

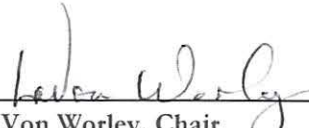


# 2017 Standard Operating Procedures

## Big Hollow Shooting Range

Approved and adopted by the Des Moines County Conservation Board on: January 4, 2017

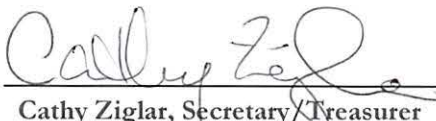
Date

  
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Angela Vaughan, Vice-Chair

  
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Cathy Ziglar, Secretary/Treasurer

  
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Jim Garnjobst, Member

  
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Attest: Chris Lee, DMCC Director

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## I. Preamble

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### **Objective**

Des Moines County Conservation is dedicated to safety. This document is intended to provide guidelines for all activities that occur on the Big Hollow Shooting Ranges in an effort to ensure the ranges function safely for everyone. It is recognized however that no document can address every possible situation that might occur on a shooting range. Therefore, this document attempts to address general operating procedures and provides a foundation for participation by the range users and managers in its safe operation.

### **Review and Adoption**

On an annual basis this document shall be reviewed by the Shooting Range Advisory Committee. Any changes or revisions shall be put forth to the Des Moines County Conservation Board for consideration. This document shall be reviewed by Des Moines County Conservation staff and board annually each January. Any changes or revisions shall be approved by a majority vote of the board and incorporated into the document, noting the date of revision. A master copy of the document shall be retained in the Des Moines County Conservation Main Office.

## II. Background

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### **Big Hollow and Des Moines County Conservation**

Big Hollow is a county park owned by the citizens of Des Moines County, managed by the staff of the Des Moines County Conservation Department and assisted by volunteer advisory committees and recognized individuals. The grounds, camp sites, beach, lake and shooting ranges are valuable assets for the citizens and provide opportunities for citizens to enjoy Mother Nature and her wonders. The shooting ranges are superb, well maintained and engineered to provide a safe shooting experience for the public and the shooters. Des Moines County Conservation has developed this range complex by applying the NRA's principles of evaluation, engineering, education and enforcement. The ranges are open to certified individuals and guests, plus recognized groups and law enforcement organizations.

### **Organizational Authority**

Iowa Code Section 350.5 states: "The county conservation board may make, alter, amend or repeal regulations for the protection, regulation, and control of all museums, parks, preserves, parkways, playgrounds, recreation centers, and other property under its control."

### **Operational Authority**

All range policies and rules shall be approved by a majority vote of the Des Moines County Conservation Board. Any changes, deletions or additions to range rules or policies shall be immediately incorporated into this document.

## Location

The shooting range is located inside Big Hollow Recreation Area near Sperry, IA. The entrance to the park is located 10 miles north of Burlington on Highway 61, then west three (3) miles on Pleasant Grove Rd., then south one mile on 152<sup>nd</sup> Ave. Once to the park entrance, take Big Hollow Drive west 0.8 miles to the range complex entrance, indicated by a large sign and flagpole. The 25, 50 and 100 yard ranges are down the lane to the right; the 300 meter range will be straight ahead.

### Range E911 address:

15846 Big Hollow Dr.  
Sperry, IA 52650

Special note: A 3-D archery course is located adjacent to the south and west boundaries of the 300 meter range. The course is maintained and operated by the Flint River Bow Hunters Association under a cooperative agreement with Des Moines County Conservation. Due to its proximity to the range, special safety precautions are taken during organized events on the bow course during which the 300 meter range is closed.



## Hours of Operation

The ranges will be open daily from sunrise to one-half hour before sunset, excluding posted reservations. Des Moines County Conservation reserves the right to limit the time of operations of ranges at its discretion.

## III. Shooter Certification

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### **Class training**

Des Moines County Conservation will offer a 2-3 hour Range and Firearms Safety Class on an announced schedule throughout the year. Families and individuals that successfully complete the course will be issued a certification card and allowed to use the range at any time the facility is open and not reserved. A membership fee will be charged for issuance of a certification card. Training will be conducted by Des Moines County Conservation staff, Range Advisory members and National Rifle Association representatives that are certified as Range Safety Officers.

