



North Side Sportsmen's Association

Standard Operating Procedures (SOP) and Range Rules

Updated: October 21, 2025

ALL PREVIOUS EDITIONS OBSOLETE

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Approved by: The NSSA Board of Directors

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The Standard Operating Procedures (SOP) and Range Rules are intended to be used by NSSA members and guests using the NSSA facilities. It is the member's responsibility to use common sense when using the NSSA facilities and ranges and to refrain from any activity that a reasonable person would feel is not safe. At no time shall NSSA be held responsible for injuries that may result from use of NSSA facilities.

2. Glossary:

2.1 Range Safety Officers and Range Officers

2.1.1. Range Safety Officer:

- a) A National Rifle Association (NRA) Certified "Range Safety Officer" (RSO) or "Chief Range Safety Officer" (CRSO). This means, specifically, an RSO trained and certified at North Side Sportsmen's Association (NSSA), by an NSSA approved CRSO.
- b) Range Safety Officer Responsibilities and Authority are:

- (1) While on an NSSA range, when there is no organized / scheduled event or activity taking place, an RSO shall wear an NSSA RSO badge or RSO vest denoting his/her status as an RSO. The RSO shall have control over the operation of that range.
- (2) Responsibilities shall include enforcing range rules as per the NSSA SOP, confirming firearms are unloaded and clear before making the firing line safe for target changes or any other activities forward of the firing line, and determining when the line will go "hot" again.
- (3) RSO's are authorized to eject a member or guest from NSSA property, if one or both are violating safety procedures.
- (4) If a change in the weather or other conditions creates unsafe shooting conditions, the RSO can close a particular range or ranges. If the range is closed, the RSO will notify the Range Chair and NSSA Leadership immediately.
- (5) The RSO, shall, within 24 hours, report such closures or an ejection of a member or of a guest to both the Range Chair and the President of the association.

2.1.2 Range Officer: An "NSSA RSO, NSSA CRSO, or NSSA USA Archery Instructor" are the only "Range Officer(s)" who may operate an NSSA range or event which requires a "range officer(s)" to be present for shooting to commence on that range pursuant to the NSSA Standard Club Rules.

2.1.3. Range Officers for Organized/Approved Shooting Events & Activities:

- a) Organized Approved Shooting Events/Activities are:
 - (1) Approved by the NSSA Board of Directors and scheduled on the NSSA calendar.
 - (2) These include but are not limited to competition matches and practices such as: Pistol, Skeet, Trap, Highpower Rifle, "Action Pistol" type events, etc. These may also include, but are not limited to other shooting activities such as Air Rifle/Pistol, Archery, firearm training classes, etc. These events/activities typically have multiple shooters on a firing line.
- b) A Chairman, Match Chairman, Match Director, Instructor, or the person designated by

the Board of Directors to conduct a shooting event / activity will designate a “Chief Event Range Officer” to run the event/activity. This Chief Event Range Officer must be an NSSA RSO, NSSA CRSO, or an “NSSA USA Archery Instructor” as per paragraph 2.1.1 c. If the Chief Event Range Officer is to participate or shoot in the event, then a second Chief Event Range Officer will be appointed and assume control of the event and the firing line.

c) The Chief Event Range Officer will have full charge of the range and will conduct the event as scheduled on the calendar. The Chief Event Range Officer is responsible for overall range safety and for enforcing all rules. The Chief Event Range Officer will supervise the firing line and issue all range commands.

d) The Chief Event Range Officer will abide by the NSSA Range SOP and any published competition rules for the designated shooting discipline such as Trap, Skeet, CMP High-power Rifle, USA Archery, USPSA, etc.

e) The “Chief Event Range Officer” may designate one or more “Assistant Event Range Officers” to assist with the safe and proper operation of the event/activity. These designated Assistant Event Range Officers are not considered NSSA RSO's and will not act as a Chief Event Range Officer for the event. (See 2.1.1 c.)

(1) Assistant Event Range Officers are designated assistants to the Chief Event Range Officer and must be supervised by an NSSA RSO.

(2) The Assistant Event Range Officers will be authorized to assist with the conduct of the event/activity under the authority and supervision of the Chief Event Range Officer. However, this authority will end when the event/activity ends.

(3) Assistant Event Range Officers are responsible for the safety and discipline of range personnel, competitors, and spectators in the sector of the range to which they have been assigned. These responsibilities typically include ensuring participants follow range commands, clearing of firearms, scoring, assisting with the organization of firing orders, etc.

(4) The Chief Event Range Officer is accountable and responsible to ensure that the Assistant Event Range Officers are fully trained to perform their assigned tasks.

f) It will be the responsibility of the Chief Event Range Officer to report any range closures and/or ejections of members or guests which take place during an event or activity to the Governor, Match Chairman or Match Director. The Governor, Match Chairman or Match Director will report these to the Chairman of the Boards of Directors within 24 hours.

2.1.4 Empty Chamber Indicator (ECI): a device inserted into the action at the chamber end of the barrel that indicates that there are no cartridges/shells loaded into the firearm. An ECI should be made of materials that are high visibility in color. These may be a manufactured ECI or a 12-inch length weed-eater cord with a loop tied into one end to prevent it from slipping into the barrel.

3. Introduction:

3.1. Statement of Purpose:

3.1.1. The purposes of the Standard Operating Procedures (SOP) and Range Rules are:

- a) To protect the North Side Sportsmen's Association and its members and guests from harm resulting from misuse of the NSSA facilities and property.
- b) To ensure that the North Side Sportsmen's Association is a safe, good, and harmonious neighbor. These rules are not intended to keep members from enjoying their chosen activity.

3.1.2. These rules are from established firearm safety procedures, industry best practices, experience and common sense in-order-to promote the members' and guests' enjoyment of the use of the North Side Sportsmen's Association facilities.

3.2. Conduct at North Side Sportsmen's Association:

3.2.1. The goal of North Side Sportsmen's Association is to provide a safe and friendly environment to participate in the shooting and archery sports. Individual actions or behavior, which is detrimental to this goal are subject to review by the Board of Directors and may result in a violation of the club rules. This applies to any member, family member, or guest anywhere within the NSSA property. The following examples may include, but are not limited to:

- a) Disruptive behavior that interferes with the conduct of NSSA activities/events. This may include a disruption of an individual's use of a range, NSSA meetings, shooting competitions, or other NSSA activities such as the club picnic.
- b) An individual's behavior that is intentionally obnoxious or belligerent towards others.
- c) Actions directed toward individuals, event participants or event officials that are disrespectful, offensive, or inappropriate.
- d) Actions that intentionally undermine the purpose of the organization.

3.3. Proper Way to Redress an Infraction of These Rules

3.3.1. Inevitably, a member may not be aware of and understand each and every North Side Sportsmen's Association SOP and Range Rule. An infraction should be pointed out in a courteous way, and the errant member should be asked to cease and desist. The proper response: immediately to stop doing whatever occasioned the correction. Failure to stop immediately may result in disciplinary action as set forth in paragraph 3.4. No member should berate publicly another member for a Rule infraction. Almost all Rule violations are the result of error, not evil intent.

3.3.2. Exceptions to these rules may only be made by the Board of Directors.

3.3.3. Any event or activity, such as training courses or a special event that modifies or does not follow these rules, must be approved by the Board of Directors prior to the event/activity.

3.4. NSSA Guidelines for Violations of Rules and/or By-Laws

3.4.1. A charge of violating an NSSA rule or by-law may be brought against a member, whether the violation is intentional or inadvertent, e.g., as a result of ignorance. A single event may result in multiple charges being brought against a member. An infraction or violation of these rules will follow procedures set forth in the NSSA Bylaws regarding Disciplinary Actions. These can be found on the NSSA webpage at: By-Laws – NSSA.

3.4.2. Please report unsafe shooters, trespassers, belligerent individuals, and those who do not clean up or do not pay for guests. Write down vehicle license number & give this information to an NSSA official.

