

Standard Operating Procedures

Rogue Valley Shooting Sports Association (RVSSA) Range Operations

Table of Contents

Overview		Page 1-2
Definitions		Page 2
Section 1	Range Staff & Range Safety Officers (RSO's)	
Part 1	Staff & RSO Requirements & Duties	Page 2-4
Part 2	RSO Policies & Procedures	Page 4-6
Section 2	Public Shooting Ranges	
Part 1	Public Range Safety Rules	Page 6-7
Part 2	Firearms Restrictions	Page 7
Part 3	Range Use Rules	Page 7-8
Section 3	Reserve Range (South End – Gated)	Page 9-10
Section 4	High Power Rifle Range (Historic Camp White)	Page 11

Overview

Purpose and Management Statement

The Standard Operating Procedures (SOP) are designed to guide the Rogue Valley Shooting Sports Association (RVSSA) Range Staff and Range Safety Officers in safely and efficiently managing public and reserved shooting facilities overseen by the RVSSA.

The SOP will be revised and updated as necessary, with changes approved by the RVSSA board of directors. Updates to this section will include the date and affected sections.

Revision Date	Revised Section
09/10/2008	Initial Revision
10/13/2012	General Revision Review
12/06/2012	Jackson County Approval and Adoption
10/07/2014	Range Staff & Range Safety Officer Duties, Policies, & Procedures Revision
03/12/2019	General: removal of all references to "Day Pass", OHA, Range Staff & Range Safety Officer Duties, Policies & Procedure Revision
07/17/2021	Removal of restrictions banning the use of frangible ammunition
10/11/2023	Add NRA Certified Range Safety Officer to the list of individuals exempt from paying public range use fees.
01/08/2026	Revision of outdated portions of the SOP and removal of non-appropriate Sections as necessary to be up to date of operations.

Definitions

Membership: Since the Jackson County Sports Park shooting facility is not a club, "membership" refers to other specific organizations (such as 4H, active-duty military, etc.).

Annual Passes: Refers to RVSSA Individual or Family Annual Passes or the RVSSA Purple Heart Annual Pass.

Firing Line: On Public Ranges (3 – 9) and the ALPHA Range (Bays A-F), the firing line is defined as the forward (target) side of the shooting benches or other marked locations for live fire.

Ricochet Avoidance: To prevent ricochets, all targets must be placed at least 3 feet above ground level or physically on a back berm. The target must be a minimum distance of 21 feet beyond the firing line, or as otherwise designated. (Range 3 for an example is a minimum of 100 yards.)

Section 1: Range Volunteers and Range Safety Officers

Part 1: Range Volunteers & Range Safety Officer Requirements & Duties

Range Volunteer Requirements

1. All volunteers helping in any capacity at the Range(s) must be supervised or under the direction of a Range Safety Officer.

Range Volunteer Duties

1. Follow range directives and procedures as provided by RVSSA Board members and Range Safety Officers.

Range Safety Officer Requirements

Mission Statement

The Range Safety Officer (RSO) helps ensure well-maintained and safe shooting ranges for the public at the Jackson County Sports Park shooting facilities, through volunteer service.

RSOs are volunteers, not paid employees of RVSSA. They are selected based on experience and capability, are NRA certified, and volunteer their time and effort.

Mandatory Requirements

1. Minimum age of 21 years.
 2. Must pass the NRA Range Safety Officer Course and be certified.
 3. A qualified NRA Chief Range Safety Officer teaches the course, including RVSSA code of conduct and range orientation.
- RSOs must be current members of the NRA.
 - RSOs must not be under any legal restrictions prohibiting the use or possession of firearms.
 - RSOs must be able to pass a background check.

Desired Requirements

1. CPR, AED, and General First Aid training with certification.

Range Safety Officer Duties

1. Follow range directives and procedures as provided by the RVSSA Executive Board of Directors.
2. Sign in and perform an initial inspection upon entry to the ranges.
3. Control firing lines and shooting activities as necessary.
4. Instruct shooters on the safe handling of firearms.
5. Address unsafe shooting or other activities when observed.
6. Enforce all RVSSA Range Safety and Range Use Rules (see Section 2).
7. Report unsafe range conditions to the Executive Board through an incident report if required.
8. Close unsafe ranges or facilities when needed.
9. While attending the Entry Gate Booth:
 - a. Check shooters for Annual Passes or other permitted entry cards.
 - b. Collect the proper fees as necessary.