### **Certification**

There are three types of memberships: family at \$30 per year, individual at \$25 per year and life memberships at \$500. Successful graduates of the course will be issued a certification card. The head of the family who was certified will be issued a card allowing all members of the household to shoot at the range as long as the cardholder is present. Spouses that pass the course together may each serve as cardholders for family memberships. In such case, the card will be issued in both spouses' names (Example: John & Jane Doe). Successful graduates must sign a registration certification and release form stating that they agree to abide by the safety rules and operating regulations. The card is good for one year from the date of certification and notification will be sent to cardholders for renewal. At the range, all certified shooters must have their certification card with them and must sign in. Certified members are allowed to bring and supervise one guest per range visit. The guest must sign in on the sheets provided, giving their name and address.

### **Recertification**

New cards will be issued when the annual fee is paid. If cardholders fail to renew their card within ninety (90) days from the expiration date, they will have to attend the certification course again. At renewal date each cardholder will be required to complete a quick refresher course which incorporates new policies and changes. Des Moines County Conservation reserves the right to NOT renew a membership for ANY reason.

## IV. Range Usage and Availability

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### **Ranges Available**

There are four ranges provided: 1) 25 yard, 2) 50 yard, 3) 100 yard and, 4) 300 meter. Each range has a ten station covered firing line. Only center-fire rifles using bottleneck cartridges may be used on the 300 meter range.

### **Certified Shooters**

The shooting range will be available for certified individuals and families wishing to use the shooting range at any time it is not reserved.

## Organized Clubs and Groups

The shooting range will be available to organized shooting clubs and groups by appointment at times established by the Des Moines County Conservation Director or his/or her designee. Organizations reserving the range shall provide proof of insurance. No one organization will be allowed to reserve the shooting range for more than eight (8) hours per month unless special arrangements are made with the Director. Organized clubs and groups are expected to have a competent range officer in control of the shooting range at all times. A reservation fee of \$40 per every four (4) hours per range will be required. The Director may waive or reduce this fee at his/her discretion such as when a reservation allows for public range use or is a cooperative event with Des Moines County Conservation.

## Law Enforcement Organizations

The shooting range will be available to law enforcement organizations and personnel upon an approved reservation. Arrangements must be made with Des Moines County Conservation and park officer to use the range to assist with weapons qualifications and competency. Proof of authority will be needed at all times. Organizations shall sign a “Waiver of Liability” when making reservations. Individual law enforcement personnel will not take precedence over certified shooters without prior range reservations.

## Active Military

Active military personnel are not required to pay the annual fee or take the shooting range certification class. Users must have their active duty military ID while at the range. Non-active or retired military will be required to take the certification class and pay the annual fee.

## Reserving Ranges

Organizations may reserve two ranges at one time, however, the 25 and 50 yard ranges may not be reserved simultaneously, nor can the 100 and 300 meter ranges be reserved simultaneously without special approval from the Conservation Board. Organizations may not reserve ranges on weekends without special approval by the Director. Reserved ranges for Special Use Permits will be posted at [www.dmcconservation.com](http://www.dmcconservation.com) and at the range. Ranges will be open to certified shooters at the posted times unless reserved.

# V. Regulations & Enforcement

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## Range Regulations

1. All shooters must have their certification card with them. The first person on the range will assume the Range Officer position. He/she is in charge of range commands and appointing a Range Officer when he/she leaves the range. Most importantly, he/she is in charge of safety on the range.
2. All range users and guests must sign in and out on the forms provided inside the range buildings.
3. Shooters shall use only the target frames or reactive targets supplied and approved by the Des Moines County Conservation Director. Shooters must use cardboard or the backing furnished for the target frames. **Only paper targets on the frames are allowed; No other targets will be allowed or accepted.**

## BIG HOLLOW SHOOTING RANGE STANDARD OPERATING PROCEDURES – 2017

4. All bullets must impact the termination berm. All target frames on the 25 yard, 50 yard, 100 yard, and 300 meter ranges are permanently affixed and shall remain where installed.
5. Shooters must always know their target, use good judgment and be extremely cautious of what may be behind their target. Be aware there are homes and people beyond the shooting range and stray bullets from the range can cause damage to life and property. Shooters must always keep the muzzle of the firearm pointed in a safe direction.
6. All loaded firearms must be pointed downrange at the termination berm.
7. All firearms shall be unloaded with action open until ready to fire.
8. All firing shall be done from the firing line on the 50, 100, and 300 ranges.
9. On the 25 yard range shooters may move forward as a group under the direction of the Range Officer.
10. Only shooters, spotters, and coaches are allowed on the firing line while it is in operation. Spectators are to stay behind the firing line at all times.
11. All barrels should be checked for a bore obstruction before firing. Malfunctioning firearms should not be used. Only legal firearms are to be used.
12. All unsafe acts or situations on a range shall be corrected immediately.
13. Any person may call “CEASE FIRE” at any time they see an unsafe situation or act.
14. Upon the command “CEASE FIRE” all firearms will be unloaded immediately.
15. Eye and ear protection is required during active shooting.
16. Dry firing is permitted on the firing line only.
17. Make sure the correct ammunition for the firearm is being used.
18. Inexperienced shooters must be accompanied by experienced shooters.
19. All shooters should clean their target and firing station when they have completed their firing.
20. When shooters go downrange to change targets and score, the Range Officer must control movement by using standard range commands.
21. Clay pigeon shooting is not allowed on ranges except during Des Moines County Conservation sponsored events.
22. During heavy range usage there will be a 30 minute time limit.
23. Des Moines County Conservation reserves the right to close the shooting range at any time.



## **General Area Regulations**

1. Loud or abusive language will not be permitted.
2. Alcoholic beverages or shooters having immediate prior consumption are prohibited at the shooting range complex.
3. During heavy use vehicles should be carefully parked, permitting all vehicles to exit the range area in a safe manner.
4. Please stay on the walkways.
5. Become a team member and pick up any trash or debris in the shooting area.

## **Security and Enforcement**

1. Disregard for and failure to adhere to range or general area regulations will automatically and immediately disqualify the offender from using the shooting range indefinitely.
2. Des Moines County Conservation will make every effort to provide safety and security for the shooting range. Des Moines County Conservation will strictly enforce all rules, regulations, policy and procedures.
3. The range is fenced and posted with “Danger No Trespassing Shooting Range” and “Stop Only Certified Shooters May Use Ranges” signs; violators will be prosecuted under Code of Iowa, Section 461A.44, “Prohibited Areas”.
4. Individuals found to be intentionally or unintentionally shooting over berms will be prosecuted under Code of Iowa Section 724.30, “Reckless Use of a Firearm”.
5. The range will be supervised when in operation at all times.
6. The Des Moines County Conservation Board will determine the penalty or punishment on reported violations other than those covered by public law.

## **VI. Monitoring, Evaluation and Maintenance**

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### **Range Inspections**

1. Annual inspections of the berms shall be conducted to determine the existing height. Termination berms shall be a minimum 20 feet in height and side berms shall be 8 feet. Berm heights shall be corrected within a year of finding a discrepancy.
2. Range fences and signage will be visually inspected at least quarterly and repairs made as needed. An inspection log will be kept.
3. Range facilities to include shooting bays, buildings, shelter houses, parking area, target frames and toilets will be inspected monthly and repairs made as needed. An inspection log will be kept.

### **Range Closing Procedure**

1. When an event requires range closure, Des Moines County Conservation staff will notify the Conservation Director of the closing and provide details as to why the action was taken. All applicable gates will be closed and access to the closed range will be barricaded.
2. Post signage on the range and in the check buildings that the range(s) are closed until further notice.
3. If the closing was the result of unsafe, negligent or criminal activity, confirmed or otherwise, all staff involved shall document the relevant circumstances leading up to the closing and the subsequent action taken.
4. If any range is to be closed for more than 24 hours, notice will be posted on the Des Moines County Conservation Website.

## VII. Range Commands

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The following standard range commands should be used when on the range:

### **"Range is hot"**

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line. At all times the 3 basic NRA safety rules must be observed.

### **"Range is cold"**

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Long guns must be racked. Hand guns may lay on the bench with the action exposed for verification by all present. All shooters after benching their firearms must step back from the firing line.

### **"Commence firing"**

This command should be given by the acting Range Officer after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

### **"Cease fire"**

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions from the acting Range Officer.

NOTE: This command may be given by anyone who observes an unsafe condition on the range.

### **Other commands**

There are other range commands like "Ready on the right, ready on the left, ready on the firing line," etc. that the range users may see fit to use. The intent is to make sure that everyone is ready to begin firing. Regardless of what commands are used, they should be clear and easily understood by everyone on the range.

## VIII. Emergency Response Plan

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### Emergency Response Sheet/Checklist

Emergency Response Sheet/Checklists are located in Appendix C of this SOP.