3.5. Acceptance of this SOP and Range Rules: Your presence on an NSSA range or facility constitutes acceptance, at minimum, of all posted RANGE SAFETY RULES and the NSSA Range SOP and Range Rules. Sign-in/Badging-in constitutes documentary evidence of your understanding and acceptance of all listed rules and procedures.

3.6. Any conduct detrimental to good order, safety and operation of an NSSA range or facility will result in expulsion and/or legal action.

4. Range Operations:

4.1. Cross Functional Rules:

4.1.1. The Cross Functional Rules below apply to all NSSA ranges and facilities, unless otherwise noted. Every member and guest are expected to understand and to follow these rules, in addition to any rules which are specific to a range or facility. When in doubt, apply facility-specific rules.

4.2. Gun Safety Rules:

4.2.1. **The NRA Rules for Safe Gun Handling** apply to all ranges whenever firearms are in use:

- a) **ALWAYS** keep the gun pointed in a safe direction.
- b) **ALWAYS** keep your finger off the trigger until ready to shoot.
- c) **ALWAYS** keep the gun unloaded until ready to use.

4.2.2. **The NRA Rules for Using or Storing a Gun will be followed at NSSA.**

- a) Know your target and what is beyond.
- b) Be sure the gun is safe to operate.
- c) Know how to use the gun safely.
- d) Use only the correct ammunition for your gun.
- e) Never use alcohol or drugs before or while shooting.

- f) Store guns so they are not accessible to unauthorized persons.
- g) Wear eye and ear protection as appropriate.
- h) Be aware that certain types of guns and many shooting activities require additional safety precautions.

4.3. Cease Firing and Stop Commands:

4.3.1. "**STOP!**" may be *announced by anyone observing an unsafe condition*. Although range commands are usually reserved for range officials, this is one that may be called by anyone. If the *Stop* command is given, all shooters *MUST* stop and await further commands. This command is not limited to Live-Fire.

4.3.2. "**Cease Firing**" is announced by the RSO when time expires or at any other time that firing is to cease. The RSO notifies shooters to stop firing immediately, remain in position, and await further instructions.

4.3.3. "**Cease Firing**" or "**Stop**" *can be announced by anyone observing an unsafe condition or anything that they perceive as "unsafe."*

4.3.4. *Remember to: always keep your finger off the trigger until your sights are on target.*

4.4. Range Commands:

4.4.1. "THE RANGE IS SAFE"-

- a) **No one touches any firearm or bow.**
- b) All firearms on the firing line are safe, unloaded with bolts open, slides locked back, magazine out, and/or cylinders open and empty and a chamber flag (ECI) inserted, and muzzle is pointed downrange, or the handgun unloaded and is in a holster. It is the responsibility of every shooter to ensure the entire line is safe.
- c) After everyone has backed away from the firearms and will not touch them, it is safe to proceed down range or pick up brass.
- d) The first person downrange on each side will place the ORANGE FLAG in the flag holder pipe.
- e) When returning back from down range; the last person back on each side will recover the ORANGE FLAG from his side.

4.4.2. "THE RANGE IS HOT- EYES AND EARS."

- a) No one is down range and flags are back.
- b) Everyone on the range must put on eye and hearing protection. This includes anyone not shooting.
- c) You may handle your firearm / bow and resume shooting.
- d) You may pack up your gear to depart the range.

- e) Point each firearm safely downrange, verify that it contains no ammunition before moving it or casing it or removing it from the range.

4.5. Eye and Ear Protection is required to be worn on the following ranges when firearms are in use:

4.5.1. This applies for both shooters and anyone else such as guests that are on the range.

4.5.2. Children/toddlers who are “in the vicinity” of a range when firearms are in use, then hearing protection is required at all times.

4.5.3. Eye and ear protection is:

a) Mandatory on Pistol, Rifle, Trap, Skeet and West Range.

b) Air Gun/BB Gun ranges eye protection is mandatory. Ear protection is optional.

c) Archery Range- eye and ear protection is not required.

4.6. All shooting within the NSSA property boundaries, whether by archery equipment, air rifle, air/pellet gun, pistol, rifle, or shotgun, and whether by smokeless or black powder, must be conducted within the normal designated areas of the specific range, i.e., on the Pistol, Rifle, Trap, Skeet, Shotgun pattern board, West Range, Outdoor Archery and Indoor Archery ranges. Hunters please refer to paragraph 13 of this SOP.

4.7. **Ammunition:** Only ammunition that is correct for your firearm and recommended by the manufacturer is permitted. Both factory and ammunition that has been correctly reloaded by the member may be used on NSSA firearm ranges. Check to ensure the cartridge / shell information on your firearm, the cartridge and the owner's manual match.

4.8. Range Sign-In Required:

4.8.1. Upon entering any range, you shall sign yourself, family members and your guest “IN” using the range’s badge scanner.

4.8.2. If the scanner is not working, use the range logbook to sign-in.

4.8.3. Those who do not sign-in to a range are considered to be trespassing on NSSA property.

4.8.4. Any individual that is not NSSA members must sign an Acknowledgement of Risks, Release & Indemnity Agreement form and leave them in the box located on the range.

4.9. During informal shooting sessions, when no Range Safety Officer is present, each shooter shall act as his/her own Range Officer and conduct him/herself in a safe and proper manner.

4.10. Any firearm instructor prior to conducting classes at NSSA must provide proof of General Liability insurance of not less than \$1,000,000. The current policy must be on file with the NSSA administration.

4.11. Firearm instructors must be approved by the “Board of Directors” and the NSSA

Safety and Training Committee prior to conducting any firearms training at NSSA.

4.12. All members are required to report violators of the NSSA rules to the Board of Directors.

4.13. An NSSA membership Identification Badge should be worn at all times by members when on the premises. If the badge is not worn, members must be prepared to produce their identification badge, if asked to do so.

4.14. Minors (anyone under 18 years of age) must have written permission from their parent or legal guardian to participate in any organized NSSA activity.

4.15. An adult must observe and monitor minors while on NSSA ranges.

4.16. The NSSA and its facilities are for the exclusive use of the members, escorted guests, and participants and spectators of authorized activities.

4.17. Family Members and Guests:

4.17.1. The NSSA policy on Guests and Family Members can be found at: [Guest Policy – NSSA](#)

4.17.2. Guests and Family Members:

a) A parent or an adult must accompany all persons under 18 years of age.

b) Minors under the age of 18 must have Hold Harmless and Release of Indemnification document signed by their parent or guardian when:

(1) Participating in scheduled activities at NSSA.

(2) When participating in NSSA activities and accompanied by an adult who is not their parent, grandparent, or legal guardian.

c) Spouses and children (under 18) of NSSA members are not restricted to guest limitations / visitation rules.

4.17.3. Scheduled activities and Guests: A non-member individual or group, which is invited by an NSSA member or committee to act as an observer or participant in a "scheduled NSSA activity". Such guests may participate in an unlimited number of scheduled events per year. All guests must follow registration procedures for each activity.

4.17.4. Unscheduled Activities and Guests: A non-member individual or group participating in an unscheduled activity are **limited to two visits per year**. Guests should be encouraged to become a member of NSSA by the inviting member or inviting committee.

4.17.5. The Board of Directors has established a policy limiting members to a maximum of three guests at any one time, at any range.

4.17.6. Non-members will pay higher guest fees and spouses/children will pay applicable members fees.

4.17.7. At any visit with guests, no guest may shoot while the member is shooting, and the member may not shoot while any guest is shooting. The NSSA member must directly supervise the guest while they are shooting.

4.17.8. Only one guest at a time may shoot, unless another NSSA member is available to supervise the guest.

4.17.9. Members have preference over guests when range is crowded.

4.17.10. Spouses and children over 16 years of age may shoot at the same time as the member, only if they have attended a New Member Orientation Session. These sessions are given occasionally by the Membership Committee. Those spouses/children will be given credentials as having attended the course. However, the member must be present when they are shooting.

4.17.11. All spouses are encouraged to attend any available New Member Orientation Session, after informing the Membership Chair.

4.17.12. Any non-shooting guest inside any shooting pavilion will be treated and counted as a guest toward the maximum of three. Any such person must leave the area and return to a vehicle or the clubhouse to not be counted as a guest. These individuals are not permitted to shoot.

4.17.13. At all times, the NSSA member is responsible for the actions of their guests, spouses, children, and themselves at all ranges.

4.17.14. Any person at any NSSA range must sign in, pay the appropriate fee, wear ear and eye protection, and obey all range and safety rules at all times.

4.18. Working with minors at NSSA: All volunteers and NSSA officials who work with or have direct and routine interaction with minors (18-year-old or less) during NSSA activities must be in compliance with PA Act 153 (Child Protective Services Law). The mandated background checks must be on file with the NSSA executive office. These checks must be completed at least every five years. In lieu of a formal background investigation, unpaid volunteers may download, complete, and submit this form to the NSSA executive office. <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/disclosure-statement-for-volunteers.pdf>

4.19. No alcohol or drugs on the range. No person may use an NSSA range while under the influence of alcoholic beverages, narcotics or if taking any medication that warns against driving or operating machinery.

4.20. Hygiene:

4.20.1. Always wash your hands with cold soapy water after shooting. At a minimum use hand wipes to remove any residue from shooting.

4.20.2. Do not eat, drink or smoke while shooting.

4.20.3. Pregnant or nursing mothers should consult with their doctors before participating in shooting sports. Loud gunfire and potential lead transfer can be hazardous to your child.

4.21. Electronic Key Pass, Keys & Locks:

4.21.1. The NSSA membership identification card is an electronic key pass to the Main Gate, the clubhouse and other facilities. These are assigned to each member and may not be copied or loaned, for any reason. The loaning of a keycard is a Rule violation, and the violator will be held responsible for any damage done, by the person, to whom the member has loaned it to.

4.21.2. Keys, keycards, combination lock codes, and/or electronic lock codes to any NSSA facility, clubhouse, storage area, and safes shall not be shared or given to unauthorized individuals.

4.21.3. An electronic keycard or conventional key will be referred to as a "key" throughout this document.

4.22. Shooting Hours: Normal outdoor shooting hours are from 8:00 am. until sunset.

4.22.1. Exceptions to "until "official sunset" are:

a) Trap, Skeet, and Indoor Archery. These activities have proper lighting to allow shooting after sunset.

b) Special events approved by the Board of Directors.

4.23. Before anyone fires on a range alone: it is advisable that someone in their family or a friend be aware of their whereabouts. It is also advised that the shooter check-in with them when returning from the range.

4.24. There is a phone just outside the doorway of the clubhouse, for use in the event of an emergency. Emergency phone numbers are posted just inside the lobby.

4.25. Alcohol: While on any NSSA range, no alcoholic beverages may be opened or consumed.

4.26. Automatic Firearms:

4.26.1. The use of firearms on full-automatic, bump fire, binary triggers, forced reset triggers (FRT) and similar devices - i.e., more than one round discharged per trigger squeeze - whether by individuals or organizations, **is prohibited on NSSA property**, unless an exception is made by the NSSA Board of Directors.

4.27. The uncontrolled, un-aimed or rapid fire of a firearm is not permitted at any time.

4.27.1. On the Pistol Range and West Range, a series of shots at a fast cadence is permitted, if all shots are controlled and on the target.

4.28. Chamber flags/empty chamber indicators (ECI) will be used with any uncased firearm

that is not in use.

4.29. All firearms must be unloaded, in a gun rack, cased or holstered when not in "immediate use."

4.30. A shooter shall only hold and shoot a single firearm at a time.

4.31. No person will go forward of the firing line until all firearms on the line are safe, with bolts open, slides locked back, magazine out, and/or cylinders open and empty and a chamber flag inserted. It is the responsibility of every shooter to ensure the entire line is safe.

4.32. When anyone is downrange (forward of the firing line), everyone shall stand back away from the firing line and shooting benches and will not touch a firearm or bow.

4.33. All shooters must have returned to a point behind the firing line before any firearm or bow will be handled, moved or loaded at his/her firing point.

4.34. Prohibited Actions/ Items:

4.34.1. Handling a firearm or a bow when anyone is down range.

4.34.2. The use of multiple firearms. Only one firearm shall be used at one time. All other firearms shall either be in a case or in a gun rack.

4.34.3. The use of "recognizable person's image" in either cartoon or realistic form shall not be used. Standard, "generic bad guy/hostage" type targets are acceptable.

4.34.4. Any device that simulates fully automatic fire is prohibited. Full auto fire, fanning, and bump firing or use of devices that "simulate automatic fire" are prohibited unless approved by the Board of Directors during a special event.

4.34.5. The throwing of clay birds with hand-throwers or portable trap machines is not allowed on NSSA property, except for special events held at the Trap Range or Skeet Range.

4.34.6. The use of tracer, incendiary, and explosive ammunition is prohibited on NSSA property.

4.34.7. The use of "exploding or binary explosive" targets, such as "Tannerite, Sonic Boom, Firebird Targets, etc." are prohibited on any NSSA range without the express permission of the Board of Directors.

4.34.8. The following types of shooting are not permitted: Fast-draw shooting or shooting from the hip unless approved by the Board of Directors for a scheduled event or training course.

4.34.9. Negligent or deliberate acts that result in damage to NSSA property or equipment will

result in the person being accountable to repair/pay for damages and may result in disciplinary actions by the Board of Directors.

4.35. Holster Usage at NSSA:

4.35.1. To ensure our members can safely use a handgun and holster on NSSA ranges, members must be certified use of a handgun and holster. This certification process is managed by the NSSA Safety and Training Committee.

4.35.2. An NSSA Holster sticker will be issued upon successful certification. This Holster sticker is displayed on the NSSA badge and must be worn when using a holster on NSSA ranges.

4.35.3. The Holster Certification process must be renewed every three years.

4.35.4. Use of a holster on NSSA ranges is not permitted by "guests."

4.35.5. Holster usage at NSSA is permitted on West Range and the Pistol Range. On the Pistol Range, the shooter using a holster must be off the concrete pad and standing on the gravel area to the right of the concrete pad. This allows the person to use the seven-yard target fence without interfering with other shooters.

4.35.6. A participant in approved "pistol events or training classes" at NSSA is not required to have the NSSA Holster sticker.

4.36. Health & Safety

4.36.1. **Prohibited Acts:** The following acts are not permitted for health and / or safety reasons:

a) Smoking, eating, or drinking beverages while on the firing line. (Note: drinking water or non-alcoholic beverages are permitted when behind the firing line).

b) Loud talking, horseplay or other distractions while people are shooting.

4.36.2. Hygiene:

a) Always wash your hands with cold soapy water after shooting. At a minimum use hand wipes to remove any residue from shooting.

b) Do not eat, drink or smoke while shooting.

4.36.3. **Pregnant or nursing mothers** should consult with their doctors before participating in shooting sports. Loud gunfire and potential lead transfer can be hazardous to your child.

4.37. **Severe Weather Conditions:** Use of the outdoor shooting ranges (Pistol, Rifle, Trap, Skeet, Archery and West Range) is not permitted when severe weather conditions are present such as: Lightning, thunderstorms, extreme high winds, ice storms, ice on the firing line concrete pads, etc.

4.38. **Profanity:** Profanity at the range is in very poor taste and is discouraged.

4.39. The Main Gate must be kept closed at all times; except during authorized NSSA activities/events. It is the responsibility of any chairperson sponsoring a function to see that the gate is closed at the completion of their activity/event.

4.40. All non-members **participating in an organized event must sign a waiver of liability.**

4.41. **Muzzle Down Policy:** The muzzle down policy applies to the use of firearms on the Rifle Range, Pistol Range and West Range. These "Muzzle Down" rules will strictly be enforced on the NSSA Pistol Range, Rifle Range and West Range.

4.41.1. **Rifle Range:** On the rifle range, having the muzzle of your firearm pointed above horizontal, while chambering a round, reloading your firearm, or while shooting is strictly prohibited.

a) Anytime the bolt or action is closed with ammunition in the chamber; the muzzle of the firearm must be pointed horizontally or slightly downward towards the ground. So, in the event a negligent discharge or a slam-fire occurs, the projectile will land safely in the impact berm or in the ground in front of you. If your muzzle is pointed above horizontal and this occurs your projectile will not land in a safe place and may leave the NSSA property.

b) Your trigger finger must not be on the trigger anytime there is a live round in the chamber and your muzzle is not pointed at your target. Keep your trigger finger outside of the trigger guard until the muzzle is pointed / aimed at your target and you are ready to fire.

c) You will be held accountable for this rule infraction and any resulting injury or property damage that occur.

4.41.2. **Pistol and West Range:** A Muzzle Down policy will strictly be enforced and having the muzzle of the firearm pointed above horizontal is strictly prohibited.

a) While handling any firearm, the shooter will keep the muzzle of the firearm horizontal or at a slightly downward angle. This includes loading and unloading procedures.

b) Your trigger finger must not be on the trigger anytime there is a live round in the chamber and your muzzle is not pointed at your target. Keep your trigger finger outside of the trigger guard until the muzzle is pointed / aimed at your target and you are ready to fire.

c) You will be held accountable for this rule infraction and any resulting injury or property damage that occurs.

4.41.3. **Exceptions to the muzzle down policy:**

a) **Double action revolvers:** while unloading a double action revolver, the shooter may

elevate the muzzle only after releasing the cylinder latch, opening the cylinder, and inserting their fingers through the opening in the frame. Before reloading the revolver, the muzzle will be at a horizontal or slightly downward angle.

- b) **Firearms with tubular magazines:** a firearm with a tubular magazine, such as on a .22 rimfire rifle, that load from the muzzle end may have the muzzle of the firearm elevated when loading the magazine. Once the magazine is loaded, the firearm must be horizontal or pointed at the ground before a cartridge is loaded into the chamber.
- c) **Muzzleloading Firearms:** a muzzleloading firearm can have the muzzle pointed upwards when loading a powder charge and projectile. Once this is done, the firearm must be horizontal or pointed at the ground before priming the gun by placing a percussion cap on the nipple or placing powder in the flash pan.
- d) **Moving an unloaded firearm on the range:** while entering the range, departing the range or to a new shooting position on the range keep the muzzle pointed upwards when the firearm is not in a gun case or holster.

4.42. Impact Berms and Target Placement on Rifle, Pistol and West Ranges

4.42.1. The pistol and rifle ranges are purpose-designed and have designated impact berms for each firing position. You must only shoot at targets placed on the designated impact berm for your firing point. No cross-lane firing is permitted.

4.42.2. Targets must be attached to the snow fence or the vertical wood slats in front of the impact berm.

4.42.3. Placing targets on the ground between firing-line and the impact berm is prohibited.

4.42.4. Each shooter must ensure that every bullet that they fire lands in the impact berm behind their target.

4.42.5. Do not attach targets to the wooden cross members or the main wooden posts.

4.43. Electronic Surveillance: Use of NSSA facilities and ranges may be subject to electronic surveillance.

4.44. **Electronic Devices:** Use of any device for a voice call or text by a shooter, while their firearm is loaded on any range is prohibited. Before handling any cell phone, smart phone, or ancillary electronic device the shooter must unload the firearm and insert an "empty chamber indicator." Use of a cell phone or tablet for shooting applications or a phone scope is permitted.

4.45. A Range Safety Officer / Event Range Officer Authority: These officials for an activity

have final authority.

4.46. Any and all accidental/negligent discharges must be reported to the range chair and the Board of Directors.

4.47. All accidents must be reported to the range chairperson and the Board of Directors.

4.48. **All shooters must CLEAN UP** when you are done shooting

4.48.1. Pick up all targets, boxes, patches and brass. Take down all targets from the target boards / snow fence.

4.48.2. Pick up all fired cases/hulls. You must pick up your brass and place them in the brass bucket or take them home. This includes behind and in front of the firing line. All .22 Rimfire shooters must pick up or sweep-up their fired cases.

4.48.3. Steel cases, aluminum cases, empty shotgun hulls, targets and patches go into the rubbish barrels.

4.48.4. The safest time to pick up brass is when the line is SAFE and no one is handling a firearm.

4.49. **Unauthorized People and Non-Members:**

4.49.1. If you suspect someone does not belong on NSSA property because they are not displaying their membership (access) card with the current years sticker or they are acting suspiciously, ask to see their access card for proof of membership. This is especially important when they are using the ranges during the week when few members are around the facility.

4.49.2. If they are not a member, be courteous, find out if they have a valid reason for being there and if not, ask them to leave. If they won't leave, you could dial 911 and summon the police or if you're uncomfortable, get their license plate number and get that information, along with a description of the person to any officer or director ASAP.

5. Archery Ranges:

5.1. **NSSA Cross Functional Rules apply to these ranges.**

5.2. There is an Indoor and Outdoor Archery Range at NSSA. These rules apply to both ranges.

5.3. NSSA is a member of the Pennsylvania State Archery Association (PSAA). All members of NSSA have full access to all archery ranges. Both archery ranges are open year round (with the exception of special events). Any member interested in joining the Archery Committee should see the 'NSSA Archery chairmen.'

5.4. Members should check the NSSA website to see if a “special event such as JOAD” are scheduled.

5.5. On the Indoor Archery Range, when anyone is in the storage room behind the targets, a yellow flashing / beeping light will be activated. No one is permitted to touch their bow or shoot until all persons exit the room and return to behind the firing line.

5.6. During the 3-D Season events (from January through March) the Indoor Archery the 30-yard firing line takes precedence over other yard lines.

5.7. Our outdoor range features six target butts at 10, 20, 30, 40, 50 and 60 yards with a pavilion over the shooting line. There are two targets per shooting distance, except for the 60-yard target. Only target and field point tips are allowed for any NSSA target.

5.8. ***Broad-heads are absolutely prohibited on NSSA targets.*** FITA targets are provided free of charge.

5.9. Archery Range Rules:

5.9.1. Always walk on the range.

5.9.2. Keep arrow in your quiver until ready to shoot.

5.9.3. Only release the bowstring when an arrow is nocked and safely pointed toward the target.

5.9.4. Leave dropped arrows on the ground until told to retrieve them.

5.9.5. If there is an emergency on the range, immediately alert the instructor or a range officer.

5.10. Archery Range Commands:

5.10.1. These are the range commands that are used on the Archery Range:

a) **Verbal commands:**

- (1) Range is Hot --- Begin Shooting
- (2) Range is Safe --- Retrieve Arrows
- (3) Cease Fire --- Stop Immediately

b) **Whistle signals:**

- (1) Two Signals --- Take Position on the Line
- (2) One Signal --- Begin Shooting
- (3) Three Signals --- Retrieve Arrows
- (4) Continuous Signal --- Stop Immediately

5.11. During Archery competitions or archery events, the official rules and range commands, such as USA Archery will be used.

5.12. A Crossbow is considered to be a "Bow."

5.13. Crossbows may only be shot at a "crossbow target." There is a designated crossbow target on the indoor and outdoor archery ranges.

5.14. A crossbow bolt is considered to be an "Arrow."

5.15. Archery shooting may be done only at authorized targets on the archery range.

5.16. The use of firearms is prohibited on the Archery Range.

5.17. The use of any projectile that is not powered by a "Bow," must receive specific approval from the Board of Directors and the Archery Chairperson, before being used on an archery range.

5.18. There is a designated firing line for the archery range with fixed firing points. All shooting will be done from these firing points.

5.19. Cross fire at targets in another shooting lane is not permitted.

5.20. Crossbows:

5.20.1. When using a crossbow target, they must be placed within the designated shooting lane.

5.20.2. Crossbow users must provide their own targets. You can only shoot a crossbow at the designated NSSA crossbow target.

5.21. Permitted arrows and points:

5.21.1. All arrows must use a field point or target point, when using the NSSA provided targets.

5.21.2. **Broadheads are absolutely prohibited on NSSA archery targets.**

5.21.3. **Broadheads and mechanical points / mechanical broadheads that expand are only allowed on the outdoor archery range** and **only on "broadhead rated targets" that are provided by the individual member.**

5.21.4. Broadhead targets must be placed within the established shooting lanes of the archery range.

5.22. The term "Downrange" is the entire area within the archery range forward of the firing line.

5.23. No one shall move forward of the firing line before all bows are in a safe condition. A "safe condition" is defined as all arrows removed from the bow and all bows placed on a bench, hung on the bow peg, or cased." Crossbows will have shafts removed and the

bowstring will be in the forward / un-cocked position.

5.24. An Archer on the firing line may not touch their bow until all shooters are back behind the firing line.

5.25. NEVER draw the bow when it is elevated above the tree line, pointed to the ceiling of the indoor range or pointed outside of the shooting lane.

5.26. **Air Guns:** Air guns may be used on the indoor archery range during activities approved by the Board of Directors. Anyone using an air gun will follow the NRA Safe Gun Handling Rules and abide by the procedures in this SOP.

6. **Trap Range:**

6.1. **NSSA Cross Functional Rules apply to this range.**

6.2. Trap Committee personnel are in charge of the trap range, when it is open for use. RSOs may intervene to deescalate an unsafe situation but should include trap committee personnel when reviewing trap procedures and/or safety information with shooters.

6.3. Firearms Safety on Trap Range:

6.3.1. All firearms must be unloaded prior to entering or leaving the Trap Range.

6.3.2. Shotguns will remain unloaded, until the shooter is on the firing line, in the firing position and directed by the Chief Event Range Officer or scorer that “the firing line is ready” and to “load.”

6.3.3. All guns must have the action open and contain no live shell or spent shell at any time; except while the shooter is on the firing line and facing the trap.

6.3.4. The practice of resting the muzzle of a shotgun on a shooter’s toe is ill-advised and discouraged. At no time shall the muzzle of a gun be rested on a shooter’s toe or ground while the action is closed.

6.3.5. Guns placed in any gun rack shall not contain a live or spent shell. Pump action and semi-automatic shotguns must have their actions open when in the gun rack.

6.3.6. A gun that fails to fire as intended for any reason must be opened, while keeping the gun pointed downrange.

6.3.7. When moving / walking around the Trap Range and carrying a shotgun:

- a) All firearms must be unloaded, actions open, and muzzle pointed in a safe direction.
- b) All break open shotgun muzzles will be pointed to the front and at a downward angle to include when carrying over the shoulder.
- c) A rearward facing muzzle is **NOT** permitted.
- d) Semi-auto, pump and bolt action shotgun muzzles will be pointed either downward or upward at a steep vertical angle.
- e) Break open type firearms (singles, over-unders and side by sides) actions must be open.
- f) Semi-auto, pump and bolt action shotguns must have their actions open.
- g) Firearms:
 - (1) Shooters must confirm that their gun is safe to operate.
 - (2) All shotgun stocks must be fixed and permanent.
 - (3) All shotgun barrels must be a minimum of 24 inches, unless the gun is a youth model.

6.4. **Ammunition:**

6.4.1. Shot size is limited to 7 1/2 or smaller as per ATA Rules.

6.4.2. **NO SLUGS OR BUCKSHOT ARE ALLOWED** to be used on the Trap Range!!!

6.4.3. **Misfired /dud shells** are to be kept in the shooter's possession or turned into the Range Officer for disposal. At no time should an unfired shell be placed in the trash bins.

6.5. Never leave your firearm unattended. Guns that are on the gun rack must be removed when you leave the area.

6.6. If the orange cone or light is on the trap house it indicates that someone is loading the trap and that they will be returning up range. All shooters on that trap's firing line should keep their firearms free of both live shells and spent shells and keep their actions open.

- 6.7. If trap personnel need to go downrange after shooters have taken the firing line each shooter must remove any live ammo or spent shells and keep their actions open.
- 6.8. In singles shooting a shooter may only place one live shell in the gun at a time. In doubles shooting a shooter may place two live shells in the gun at a time. The gun should be free of both live and spent shells when the shooter is changing positions or leaving the firing line for any reason.
- 6.9. Do not load your gun until you are in/on your shooting station.
- 6.10. Shooter's stance:
 - 6.10.1. Shooters must load from a standing posture. No loading from a kneeling or sitting position.
 - 6.10.2. If the shooter is disabled and cannot stand, then the use of a wheelchair, stool, chair or walker by the shooter is permitted.
- 6.11. Shell pouches are available upon request to carry your shells.
- 6.12. Never walk out onto the field or forward of the trap house.
- 6.13. A squad leader usually starts in position number one. If there is no shooter starting in position one; then the person starting on the farthest left position is considered the squad leader. The squad leader should not begin shooting until all other members of his squad have taken their position on the firing line and are ready to start.
- 6.14. All spent shells ejected from guns must remain on the ground until the end of the round at which time the shells must be recovered and disposed of properly.
- 6.15. A pattern board is available on the left side of the Skeet Range at NSSA. This is for birdshot only. Shotgun Slugs, Bullets/Sabots and Buckshot may not be fired at pattern rack on Skeet Range. When Skeet or 5-Stand is in operation, then the Pattern Board is not permitted to be used.
- 6.16. When encountering new or inexperienced shooters the RSO should encourage that they reach out to trap range personnel for explanation of the shooting process and trap specific safety concerns.
- 6.17. If a gun has a malfunction and fails to fire correctly i.e., "primer ignition with no powder:"

6.17.1. When clearing a malfunction on the trap field, all other shooters on the field must unload their firearms.

6.17.2. If the shooter requires assistance to clear the malfunction, either by the range officer or a member of the squad, all other shooters on the field must unload their firearms.

6.17.3. The gun must be confirmed that the barrel and chamber are clear.

6.17.4. If not clear, shooter is required obtain a “rod” to clear the barrel and chamber.

7. Skeet Range:

7.1. NSSA Cross Functional Rules apply to this range.

7.2. Skeet personnel are in charge of the Skeet Range, when it is open for schedule events. An RSOs may intervene to deescalate an unsafe situation but should include skeet personnel when reviewing skeet procedures and/or safety information with shooters.

7.3. Eye and ear protection are required when firearms are in use. Shooters not wearing eye and ear protection will be asked to leave the skeet range.

7.4. Firearms Safety on Skeet Range:

7.4.1. All firearms must be unloaded prior to entering or leaving the Skeet Range.

7.4.2. Shotguns will remain unloaded, until the shooter is on the firing point, in the firing position and directed by the Chief Event Range Officer or scorer that “the firing line is ready” and to “load.”

7.4.3. All guns must have the action open and contain no live shell or spent shell at any time except while the shooter is on the firing line and facing the trap.

7.4.4. The practice of resting the muzzle of a shotgun on a shooter’s toe is ill-advised and discouraged. At no time shall the muzzle of a gun be rested on a shooter’s toe or ground while the action is closed.

7.4.5. Guns placed in any gun rack shall not contain a live or spent shell. Pump action and semi-automatic shotguns must have their actions open and an ECI inserted.