10. Counsel and/or evict shooters who violate basic shooting or RVSSA Range Safety and Range Use Rules.
11. Contact law enforcement authorities when criminal offenses are observed, such as failure to pay proper entry fees, littering, malicious mischief, public intoxication, or refusal to leave when ordered by a range officer.
12. Assist in range maintenance and projects when available.
13. Sign out on the appropriate day log upon exiting the facility.

Part 2: Range Safety Officer Policies & Procedures

Dress Code

1. RSOs are representatives of the Jackson County Parks Department and RVSSA and must dress in proper attire that reflects a positive and professional image for the public.
2. RVSSA provides each RSO with a vest and hat for safety and identification. RSOs are required to wear either a vest or hat while performing range duties.
3. When working in front of the firing line or down range, RSOs must wear either or both items for identification and safety.

Code of Conduct for Safety Range Officers

1. RSOs must obey all RVSSA Range Safety and Range Use Rules.
2. RSOs must act politely and professionally when dealing with the public. Rude or unprofessional conduct may result in dismissal as a volunteer RSO.

Range Safety Officer Primary Duties

1. The RSO's main role as a volunteer for RVSSA is to enforce range regulations and Range Safety Rules (see Section 2) to the best of their ability.
 1. Range Safety and Range Use Rules are enforced and applied equally to all shooters and guests.
 2. These rules are enforced through education or direct intervention.
 3. RSOs have the authority to eject anyone who presents a danger to themselves or others. Minor safety violations may require education; serious violations may require ejection.

4. If a conflict arises, and the situation escalates beyond a basic resolution, the RSO must call 911 and withdraw until law enforcement arrives. An incident report must be completed and an Executive Board member contacted immediately.

Public Range User Passes

1. Upon entry, RSOs should check shooters for valid passes.
 1. A valid range pass includes:
 2. A current RVSSA Annual Individual or Family Pass
 3. A current RVSSA Purple Heart Pass
 4. A current NRA Range Safety Officer ID card
 5. Active duty military and dependents with ID card (enter at no charge)
2. Youth Educational Programs participating in scheduled events (e.g., 4H, ODFW, Scouts) must meet range pass requirements.

Range Closures

1. The RSO can close any or all ranges and require shooters/guests to leave closed areas. Reasons for closure include, but are not limited to:
 2. Severe weather (flooding, fog, mud, etc.)
 3. Necessary range maintenance
 4. Fire
 5. Serious crime on range facility
 6. Any accident with serious injury
 7. Any safety hazard affecting health or well-being
 8. Direction from Jackson County Sheriff's Department or Parks Department
 9. Direction from RVSSA President or Vice President
 10. Youth Range (7) will be closed to the public during reserved training functions
 11. If the entire range facility must be closed, the RSO will immediately contact an RVSSA Executive Board Member, who will then notify the Jackson County Parks Director.

Injuries or Illness in a Range Facilities

1. If someone is injured or becomes ill on range facilities, the RSO may administer first aid, if necessary.

2. If a person is seriously injured or ill, the RSO will call 911 for emergency medical assistance and will not transport the person in their own vehicle.
3. The RSO will notify an RVSSA Executive Board member as soon as practicable in the event of a serious injury or illness.
4. The RSO will write a report of the incident and submit it to the RVSSA President. The report will include:
 - a. Date and time of the incident
 - b. Type of injury or illness
 - c. Name of the affected person
 - d. Emergency agencies that responded, if any
 - e. Outcome of the incident (e.g., hospital, ambulance, friend)

Section 2: Public Shooting Ranges

Part 1: Public Range Safety Rules

1. Each shooter must have paid a Day Use fee, or possess an Annual Pass, an active military ID, or a RVSSA Purple Heart Pass.
2. Unless reserved for training or otherwise stated all general shooting on Public Ranges will be practiced from sitting or standing positions – NO prone, squatting, or kneeling shooting.
3. Follow cease-fire procedures. No handling of firearms when anyone is down-range.
4. Stay behind the designated firing line when anyone is shooting.
5. Hearing and eye protection are strongly recommended.
6. No alcohol or illegal drugs may be used on range property.
7. Prohibited targets include metal targets (other than RVSSA provided), glass items, pressurized canisters, explosives, fruits, vegetables, other food items and non-decomposing items.
8. All targets must be inside of the range area and off the walkways.
9. All vehicles must be in the parking area only.
10. Avoid ricochets. (See Definitions on **Ricochet Avoidance** on page 2)
11. Only shooters may collect their own spent cartridges (brass, steel, nickel, etc.) Spent cartridges forward of the firing line may only be collected during a cease-fire (Clear firing-line) events. To minimize safety liability all uncollected brass will be the property of RVSSA.
12. Put used targets and trash in garbage cans. Pick up what you shoot. To minimize safety liability all uncollected targets, contents of garbage cans and dumpsters are the property of RVSSA.
13. Report vandalism and safety violations.
14. Children must be always supervised.

