. Shooting may resume when the condition has passed. When lightning is observed by any shoot staff a ceasefire will be called immediately. RSOs will ensure that all the ranges are cleared of participants and staff, with all taking cover. RSO will continue to monitor lightning strikes, starting a new time clock with each observed strike. After a duration of 20 minutes with no strikes, the RSO shall reopen the ranges.

Section V: Emergency Procedures

This document establishes mandatory procedures for responding to accidents, injuries, and property damage occurring on club property. All Range Safety Officers (RSOs), club officers, and members must be familiar with these procedures.

⚠ IMPORTANT

In any life-threatening emergency, **call 911 immediately**. Do not delay emergency medical response to complete paperwork or follow administrative procedures. Safety of persons always takes priority.

A. Purpose and Scope

The purpose of these procedures is to ensure a prompt, organized, and effective response to any accident, injury, or property damage that occurs on club premises or during club-sponsored activities.

These procedures apply to all members, guests, visitors, Range Safety Officers (RSOs), club officers, and any other persons present on club property.

Mandatory Reporting

All incidents — regardless of severity — must be documented using the forms provided in this document. Failure to report an incident may result in disciplinary action.

B. Definitions

1. **Accident** : Any unplanned event resulting in injury, property damage, or a near-miss that had the potential to cause injury or damage.
2. **Injury**: Any physical harm sustained by any person on club property, including but not limited to cuts, bruises, burns, hearing damage, eye injuries, gunshot wounds, and medical emergencies.
3. **Property Damage** : Any damage to club facilities, equipment, structures, vehicles, or personal property of members or guests occurring on club premises.
4. **Near-Miss**: An unplanned event that did not result in injury or damage but had the potential to do so.

C. Immediate Response Procedures

Upon Discovery of an Accident, Injury, or Property Damage

1. **MAKE THE LINE SAFE** — Immediately call a cease fire on all affected ranges. Ensure all firearms are made safe (actions open, magazines removed, firearms placed on the bench or in the rack).

2. **ASSESS THE SCENE** — Quickly assess the situation for ongoing hazards. Do not move injured persons unless they are in immediate danger (e.g., fire, structural collapse).
3. **CALL FOR HELP** — If any person is injured or other emergency services are needed
 - Call 911 immediately for serious injuries, unconsciousness, difficulty breathing, significant bleeding, or suspected gunshot wounds, or fire
 - Provide the dispatcher with: the club's address, nature of the emergency, and your name.
 - Designate a specific person to meet emergency responders at the entrance and guide them to the scene.
4. **OBTAIN EMERGENCY EQUIPMENT AS REQUIRED:**
 - Trauma kits - located in 100m Shed and the Skeet Low House
 - Fire Extinguishers – located on the 50 yd, 100 m range and the Shotgun Pavilion
5. **RENDER FIRST AID** — If trained and it is safe to do so, administer basic first aid. Use the club's first aid kit(s). Do not exceed your level of training.
6. **SECURE THE SCENE** — Preserve the scene as much as possible. Do not move firearms, brass, equipment, or other items involved in the incident unless necessary for safety. Mark or cordon off the area if needed.
7. **NOTIFY CLUB LEADERSHIP** — Contact the Club President, Vice President, or designated club officer as soon as possible. If none can be reached, contact any available board member. See the inside of the 100m Shed for list of contact information.
8. **DOCUMENT EVERYTHING** — Begin completing the Incident Report Form as soon as the scene is stabilized. Gather witness information and begin collecting Witness Statement Forms.

D. For Property Damage Only (No Injuries)

1. Secure the area and prevent further damage.
2. Photograph the damage from multiple angles.
3. Identify all persons involved or present.
4. Complete the Incident Report Form.
5. Notify club leadership within 24 hours.

E. For Near-Miss Events

1. Call a cease fire if range activity was involved.
2. Address the unsafe condition or behavior immediately.
3. Complete the Incident Report Form, noting it as a near-miss.
4. Notify club leadership within 24 hours.

Critical Reminder

Near-misses are critical learning opportunities and must be documented to prevent future incidents. Every near-miss reported is a potential accident prevented.

F. Post-Incident Procedures

1. **Complete All Documentation** — Ensure the Incident Report Form is fully completed. Collect Witness Statement Forms from all witnesses. Attach photographs if available.
2. **Submit Reports** — Submit all completed forms to the Club President or Provost within 24 hours of the incident.
3. **Preserve Evidence** — Do not repair, clean, or alter the scene or any involved equipment until authorized by club leadership or law enforcement (if applicable).
4. **Cooperate with Authorities** — If law enforcement or emergency medical services respond, cooperate fully. Provide them with the names and contact information of all involved parties and witnesses.
5. **Incident Review** — The Board of Directors shall review all incident reports. The review should determine:
 - Root cause of the incident
 - Whether existing safety rules were followed
 - Whether additional rules, training, or physical safeguards are needed
 - Any disciplinary action warranted
6. **Follow-Up** — The club shall follow up with any injured parties. All corrective actions shall be documented and communicated to the membership as appropriate.
7. **Record Retention** — All incident reports, witness statements, photographs, and related documentation shall be retained for a minimum of seven (7) years.

INCIDENT REPORT FORM

Section A — General Information

Date of Incident:

Time of Incident:

Date Report Completed:

Location on Club Property (be specific):

Report Completed By:

Phone No:

Title/Role:

Section B — Type of Incident

Check all that apply:

Injury — Personal

Property Damage

Near-Miss

Firearm-Related

Non-Firearm-Related

Medical Emergency

Other:

Section C — Persons Involved

	Person 1	Person 2	Person 3
Name			
Member No. Or Guest			
Phone No.			
Email			

Section D — Description of Incident

Describe in detail what happened, including events leading up to the incident, the incident itself, and immediate actions taken. Be factual and specific.

Section E — Injuries Sustained

Were injuries sustained? Yes No

If yes, describe:

Was first aid administered? Yes No

By whom:

Was 911 called? Yes No

Were injured parties transported to a medical facility? Yes No

Facility name:

Section F — Property Damage

Was property damaged? Yes No

Describe damage:

Owner of damaged property:

Were photographs taken? Yes No

Section G — Witnesses

1. Name: Phone:

2. Name: Phone:

3. Name: Phone:

Section H — Environmental / Contributing Factors

Weather conditions:

Lighting conditions:

Range conditions (wet, muddy, obstructed, etc.):

Equipment involved:

Were range rules being followed at the time? Yes No Unknown

If no, describe the violation:

WITNESS STATEMENT FORM

This form is to be completed by any person who witnessed an accident, injury, property damage, or near-miss event on club property. Please write clearly and be as detailed and factual as possible. Your statement will be kept confidential to the extent permitted by law.

Witness Information

Full Name:

Phone:

Email:

Address:

Member / Guest (circle one)

Date of Incident:

Time of Incident:

Location of Incident:

Statement

In your own words, describe what you saw, heard, and observed before, during, and after the incident. Include the positions of people involved, actions taken, any statements made, and any other relevant details.

Additional Questions

Where were you when the incident occurred?

How far were you from the incident?

What drew your attention to the incident?

Did you see the events leading up to the incident? Yes No

Did you render assistance? Yes No

If yes, describe:

Do you have any photographs or video? Yes No

Are you willing to be contacted for follow-up questions? Yes No

Signature

Signature:

Date:

Printed Name:

For Club Use Only

Received By:

Date Received:

Attached to Incident Report #: