



Winchester Chapter of the Izaak Walton League
Range Rules and Standard Operating Procedures
Effective as of February 10, 2020

The Winchester Izaak Walton Club, doing business as the Winchester Chapter of the Izaak Walton League (“WIWL” or “Winchester Chapter”) is a 501(c)(3) corporation that supports the goals and objectives of the Izaak Walton League of America in furthering conservation and the stewardship of natural resources. As such, it serves as a public benefit.

These rules exist for the safety of members as well as for the good of the Chapter. Violations of these rules may result in loss of membership, removal from the property, and/or law enforcement procedures, whichever may apply.

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RANGE RULES AND STANDARD OPERATING PROCEDURES

By using a Chapter range, Members, their authorized family members, guests and other approved users are explicitly indicating that they have read and understand these rules and procedures and have agreed to follow them. Members, their authorized family members, guests and other approved users will be held responsible and accountable for their actions. Failure to follow any posted rule or procedure may result in a member's loss of range privileges, expulsion from the Chapter, prosecution, or civil lawsuit.

Use of Winchester Chapter ranges is limited to WIWL Members in good standing who have met the Range Qualification requirements set from time to time by the Range Committee and approved by the Chapter Board of Directors as indicated by an RQ sticker on their membership ID cards, their authorized family members and registered guests, and to others specifically authorized by the Board.

Range Guest Policy

WIWL Members in Good Standing who are Range Qualified may bring up to two guests at a time to shoot on the WIWL ranges. The host member must sign their guest in at the Chapter House and is responsible for his/her guests while they are on the range, must supervise their shooting, and so may not shoot while their guests are shooting. The host member is responsible for ensuring that each guest complies with posted range policies and procedures. To register a guest, follow the instructions posted in the Chapter House.

All non-members who wish to use the ranges must complete the Guest Registration form and pay the guest fee excepting only for Board approved scheduled activities where separate insurance is provided and the guest registration requirement is specifically waived.

General Rules for all Ranges

1. Your **member ID card** must be displayed at all times while on any WIWL range and guests must have the Guest Registration receipt.
2. All shooters must **sign in** using the sign-in sheet located at each range every time they use the range.
3. Never use **alcohol or drugs** that may impair your judgment or physical ability before or while shooting. No alcohol or drugs are allowed anywhere on the ranges. Food and drink are not allowed on the firing line. Smoking is permitted only behind the yellow safety line.
4. **Range Safety Officer** commands must be followed. The RSO is always right. If you disagree with an RSO's ruling you may register a complaint later. Range supervision by a Chapter RSO not organizing or actively participating in the third-party activity is required at all times during any third-party organized Range Activity. RSOs are authorized to remove persons from the Range, write up incident reports and submit them to the Range Committee Chair and/or Chapter President as well as encourage shooters at the Range to be aware of their actions and report violations of others on the Range.
5. No one **under the age of 18** will be allowed at any Chapter range without direct supervision of an adult who is the parent, legal guardian or instructor. The supervising adult must remain with



the minor at all times to ensure the minor does not engage in activities that would endanger themselves or disrupt the activities of others using the range. Any minors on the range must wear ear protection that effectively protects their hearing and eye protection suited to their face size.

6. A child's safety and behavior are the responsibility of the child's parent or guardian. To shoot, the child must be able to handle a firearm competently and safely. If an RSO present determines that the requirements for child safety are not being met the child may be required to leave the range.
7. A **Cease Fire** may be called by any person at any time on any range if an unsafe condition is encountered or observed. In the event of an injury accident or medical emergency follow **EMERGENCY PROCEDURES** as posted at the sign-in station.
8. Members and guests who possess a valid **concealed carry** permit valid in Virginia may have a properly concealed firearm on their person at WIWL ranges so long as they remain concealed and are not handled. If you intend to shoot your concealed carry firearm, it must be brought to the range unloaded and cased (not worn).
9. **Pets** are not permitted within 50 yards of the yellow safety line at any of the ranges.
10. **Clean up** after yourself by disposing of your spent casings and hulls, and by removing your targets.
11. Be courteous, respectful and helpful to other range users.
12. Be mindful of the time you are using the range if others are waiting.
13. All range users must avoid "flagging" another person, pet, or vehicle with their gun muzzle.
14. *If you find a firearm on the range, do not remove it from the property. Call Chapter officials as posted at range.*

Rifle-Pistol Range Rules

RANGE HOURS:

The rifle-pistol range hours are: March - October: Monday-Saturday 8:00 AM - 7:00 PM Sunday 10:00 AM - 7:00 PM
November - February: Monday - Saturday 8:30 AM - 5:00 PM Sunday 10:00 AM - 5:00 PM

The range may be closed for maintenance with or without notice, or may be reserved for special events as posted. CHECK THE WEBSITE AND THE NEWSLETTER FOR SCHEDULED EVENTS BEFORE COMING.

BASIC FIREARM SAFETY: Our Range Rules are consistent with the basic NRA guidelines.

1. Always keep your gun pointed in a safe direction (whether it is cased or uncased).
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep your firearm unloaded until ready to use.
4. Know your target and what is beyond.
5. Know how to use the gun safely.



6. Be sure the gun is safe to operate.
7. Eye and ear protection must be worn by everyone on or near the firing line when the range is active.

RANGE STATUS: The range is COLD unless the red lights are on or the red flag is displayed.

1. You may only handle an uncased firearm anywhere on the range (including parking lot) when the **red lights** are on or the **red flag** is displayed.
2. You may not be in front of the firing line when the **red lights** are on or the **red flag** is displayed.
3. To make the range HOT:
 - a) Verify that no person is forward of the firing line and that the downrange target area is fully visible and clear.
 - b) All persons present have their eye and ear protection on and agree that the range may go HOT.
 - c) Declare the range HOT and activate the red lights (or post the red flag if the lights are inoperative).
 - d) Shooters may uncase their firearms, bring cased or uncased firearms onto the firing line or remove firearms from the firing line. Shooters may handle, load and shoot their firearms.
- 4) To make the range COLD:
 - a) All shooters present agree that the range may go COLD.
 - b) All uncased firearms must be benched, actions open, magazines out.
 - c) Declare the range COLD and turn off the red lights (or take down the red flag if the lights are inoperative).
 - d) Shooters may not handle any uncased firearm and may go forward of the firing line.
- 5) The last person to leave the range must ensure that the flag is down and properly stowed and the red lights are off.
- 6) All shooters will use the light system (or flag if the lights are inoperative) even if only one shooter is using the range.

FIRING LINE

The firing line is defined as that area between the red and yellow lines or as established for special events. Shooting must take place as close to the red line as possible. At the shooting benches shooters may shoot while seated or they may shoot from a standing/sitting/kneeling/prone position to the immediate left or right of the bench.

TARGETS

1. **Only paper targets or such other targets approved by the Range Committee may be used.**
2. Use only staples or tape to attach targets to the cardboard backers. **NEVER PLACE TARGETS OVER ANY PART OF THE WOODEN FRAME STRUCTURE!**



3. Shoot only at the target area specified for your shooting position.
4. Portable target frames are not permitted except for approved special events.

FIREARMS / AMMUNITION

1. At the 7- and 15-yard positions, handgun ammunition and .22 cal. only.
2. Shotguns firing solid slugs may be used, but only at the 25-, 50- or 100-yard positions.
3. Shot shells, 50 BMG, tracer or explosive rounds are prohibited.
4. Dispose of Duds in the container provided.

Hand-Loaded Ammunition: If you experience a problem related to hand-loads don't hesitate to seek help, while ensuring that your firearm remains pointed downrange.

MUZZLE-LOADING FIREARMS may be used at the rifle and 25-yard pistol positions, subject to the following additional rules:

1. Smoking is not permitted within 50 feet of a muzzle loading firearm.
2. Uncovered powder containers are not permitted.
3. Load only from a powder measure containing powder for a single shot.
4. Cap or charge the pan only when at the firing line and ready to fire.
5. Barrels should be swabbed before reloading after each shot to prevent any possible premature discharge of the new powder charge.
6. Misfires are to be left on the bench pointed downrange for a minimum of five minutes. Notify the RSO, or others on the range if no RSO is present, if you experience a misfire. No one may go downrange while a firearm is in an unresolved misfire condition.
7. A CO₂ load discharger or ball screw puller is recommended to be carried for use in case of a misfire.
8. No loaded muzzleloader may be removed from the range until the load is either removed or neutralized with oil or water poured down the muzzle.

PROHIBITED ACTIVITIES The following are prohibited:

1. Drawing and firing from holsters or pockets unless an RSO is present.
2. Removing your concealed carry firearm from its concealed location. If you want to practice with your concealed firearm you must bring it to the range cased and unloaded.
3. Rapid firing of strings of more than five rounds.
4. Fully automatic firing or "bump" firing.
5. "Fan firing".
6. Firearms forward of the firing line except for authorized special events.
7. Firearms worn in holsters as open-carry unless specifically authorized for a special event.

CLEANING OF FIREARMS Cleaning is permitted on the firing line only so long as it doesn't interfere with other shooters, and all other rules are followed. Muzzles must be kept pointed downrange, or up in the case of muzzle loaders.