- Place the date of the emergency as the Effective Date:
- Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note “NA” to indicate it was not overlooked.

### Injury Report Form

Injury Report Forms are located in Appendix D of this SOP.

- DMCC staff or other qualified emergency responder shall initiate the Injury Report Form and keep notes on what is occurring with times.
- Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the “Date of Injury” and “Time of Injury” boxes on page 1 of the Injury Report Form.
- Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.
- Identify any witnesses to the event, provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible.
- Collect “Witness Statements” and attach them to the Injury Report Form when completed.
  - **Witness Statements are located in Appendix E of this SOP behind the Injury Report Forms.**

### Accidents

#### ***Minor accidents: Cuts, sprains, dislocations, etc.***

- Administer first aid as required.

#### ***Major accidents: Heart attack, choking, broken limb, gunshot wound, etc.***

1. The acting Range Officer should close down the range (Take charge of the situation).
2. Administer first aid (Render aid).
3. Call 911 to report accident (Call for help). If no cell phone is available, there may be DMCC staff available at the Maintenance Shops or Ranger residence inside the park.

**Directions to the range:** The entrance to the park is located 10 miles north of Burlington on Highway 61, then west three (3) miles on Pleasant Grove Rd., then south one mile on 152<sup>nd</sup> Ave. Once to the park entrance, take Big Hollow Drive west 0.8 miles to the range complex

entrance, indicated by a large sign and flagpole. The 25, 50 and 100 yard ranges are down the lane to the right; the 300 meter range will be straight ahead.

**Range E911 address:**

15846 Big Hollow Dr.  
Sperry, IA 52650

4. Station people to direct emergency vehicles to the range.

Possible locations are at the 4-way stop at the entrance to the park, and at the intersection of Pleasant Grove Rd. and 152<sup>nd</sup> Ave.

5. Des Moines County Conservation staff should also be notified as soon as possible.

## **Weather**

In the event of severe weather that could endanger the lives of shooters and spectators, the acting Range Officer should encourage others to evacuate the area.

## **Firearm Stoppages and Malfunctions**

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. Range users need to be prepared for these occurrences.

### ***Definitions***

**Stoppage** - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

**Malfunction** - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

1. Firearm malfunction like a broken sear or firing pin
2. Ammunition malfunction like a misfire, hang fire, squib load

Range users should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

**Misfire** – where a cartridge fails to fire after the primer is struck by the firing pin

**Hang fire** – where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

**Squib load** – where there is less than normal pressure or bullet velocity after ignition of the cartridge.

**Normal procedure for handling misfires or hang fires is to:**

1. Keep the gun pointed downrange (safe direction)
2. Wait at least one minute in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

**Normal procedure for handling squib loads is to:**

1. Stop firing immediately
2. Keep the gun pointed downrange
3. Unload the gun -- make sure the chamber is empty
4. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

Range users must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions. If the shooter starts to do something incorrectly, he/she should be alerted immediately.

## IX. Appendix

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- A. Monthly Inspection Checklist
- B. Annual Inspection Checklist
- C. Emergency Response Checklist
- D. Injury Report Form
- E. Witness Statement Form
- F. Hold Harmless Agreement
- G. Revision Log

### A. Monthly Shooting Range Inspection Checklist

Date Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

<b>Registration Buildings &amp; Surrounding Areas</b>		
	Registration buildings clean & free of hazards	
	Parking areas and walkways clean & free of hazards	
	Registration forms available	
	Range rules posted	
	First aid kit & fire extinguisher present & functional	
	Restrooms clean and maintained	
<b>25 yard range</b>		<b>Comments</b>
	Controlled access/Fencing/Gates closed	
	Range and surrounding berms are clean and free of excessive debris	
	Berms and impact areas are functional	
	Target frames and target backing is sufficient	
	Shooting bays are clean and free of hazards	
	Shooting benches are in place and in good condition	
<b>50 yard range</b>		<b>Comments</b>
	Controlled access/Fencing/Gates closed	
	Range and surrounding berms are clean and free of excessive debris	
	Berms and impact areas are functional	
	Target frames and target backing is sufficient	
	Shooting bays are clean and free of hazards	
	Shooting benches are in place and in good condition	
<b>100 yard range</b>		<b>Comments</b>
	Controlled access/Fencing/Gates closed	
	Range and surrounding berms are clean and free of excessive debris	
	Berms and impact areas are functional	
	Target frames and target backing is sufficient	
	Shooting bays are clean and free of hazards	
	Shooting benches are in place and in good condition	
<b>300 meter range</b>		<b>Comments</b>
	Controlled access/Fencing/Gates closed	
	Range and surrounding berms are clean and free of excessive debris	
	Berms and impact areas are functional	
	Target frames and target backing is sufficient	
	Shooting bays are clean and free of hazards	
	Shooting benches are in place and in good condition	