7.5. Shooters should avoid stepping in front of the low house trap window anytime the trap is armed.

7.6. A shooter will not place a live shell in their gun until they are at a firing point facing the skeet infield for skeet. 5-Stand shooters may load shells prior to their turn only after they are at their firing point. However, they must keep the action open until it is their turn to shoot.

7.7. A gun that fails to fire as intended for any reason must be promptly opened while keeping the gun pointed downrange. Firearms having multiple malfunctions in the same round should be removed and serviced by qualified personnel the owner chooses.

7.8. All guns must have the action open and contain no live shell or spent shell at any time except while the shooter is on the firing line.

7.9. If the orange cone is in the infield, it indicates that someone is loading that trap and that they will be returning up range. All shooters must keep their firearms unloaded and must keep their actions open until that person returns behind the firing line.

7.10. If skeet personnel need to go downrange after shooters have taken the line or position each shooter must unload their gun and keep their actions open.

7.11. Firearms MUST be free of both live and spent shells when the shooter is changing positions or leaving the firing line for any reason. The only exception is a shell jammed in the action/receiver/magazine. Skeet personnel shall monitor the removal with the owner.

7.12. The squad leader should not begin shooting until all other members of his squad are in position.

7.13. Guns placed in the gun rack must be unloaded and shall not contain a live or spent shell. Pump action and semi-automatic shotguns must have their action open shall have an ECI inserted.

7.14. Shooters must remove and dispose of spent shells at the end of each round.

7.15. When encountering new or inexperienced shooters the RSO should encourage that they reach out to skeet range personnel for explanation of the shooting process and skeet or 5-standard specific safety concerns.

7.16. Obey safety tape or safety cones placed around trap machines when 5-stand is in operation. Do not step in front of the armed trap machines.

7.17. If a gun has a malfunction and fails to fire correctly i.e., "primer ignition with no powder:"

7.17.1. When clearing a malfunction on the skeet field, all other shooters on the field must unload their firearms.

7.17.2. If the shooter requires assistance to clear the malfunction, either by the range officer or a member of the squad, all other shooters on the field must unload their firearms.

7.17.3. The gun must be confirmed that the barrel and chamber are clear.

7.17.4. If not clear, shooter is required obtain a "rod" to clear the barrel and chamber.

7.18. The Skeet Range building is a smoke free zone. Those found in non-compliance will be asked to leave.

7.19. A pattern board is available on the left side of the Skeet Range at NSSA. This is for birdshot only. Shotgun Slugs, Bullets/and Buckshot may not be fired at pattern rack on Skeet Range. When Skeet or 5-Stand is in operation, then the Pattern Board is not permitted to be used.

8. **Pistol Range:**

8.1. **NSSA Cross Functional Rules apply to this range.**

8.2. The pistol range at NSSA has several different distances from which one can shoot. There is a 7-yard, 15-yard, 25-yard and 50-yard range available to shoot from.

8.3. Please carry your unloaded firearm to and from the firing line in a case or holster or pointed straight down.

8.4. If a gun is in your hand, it must never be pointed at another person.

8.5. Any firearm on the firing line that is not being used by the shooter, must be unloaded, with bolts open, slides locked back, magazine out, and/or cylinders open and empty and a chamber flag (ECI) inserted.

8.6. **Targets:**

8.6.1. **PAPER TARGETS ONLY.** No clay birds, cans, or bottles. Remove all targets when the range is SAFE and you are finished shooting.

8.6.2. Use close pins to attach your targets to the snow fence. NEVER attach targets to the wood target supports. Rapid fire is only permitted, if you can ensure your shots stay on your target.

8.7. Uncontrolled rapid fire is prohibited.

8.8. **Holster usage on the Pistol Range:**

8.8.1. Only members who have the NSSA Holster sticker may use a holster on the Pistol Range.

8.8.2. When using a holster on the pistol range, use the gravel area to the right of the concrete pad. This allows the person to use the seven-yard target fence without interfering with other shooters.

8.9. Pick up your fired hulls and brass.

8.10. RIFLES, SHOTGUNS and other loud guns are permitted only when you are alone or with the consent of all other shooters. When others are present, even with consent, please keep to the 25 yd. and 50 yd. target lines.

8.11. Ammunition:

8.11.1. The .50 caliber BMG is prohibited on the pistol range.

8.11.2. BIRDSHOT is not permitted on the Pistol range. Use the pattern board on the Skeet range.

8.11.3. SHOTGUN SLUGS may be fired at 15 yd, 25 yd, and 50 yd target lines.

8.11.4. BUCKSHOT is only permitted at 7yd and 15yd target lines.

8.11.5. PLEASE DO YOUR PART. Range maintenance is done by members like you. Protect your investment by reporting unsafe shooters, trespassers, and those not abiding by these rules.

9. Rifle Range:

9.1. NSSA Cross Functional Rules apply to this range.

9.2. Positively no full-automatic, uncontrolled (un-aimed) or rapid fire (more than one shot in three seconds) shooting at any time.

9.3. Any firearm on the firing line that is not being used by the shooter, must be unloaded, with bolts open, slides locked back, magazine out, and/or cylinders open and empty and a chamber flag (ECI) inserted.

9.4. Use paper, cardboard, plastic targets ONLY.

9.5. Shooting targets on the ground, in the air, across the range or mid-range shooting of any kind is prohibited.

9.6. The posted orange flag system must be followed at all times. The flag is set out when the CEASE FIRE command is given and is retrieved when shooting is to resume or range is exited.

- 9.7. If orange flag is down range when you arrive and no one is down the range, you must ensure that no one is down range before you begin to shoot.
- 9.8. Do not place targets on cross members or posts. Place targets on backing or between vertical wood strips only.
- 9.9. Do not throw any ammunition or brass in the rubbish barrels. Place it in the brass containers that are provided.
- 9.10. Shotguns using more than one projectile (shot) are PROHIBITED. Single projectiles only such as slugs or sabots.
- 9.11. All rifles chambered for 50 cal. BMG are PROHIBITED.
- 9.12. All vehicles are prohibited on the range except for NSSA authorized reasons.
- 9.13. Hunting on the rifle range is prohibited.

10. West Range:

10.1. NSSA Cross Functional Rules apply to this range.

10.2. The NSSA West Range is a multi-purpose range designed for safe, responsible shooting. West Range is restricted for firearms that are chambered for “pistol cartridges.” Firearms that shoot rifle or shotgun ammunition are prohibited, unless during a special event or training class that has been approved by the NSSA Board of Directors.

10.3. Completion of a West Range orientation allows members access to the West Range open area for dynamic activities (i.e. shooting with movement) and access to target stands. Otherwise, you are restricted to only shooting from a stationary position.

10.4. The West Range is used for many shooting activities at NSSA such as: Dynamic Matches, Holiday Themed Shoots, Paper and Steel Plate target shooting, and member training classes that have been approved by the Board of Directors. Additionally, both local and state police agencies use this range for their training.

10.5. The range provides the following shooting configurations:

10.5.1. The right bay may be set-up with firing lines and target configurations between 3-yard and 30-yards.

10.5.2. The left bay may be set-up with firing lines and target configurations between 3-yard and 30-yards.

10.6. Two people must be present to open the West Range. One of these individuals must be an NSSA member. The second person may be a guest.

10.7. NSSA members must scan their badge at the scanner located in the left pavilion.

10.8. **Guest** must sign the range “sign in sheet” and pay the range fee.

10.9. The West Range will not be open for individual member usage when a scheduled event or training session is taking place.

10.10. This range is restricted to pistol cartridges. You may shoot rifles and carbines only if they are chambered in a “pistol cartridge” listed in paragraph 10.11 below.

10.11. **Ammunition / Firearm Restrictions on West Range:**

10.11.1. **Rifle cartridges or shotgun ammo are not permitted** to be fired at this range, unless it is during an approved class or scheduled activity approved by the Board of Directors.