APPENDIX 1 – EMERGENCY PROCEDURES

**Winchester Izaak Walton League
2863 Millwood Pike (US Rte 50 West)
Winchester, VA 22602**

In case of an emergency, accident, or occurrence of any unexpected event, immediately follow the procedures listed below:

1. Command: Call “CEASE FIRE” loudly and repeatedly until all shooters have stopped shooting. Stop firing immediately, remain in position and await further instruction. These will likely include remove magazines, open actions, and step behind the yellow ready line. Anyone can call a cease fire at any time.
2. Evaluate the seriousness of the incident and/or injury.
 - a. Minor injury (cut finger, scraped knee, fall, etc.)
 - i. Determine if anyone present or nearby has first-aid or similar training and request their assistance. Render aid if you feel competent using First Aid kit.
 - ii. Direct person to seek medical assistance
 - iii. Reopen range when safe to do so.
 - iv. Complete an accident report of the incident with a record of names, phone numbers, type of incident/injury, assistance provided, and names and phone numbers of those present.
 - b. Major injury (heart attack, broken limb, gunshot wound, etc.)
 - i. Take charge of situation and call “911” for help, providing address, location, type of injury, persons’ names and phone number(s).
 - ii. Determine if anyone present or nearby has first-aid or similar training and request their assistance. Render aid if you feel competent using First Aid kit.
 - iii. Task one or two people to go to and open front gate and direct first responders to the location of injury. Leave gate open with second person in case second emergency vehicle arrives if police are first responders.
 - iv. Task someone to record time, actions that occurred and that were taken and names of those involved and present: request that anyone present with a cell phone take appropriate pictures of the circumstances, including license numbers of motor vehicles present at the incident (for later validation of witnesses if necessary).
 - v. As much as possible, protect the physical integrity of the incident scene. Discourage removal/moving of any property, etc. until first responders are on hand to provide guidance.



- c. Emergency telephone numbers: Call immediately.
 - i. "911"
 - ii. Chapter Rangemaster, President or Vice-President as posted
3. Report incident - protect yourself, other Members and the Chapter by reporting any incident that you see using the form substantially as shown in Appendix 3 – SAFETY/INCIDENT REPORT on page 8. Safety/Incident reports may be handed to an RSO or dropped into the Treasury Drop Box in the Chapter House.

APPENDIX 2 – NRA SAFETY RULES

1. Always keep your gun pointed in a safe direction.
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep the gun unloaded until ready to use.
4. Know your target and what is beyond.
5. Know how to use the gun safely.
6. Be sure the gun is safe to operate.
7. Use only correct ammunition for your gun as listed on the barrel or in manual.
8. Wear eye and ear protection as appropriate.
9. Never use alcohol or drugs before or while shooting.
10. Store and control access to guns so they are not accessible to unauthorized persons.
11. Certain types of guns and activities require additional safety precautions. Always follow instructions of the Range Safety Officer.



APPENDIX 3 – SAFETY/INCIDENT REPORT

WIWL SAFETY/INCIDENT REPORT	
DATE: _____	TIME: _____
REPORTING PARTY NAME: _____	PHONE: _____
LOCATION INCIDENT OCCURRED (CHECK ALL THAT APPLY)	
<input type="checkbox"/> PARKING AREA <input type="checkbox"/> FIELD HOUSE <input type="checkbox"/> CAMPING AREA <input type="checkbox"/> SHELTER <input type="checkbox"/> LAKE	
<input type="checkbox"/> ARCHERY RANGE <input type="checkbox"/> SHOTGUN RANGE <input type="checkbox"/> RIFLE/PISTOL RANGE	
<input type="checkbox"/> OTHER: _____	
DESCRIBE THE INCIDENT:	

WERE THE WIWL MEMBER RULES AND REGULATIONS (INCLUDING RANGE RULES) VIOLATED?	
<input type="checkbox"/> NO <input type="checkbox"/> YES (DESCRIBE): _____	
IDENTIFY PERSON(S) INVOLVED IN INCIDENT:	
PERSON #1:	
NAME (IF KNOWN): _____ MEMBER # (IF KNOWN): _____	
PHYSICAL DESCRIPTION: _____	
VEHICLE DESCRIPTION / LICENSE: _____	
PERSON #2:	
NAME (IF KNOWN): _____ MEMBER # (IF KNOWN): _____	
PHYSICAL DESCRIPTION: _____	
VEHICLE DESCRIPTION / LICENSE: _____	
(USE BACK OF FORM IF NECESSARY FOR ADDITIONAL PERSONS)	
NAMES & PHONE NUMBERS OF ADDITIONAL WITNESSES:	

ADDITIONAL COMMENTS (USE BACK OF FORM IF NECESSARY):	