Notes:



**B. Annual Shooting Range Inspection Checklist**

Date Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

<b>25 yard range</b>	
Ft.	Height of termination berms in relation to ground level at target frames (should be at least 20')
Ft.	Height of side berms in relation to ground level at target frames (should be at least 8')
Are any repairs needed to any structures or equipment?	
Yes/No	
If yes, describe:	
<b>50 yard range</b>	
Ft.	Height of termination berms in relation to ground level at target frames (should be at least 20')
Ft.	Height of side berms in relation to ground level at target frames (should be at least 8')
Are any repairs needed to any structures or equipment?	
Yes/No	
If yes, describe:	
<b>100 yard range</b>	
Ft.	Height of termination berms in relation to ground level at target frames (should be at least 20')
Ft.	Height of side berms in relation to ground level at target frames (should be at least 8')
Are any repairs needed to any structures or equipment?	
Yes/No	
If yes, describe:	
<b>300 meter range</b>	
Ft.	Height of termination berms in relation to ground level at target frames (should be at least 20')
Ft.	Height of side berms in relation to ground level at target frames (should be at least 8')
Are any repairs needed to any structures or equipment?	
Yes/No	
If yes, describe:	

Notes:

### C. Emergency Response Checklist

Effective Date: \_\_\_\_\_

Contact	Primary Phone	Secondary Phone	Mobile Phone
Emergency Services (EMT, Police, Fire)	911	319-753-8366 (central dispatch)	
DMC Conservation	319-753-8260	319-931-2502 (maintenance shops)	319-759-4779 (On-Site Park Ranger) 319-610-3088 (Second Park Ranger)

#### Immediate Response for Injuries or Illness:

- Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
- Identify a responsible person to secure the gear of the injured person.
- Identify a responsible person to notify emergency services via 911 and provide the following information:
  1. Specific location of incident with directions (Range location information is located on page 4 of the Standard Operating Procedures)
  2. Telephone number that you are calling from
  3. Your name
  4. What happened and possible hazards for rescuers
  5. Number of people injured or ill
  6. Condition of people injured or ill
  7. First aid provided
- Station a responsible person to direct emergency services to the scene.
- Provide first aid (to the degree to which one is trained) until the emergency services arrive *provided the injured party agrees*.
- Assume implied permission if the injured is unconscious or unable to respond.
- Avoid dispensing any medicine unless directed to by emergency services over the telephone
- Notify Des Moines County Conservation by calling (319) 753-8260

A DMCC staff member should complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

**D. Injury Report Form**

Name of Injured Party: \_\_\_\_\_

Address:

Phone: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, DMCC Staff, etc.):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes

10. Notes and Comments:

11. Injury report completed by:

Name:

Title:  Date:

Signature:

**E. Witness Statement Form**

Prepared By: \_\_\_\_\_

Address:

Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Statement:

**F. Hold Harmless Agreement**

My signature affixed hereon\* certifies that I have received, understand, and agree without reservation to abide by all safety and operating rules and regulations of the Des Moines County Conservation Shooting Range located at Big Hollow Recreation Area. I also hereby waive, relieve, and absolve Des Moines County Conservation and its employees, agents, assignees, directors, and all other duly authorized representatives thereof, of any and all liability whatsoever, including all claims, demands, and causes of action of every nature affecting the undersigned and their children or wards which any of them may have or ever have in connection with the shooting range facility.

\*Forms are signed upon successful completion of certification course, prior to issuance of certification card.

**G. Revision Log**

Approval Date	Description of revisions made since last version
January 8, 2014	Added note about archery course & proximity to 300 meter range Added map of range area Changed title to “2014 Standard Operating Procedures” Updated Table of Contents
December 3, 2014	Added ability to issue joint membership permits to spouses Changed wording to clarify that members may bring and supervise one guest per visit Changed card renewal grace period from 30 to 90 days Added organized clubs and groups reservation fee description Added weekend reservation restriction description Added check in/out regulation (#2) to Section V Changed title to “2015 Standard Operating Procedures” Updated Table of Contents