10.11.2. Handguns such as “single shot, break action or bolt action” that are chambered for a rifle cartridge are not permitted on West Range and should be shot on the East Pistol Range or the Rifle Range.

10.11.3. **Permitted Ammunition on West Range:** West Range is restricted to firearms that are chambered in “traditional” pistol cartridges. These cartridges include the following: 22LR, 25 ACP, 32 ACP, 327 Magnum, 380 ACP, 9mm Luger, 9mm Largo, 9x18 Makarov, 7.62x25 Tokarev, 38 Special, 38 Super, 357 Magnum, 357 SIG, .40 S&W, 10mm Auto, 41 Magnum, 44 Special, 44 Magnum, 45 ACP, 45 GAP, 45 COLT, 454 Casull, 460 S&W Magnum, 475 Linebaugh, 480 Ruger, 50 AE, 500 S&W Magnum, and FN 5.7x28mm.

10.11.4. **Prohibited ammunition on West Range:** Firearms that fire either shotgun ammunition or traditional rifle cartridges are prohibited to be used on West Range: unless during a “scheduled special event or training class” that has been approved by the NSSA Board of Directors.

a) An individual’s use of rifle ammunition or shotgun ammo on West Range during an unscheduled event/activities is prohibited.

- b) Any traditional “centerfire rifle cartridge” whether straight wall or bottleneck case is prohibited for use at West Range. These prohibited cartridges include, but are not limited to the .223 Remington, 5.56 NATO, .300 Blackout, 7.62 NATO/308 Winchester, 7.62x39, 30 Carbine, 30-30 Win, 45-70 Gov’t, etc.
- c) Shotgun ammunition to include slugs, buckshot, sabot, or birdshot is prohibited for use on West Range.
- d) **NSSA Steel Target Restrictions:** when shooting at NSSA Steel targets on West Range, the cartridge must not be more powerful than the .44 Remington Magnum cartridge (must be less than 800-foot pounds of muzzle energy). This includes any rifle cartridge or shotgun ammunition. If in doubt as to the muzzle energy of your ammunition, do not shoot at the steel targets.
- e) **Steel tip, green tip or armor piercing ammo is not permitted to be used on NSSA steel targets.**
- f) If you are unsure if your ammunition is permitted to be used on West Range, contact the NSSA West Range Chairperson or the NSSA Safety Committee. Their contact information is on the NSSA website.

10.11.5. Target Placement: Moveable standing target frames are available and can be placed forward of the pavilions in either the right or left bay. Targets must be placed to ensure all bullets land in the impact berm. This requires the target stands to be placed well forward near the base of the impact berm. Bullets that strike the range floor can skip, ricochet, and possibly leave the NSSA property.

10.11.6. Steel Targets: when steel targets are in use, shooters and observers must be at least 13 yards from the nearest steel target. The firing position may be between 13 and 30 yards away from the steel targets.

10.11.7. Drawing from a Holster:

- a) NSSA members must be certified to draw from a holster and have their holster sticker displayed.
- b) NSSA Holster Certification is required every three years.
- c) Holster use drawing or reholstering cannot be done while UNDER the pavilion. You must be forward of the concrete pads.

10.11.8. Guests cannot use a holster on West Range.

10.11.9. The Holster Certification sticker is not required to participate in training classes or scheduled activities that have been approved by the Board of Directors. (check cross functional).

10.11.10. Holster types permitted at NSSA:

- a) Holster types that are permitted to be used at NSSA are strong side hip holsters or appendix holsters.
- b) Holsters that are not permitted to be used at NSSA are shoulder holsters, cross draw holsters, small-of-the-back holsters and ankle holsters.
- c) Blackhawk Serpa holster and similar holsters with a trigger-finger release mechanisms are not permitted to be used at NSSA.

10.11.11. **Multiple shooters on West Range:** At times multiple shooters may be at West Range.

- a) If one is an NSSA RSO, the RSO will supervise the firing line.
- b) If no one is an NSSA RSO, then one person will be designated to act as a Safety Officer.
- c) A common firing line will be agreed upon, and all shooters will shoot from this line.
- d) If a shooter wants to shoot from forward of the pavilion, then all shooters will shoot from forward of the pavilion.
- e) The area forward of the pavilion takes priority over the concrete pads under the pavilions.

10.11.12. MUZZLE DOWN is mandatory on this range.

10.11.13. NEVER LET THE MUZZLE POINT ABOVE THE BACKSTOP or sideways.

10.11.14. No high muzzles when reloading.

10.11.15. Exceptions: REVOLVER shooters may use proper reloading techniques for revolvers that work with gravity to eject cases.

10.11.16. Keep your finger off the trigger until your sights are on the target and you intend to shoot.

10.11.17. Paper or cardboard targets only on West Range.

10.11.18. Only target stands provided by NSSA may be used on West Range.

10.11.19. NSSA Steel targets are only permitted during scheduled activities that are approved by the Board of Directors. Individuals may not bring their own steel targets to the West Range.

10.11.20. Any firearm on the firing line that is not being used by the shooter and located on the pavilion firing line bench, must be unloaded, slides locked back, bolts open, magazine out, and/or cylinders open and empty and a chamber flag (ECI) inserted.

10.11.21. Place used targets and other materials in the trash barrels.

10.11.22. Return any targets frames / target stands to storage in the shed.

10.11.23. Report any damaged items or needed repair to West Range committee.

10.11.24. **Scheduled Activities on West Range:** Scheduled events include USPSA-style matches conducted within a single 180-degree bay. These matches are strictly controlled and follow the highest safety standards. Key safety measures include:

a) A minimum of three certified NSSA Range Officers must be present at each match:

b) One Range Officer serves as the primary timekeeper and gives range command.

c) A second Range Officer monitors the shooter and the active Range Officer to ensure procedural compliance.

d) A third Range Officer is stationed behind the firing line to manage spectators and prevent unauthorized access downrange.

e) Range Officers for these events must be certified and trained in dynamic range operations and emergency procedures.

10.12. **Unscheduled Activities on West Range:** These are general member uses of the West Range's open space, occurring outside of scheduled events. We have implemented several policies to ensure these activities are conducted safely and responsibly:

- 10.12.1. All members must complete a mandatory West Range Orientation prior to using the open area on the range.
- 10.12.2. Guidelines for safe target placement to ensure all rounds impact the designated backstop.

10.13. For general use of West Range:

- 10.13.1. Shooting on the West Range is open to the general membership.
- 10.13.2. You must have at least two individuals and one must be an NSSA member 21 years of age or older and one may be a guest.
- 10.13.3. You may use the area forward of the pavilion, but **you must only shoot from a static position**. No movement of the shooter is permitted.

10.14. Dynamic Drills / Activities:

- 10.14.1. To utilize the open area for dynamic activities (i.e. shooting and moving to another position) the member must be ranked with a major organization (IDPA, USPSA, IPSC) within the past two years or have attended 4 events at NSSA within the past two years or an “NSSA approved firearm instructor” who is certified to teach firearms courses that incorporate dynamic shooting drills.
- 10.14.2. Additionally, they must receive certification to conduct dynamic drills / activities on West Range. The certification must be signed by at least 2 West Range committee members and either the Safety Chairman or NSSA VP/President. The club will retain records on who has been certified for dynamic drills outside of scheduled events.
- 10.14.3. Anyone who has not been certified for dynamic drills / activities cannot participate in this outside of scheduled events.

11. Grounds:

11.1. NSSA Cross Functional Rules apply to the NSSA Grounds

- 11.2. **Emergency Phones:** There are two cell phones on the property for emergency use only. One is located on the rifle range near the sign-in cabinet and the other is in the

clubhouse entrance. These phones only work if you dial 911. The battery chargers are always plugged in, so the phones should be ready at all times. A reminder, when calling 911 you may be connected with Butler County. Ask to be transferred to Allegheny County 911.