15. Unlawful possession or use of firearms will be reported to law enforcement.
16. Violation of range rules may result in eviction and/or criminal prosecution.
17. When others are down range, all shooters must stand away from the shooting tables.

Part 2: Firearm Restrictions

1. ALL shooters are to follow the firearms restrictions (as stated in Part 3 below) of each of the Public Shooting Ranges.
2. All firearms must be in safe working order.
3. People who cannot legally possess or use firearms will be reported to law enforcement.
4. Users of full automatic firearms or other restricted firearms must have their BATFE paperwork with them. Illegal firearm use or possession will be reported to law enforcement.
5. NO tracer ammunition is allowed on the public ranges.
6. NO armor piercing ammunition is allowed on public ranges.
7. NO explosive ammunition is allowed on public ranges.
8. .50 BMG firearms are prohibited from ALL PUBLIC Ranges until such time that a safe and adequate shooting area can be built and maintained.

Part 3: Range Use Rule

Public Range Operating Hours:

Access to the Public Shooting Ranges will occur at 8:00am and continue until approximately 30 to 45 minutes before Sundown. Exceptions:

1. Severe Weather (flooding, fog, mud, unsafe wind, etc.)
2. Necessary Range Maintenance
3. Fire
4. Any safety hazard that may affect the health or well-being of any shooter or guest.
5. Upon the direction of the Jackson County Sheriff's Department or the Jackson County Parks Department.
6. Upon the direction of an RVSSA Executive Board Member.
7. The Youth Range (7) will be closed to the public during any reserved training session.

Public Range General Rules

RVSSA's liability insurance policy has a professional liability exclusion:

Any individual or organization (Instructor) conducting instruction or training for firearm safety or usage and is charging a fee at any time or place for this service must use the Reserved Ranges 1 – 8 ONLY for training. The Public Range cannot be used for this purpose. All requirements must be met for reserve range use insurance and licensing.

Range #1 -Archery Range

NO firearms allowed

Range ALPHA-Pistol Ranges (A – B) Pistol Caliber firearms only.

Pistol Ranges (C – F) Handguns only.

NO aerial targets are allowed.

Range #2-Shotgun Range

Aerial and/or ground clay bird targets only.

NO rifles or handguns are allowed.

Range #3 -200-yard Rifle Range

Center fire rifles only

NO Rim Fire rifles are allowed.

NO TARGETS ALLOWED CLOSER THAN 100 YARDS FROM THE FIRING LINE.

NO aerial targets are allowed.

Range #4 - 25-yard Pistol Range

Handguns only.

NO aerial targets are allowed.

Range #5 -50-yard Range

Rifles, Handguns and Shotguns.

NO aerial targets are allowed.

Range #6-100-yard Range

Rifles, Handguns and Shotguns.

NO aerial targets are allowed.

Range #7- Hunter Education and Youth Range

Rim Fire (.17 and .22's) and Air gun Rifles only

NO Center Fire rifles or handguns allowed.

Range #8 - 100-yard Range

For All Rifles, Pistols, Shotguns and Fully Automatic Firearms.

NO aerial targets are allowed.

Range #9-100/150/200-yard Range

Rifles and Pistols Only and No Aerial Targets are Allowed.

Reserve Range Locations and general usage.

Reserved Ranges #1 through #8 are located on South End (gated area).

- Reserved for law Enforcement Agencies and Private Companies approved by RVSSA.

Reserved High Power Rifle Range (Historic Camp White Range) This range is located off Thunder Road and shares its entrance with the Champion Raceway Drag Strip in White City, OR 97503.

- For Public Use as described in Section 4 of this SOP.

Section 3: Reserve Shooting Ranges (South End - Gated)

Reserve Range General Rules

Note: Public Range RSO's have limited authority on these ranges. These RSOs will not give out the gate combination to individuals or law enforcement officers who want to enter the restricted ranges. Authority, duty and access limitations, will be determined by the RVSSA President, Vice President, or Executive Vice President.

Private Companies and law enforcement agencies are responsible for issuing the combination numbers to their selected members and personnel.

RVSSA's liability insurance policy has a professional liability exclusion:

Any individual or organization (instructor) conducting instruction or training for firearm safety or usage and is charging a fee at any time or place for this service must use the reserved ranges 1-8 only for training. The public range cannot be used for this purpose. All requirements must be followed for reserve range use including insurance and licensing.

The use of the Reserve Range will better serve professional training needs, and include training practices that would not be allowed on the public ranges. (i.e. target distance, shooter position, shooter movement, etc.)

This will require proof of current certified firearms instructor credentials.

There are insurance coverage requirements that are imposed by the county.

Upon completion of these requirements, an agreement with the Law Enforcement Agency or Private Company with RVSSA must be obtained.

Current reservation and user fees will apply to Private Companies. (See Private Company Agreement) These charges may be adjusted as necessary.

RVSSA Vice President is responsible for obtaining and managing Private Company & Law Enforcement Agency Agreements. Contact must be made via email.

Instructor will receive updated Reserve Range schedules at the e-mail address provided.

Reserve Range (South End – Gated) Rules

1. Law enforcement agencies and RVSSA contracted user groups may use this reserved range.
2. All authorized User Groups will maintain the appropriate insurance coverage for the type of shooting being conducted by their personnel.
3. All authorized User Groups must have their agency identification card in their possession when shooting on the reserved ranges.
4. When any authorized User Group goes behind the gate to the reserved ranges, they must raise the red range safety flag when they go into the range and lower it when they leave. This is to let the RSO on the Public Range know that the Reserve Ranges are HOT and that someone is behind the gate.
5. When any authorized User Group goes behind the gate, they may close the gate behind them unless it is necessary to keep the gate open for personnel to come and go during the session. It may not be locked while people are in the Range area in the event of an emergency.
6. Public Range RSOs will not give out the gate combination to law enforcement officers or Private Company personnel who want to enter the Reserve ranges. Each authorized User Group is responsible for issuing the gate combination with their selected personnel.
7. All shooting will be conducted within the shooting bays. Placing targets and shooting on the hillside (beyond the berm) is prohibited for private companies, unless prior permission has been approved by the RVSSA board.
8. Only Sworn law enforcement personnel may use the Reserve ranges when **off duty**. (See Law Enforcement Policy)
9. When shooting at a vehicle for training purposes, notification (via email), must first be made to the scheduler prior to that vehicle being brought into the Reserve Range area. The vehicle will have all fluids removed prior to being brought into the Reserve Range area. The vehicle can be placed onto ground cover (tarp) to aid in the post training clean up. The vehicle and all debris (glass, metal, plastic, etc.) will be removed by the end of the day that training occurs. If this vehicle is used for multiple days, it is to be removed as soon as that training is completed.
10. Bay 0 has been decommissioned as a shooting Bay and changed into a "No Live Fire" Bay. It is now classified as a "No Live Fire" Bay and is currently a multi-use location. For example: Outdoor non-live-fire classroom, or an event Sign-in/Staging area, or used as a Parking area. There will no longer be a charge to use Bay 0, but it must still be scheduled prior to use.
11. TT Bay is for Law Enforcement Agency's use only. No Private Entity may use this Shooting Bay.

Section 4: High Power Rifle Range (Historic Camp White Range)

High Powered Rifle Range Rules (Using Historic Target Pulling Equipment)

1. Only groups approved by RVSSA may use the 600 yard High Power Rifle Range.
2. The High-Power Rifle Range is a reserved range. There will be NO unsupervised shooting allowed on this range.
3. When using the High-Power Range for an organized practice, sponsored match, or military/law enforcement training, the authorized User will designate one person to be the Range Safety Officer (RSO). The RSO will be responsible for the safety operations during their shooting event.
4. Use of range flags to signal the range is in use is mandatory. One is to be hung at the entrance gate and at least one at the Target Pit area. Use of other flags mid-range is recommended.
5. When working in the target pit area during shooting functions, all individuals will follow the directions of the posted safety signs.
6. Eye protection is recommended for ALL individuals in the target pit area during live fire.
7. No less than two individuals may be in the target pit area during live fire.
 - a. Range Safety Officer (1)
 - b. Target Puller (as required)
8. When live fire is taking place there must be at least two handheld radios or a cell phone present on the range. One will be in the Target Pit area and one on the filing line. This is a communications requirement for safety.
9. Any shooting event that is to take place beyond the 600-yard range must be approved, in advance, by RVSSA and must meet the Jackson County Parks requirements.
10. When shooting at a distance closer than 600 yards, the shooting line will be moved closer to the Target Pit Area.

High Powered Rifle Range Rules (Using Electronic Target System)

** The SOP for this new topic is being formulated. Coming soon.