11.3. Unauthorized People and Non-Members:

11.4. If you suspect someone does not belong on NSSA property because they are not displaying their membership (access) card with the current years sticker or they are acting suspiciously, ask to see their access card for proof of membership. This is especially important when they are using the ranges during the week when few members are around the facility.

11.5. If they are not a member, be courteous, find out if they have a valid reason for being there and if not, ask them to leave. If they won't leave, you could dial 911 and summon the police or if your uncomfortable, get their license plate number and get that information, along with a description of the person to any NSSA officer or director ASAP.

11.6. The club is your property, and we all want to keep it safe. Unauthorized visitors (not accompanied by a member) pose unnecessary risks to NSSA and our members; like you. We need to police our own ranks.

12. Clubhouse:

12.1. NSSA Cross Functional Rules apply to the Clubhouse.

12.2. All groups or people using the clubhouse for any reason must leave it in the same or better condition than before its use.

12.3. Before leaving:

12.3.1. Chairs and tables must be placed in their original locations.

12.3.2. Tables that were used must be cleaned.

12.3.3. Lock all doors and windows.

12.3.4. Turn out all lights, including the bathroom lights.

12.3.5. If kitchen and cooking facilities are used:

- a) All utensils, stoves, and other equipment used must be properly cleaned and put away.
- b) Clean all counters and tables used.
- c) No perishables or open packages of food will be left.
- d) Put all trash in the dumpster and put new trash bags in the trash containers.

12.3.6. No materials or equipment are to be removed from the clubhouse without written prior approval of a Clubhouse Committee member.

13. Hunting at NSSA:

13.1. The hunting sign in sheet is located in the outer lobby area of the clubhouse. All hunters must sign-in on this sheet prior to hunting.

13.2. All hunters must sign-out on the hunting log when they are done hunting.

13.3. All hunting policies remain in effect and must be observed.

13.4. **When parking in areas other than the main lots**, put a sheet of paper copy with your access card number clearly visible on the dashboard.

13.5. In observance of the first week of the PA Rifle Deer Season ALL OUTDOOR Ranges will be CLOSED from first day of rifle deer season and will reopen sunrise after the last calendar day of the first week of the PA Rifle Deer season.

13.6. Hunting Season Dates: The PA Hunting Season and dates vary each year. The updated dates and when hunting will be permitted at NSSA will be posted on the NSSA website at [NSSA – North Side Sportsmen's Association](#).

13.7. All outdoor ranges will be closed the evening of the day prior to PA Rifle Deer season at sunset and will remain closed the entire week.

13.8. Only current members, spouses, their children and grandchildren under 18 may hunt on NSSA property. NO guests under any circumstances!

13.9. ALL PA game laws must be obeyed at all times, including start and end times, bag limits, and seasons.

13.10. No member is permitted to drag downed game out with a vehicle without permission of the NSSA President.

13.11. Do not hunt near or shoot at the club buildings, ranges, or the roads.

13.12. NSSA has erected Safety Zone signs on the edges of our property 150 yards from our property lines near all occupied buildings. No one may hunt with or discharge a firearm between these signs and our property lines. For archery this distance is 50 yards, however the 50-yard distance is not marked.

13.13. There is a ban on hunting with firearms on our property on the east side of Mt. Pleasant Road. This is now an archery hunting zone only.

13.14. Trap and Skeet will be open their regular evening hours after 5 PM (4 PM if there are no hunters signed into the Hunting Sign-In Book).

13.15. There will be no closures of the indoor Archery Range.

13.16. Please understand that there is to be NO shooting of firearms during the range closures anywhere on NSSA property except while legally hunting. If you don't have your firearm sighted in before range closures, you cannot sight it in here, until the ranges reopen. Violators will be subject to disciplinary action by the Board.

For questions contact NSSA president Al Straub, or Stan Hoover at rifle@northsidesportsmen.com

13.17. **Archery hunting:** is permitted during the PA archery deer seasons. See the hunting map to identify areas that are open for archery hunting.

14. Emergency Response and Incident Report Form

14.1. If an incident has happened and emergency assistance/medical aid is needed, call 911.

14.2. A telephone is available in the vestibule of the clubhouse. Emergency phone numbers are posted inside the telephone box. If there is any doubt as to whether the Ambulance Service is required, then they should be called.

14.3. Provide the following information:

- 14.3.1. "State that there has been an accident and EMS is required."
- 14.3.2. "Advise the scene is safe if true" to avoid any delay.
- 14.3.3. Give Location: North Side Sportsmen's Association at 325 Mount Pleasant Rd, Warrendale, Marshal Township, Allegheny County, PA, 15086.
- 14.3.4. Give the phone number where the call is being made.
- 14.3.5. Your name. What has happened and possible hazards for rescuers?
- 14.3.6. How many people were injured and the nature of first aid that was provided. The condition of the injured or ill person(s). Provide as much detailed information on the nature of the emergency as possible.
- 14.3.7. Location of person who will direct the first responders to the scene.
- 14.3.8. **DO NOT LEAVE A PERSON REQUIRING MEDICAL ATTENTION ALONE.**
- 14.3.9. If a second person is available, he/she should go to the gate to open it and lead the first responders to the scene. **ONLY** emergency responders should be allowed onto NSSA property under any circumstances. If no one is available to be sent out to the gate, provide detailed directions to the scene.
- 14.3.10. Assist emergency responders as directed.

14.4. Render aid within your capabilities.

- 14.4.1. First Aid supplies and equipment:
 - a) A defibrillator is located in the entrance foyer of the clubhouse.
 - b) Each range and the clubhouse have a trauma kit and first aid materials. These are marked with a large Red Cross symbol.

14.4.2. Minor Injury: A first aid kit is provided at all ranges for minor medical emergencies. If a member provides minor first aid, the injured person should be told to seek medical attention.

14.4.3. Major Injury: A trauma kit is provided on each range to treat serious injuries.

Render aid within your capabilities until professional medical responders arrive.

14.4.4. Any incident at North Side Sportsmen's requiring medical care must be reported to an NSSA Officer (President, Vice President, or Range Chairman). Each witness or participant in any such emergency should make notes as soon as possible. This will help with any necessary report or investigation.

14.5. NSSA Officials Contact Information:

*** President: Al Straub 412-952-5625

*** Vice President: Jason Hominsky 724-816-0589

14.6. Complete the form on the next page and turn into the NSSA president, vice-president or the Safety Committee Chairperson.

15. Incident Report Form:

15.1. An incident report form will be completed for any incident such as accidents, injuries, negligent discharges etc. This is required for such incidents involving members, guests, or participants in activities at NSSA. Hard copy of this report are available in the NSSA office. See next page of a sample form.

15.2. Complete the form on the next page and turn into the NSSA president, vice-president or the Safety Committee Chairperson.

NORTHSIDE SPORTSMEN'S ASSOCIATION

Incident Report Form

(Incidents involving members, guests)

This report is confidential. It is completed to allow us to obtain advice from legal counsel and for the protection of the association and its directors from potential liability.

*****PLEASE PRINT LEGIBLY*****

INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT:

Full Name:	Member #:	
Address:	Gender:	
Date of Birth:	Phone #:	Email:
Event attending at club:		

INFORMATION ABOUT THE INCIDENT:

Date of Incident:	Time:
Location of Incident:	
Describe what happened, how it happened, factors leading up to the event, substances or objects involved. (Be as specific as possible):	

Were there any witnesses to the incident?:

If yes, Witness Name:	Witness Phone #:
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Was the individual injured? If so, describe the injury, the part of the body injured, and any other information:

Was medical treatment provided? If yes, by whom?:

Were the Police/ Fire/ EMS notified?:

REPORTER INFORMATION:

Full Name:	Member #:
Phone #:	Title at NSSA:
Reporter Signature:	Date:

February 2015

North Side Sportsmen's Association
 Standard Operating Procedures (SOP) and Club Rules
 Updated: October 21, 2025 - All Previous Editions Obsolete

16: Notes: