



## STANDARD OPERATING PROCEDURES

### SHELBY FARMS SHOOTING RANGE

2007

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# TENNESSEE SCTP, LLC

The Tennessee Scholastic Clay Target Program, LLC is a non-profit limited liability corporation. This organization is dedicated to the preservation of safe and ethical shooting, hunting, fishing and other related outdoor activities.

It is our desire to provide a safe place for outdoor activities so that your community can come together to enjoy the great outdoors of Tennessee. Families will have ample opportunity to bond with their families and others while participating in outdoor activities.

# SHELBY FARMS RANGE OPERATIONS GUIDE

1. GENERAL. Live firing conducted at the Shelby Farms Shooting Range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice shotgun shooting sports.
2. FACILITIES FOR USE. Range availability is at the discretion of the Tennessee SCTP. Live-fire shooting is absolutely limited to the following ranges and equipment:
  - Trap range- shotguns with standard velocity loads with 7 ½, 8 or 9 shot only. No slugs or magnum loads.
3. RANGE LIMITATIONS AND SAFETY REQUIREMENTS.  
Live –fire shooters will:
  - a. Fire only on scheduled ranges that have a Range Safety Officer (RSO) present.
  - b. Fire only authorized firearms and ammunition.
  - c. Fire at authorized targets only.
  - d. Fire only after completing a “hold harmless” agreement.
  - e. Ensure that all projectiles impact within the established range safety limits.
  - f. Upon “cease firing” command, make safe all firearms before a shooter moves forward of the firing line or during any unsafe condition.
  - g. Call “cease firing” command if a firing line becomes staggered (one shooter forward of another) anywhere on the range.
  - h. Use appropriate hearing protection.
  - i. Wear appropriate eye protection.
  - j. Notify the RSO or Chief RSO of any safety infractions.
  - k. Police all shells, paper and any other debris accumulated on the range and dispose of off site.
4. AUTHORIZED PERSONNEL.  
The following persons are allowed to fire:
  - A. Coaches and participants of Tennessee SCTP, residing in Shelby County, Tennessee, are approved to use the Shelby Farms Shooting Range, understanding that necessarily inclusive are signed “hold harmless” agreement, understands and agrees to the Tennessee SCTP Safety Plan and Operations of said range and is of sound mind and body capable of handling and firing of a firearm.
  - B. Any team using the Shelby Farms Shooting Range must meet Tennessee SCTP requirements (membership dues, coach training requirements, etc.)
  - C. The Shelby Farms Shooting Range is to be used by SCTP teams in good standing that are located within Shelby County, Tennessee. Users of Shelby Farms Shooting Range may only utilize the facilities in the capacity of their SCTP team and only during practice times scheduled with the Chief RSO.

- D. SCTP participants and teams must at all times include (have present) an accompanying adult “certified” coach/RSO and at least one safety adult “observer”.
- E. Any individual SCTP participant, coach or person affiliated with an SCTP participant or coach that utilizes the Shelby Farms Shooting Range outside of the terms of this manual will be subject to suspension from SCTP events, the program as a whole, and may be banned from utilizing the Shelby Farms Shooting Range. Disciplinary decisions pertaining to suspensions, bans, or other methods will be addressed and enforced by Tennessee SCTP, LLC at our discretion.

5. TEAM PARTICIPANTS.

A. Tennessee SCTP TEAMS located within Shelby County, Tennessee will:

- (1.) Maintain the range facility – Shelby Farms will mow grass on scheduled basis, but SCTP teams are responsible for other range maintenance (edging, general cleanup, etc.). Biodegradable materials will be disposed of properly (e.g., site east of the range).
- (2.) Police the range area for trash and garbage after each practice and dispose of this outside of the range facility.
- (3.) Ensure that the Chief RSO is contacted with scheduled practices for teams
- (4.) Ensure that keys to Shelby Farms Shooting Range are (a) kept by each team, (b) not distributed to non-SCTP participants or personnel, and (c) are not duplicated without approval from the Chief RSO or Tennessee SCTP, LLC.
- (5.) Close the entrance gate and “dummy lock” it while the range is in use to ensure that the general public does not believe the range is open for public use.
- (6.) Lock the entrance gate after each practice.
- (7.) Ensure that all participants obey a 15 mph speed limit using the access road.
- (8.) Turn on electricity at the beginning of practice and turn off electricity after practice or when leaving the facility.
- (9.) Ensure that water is turned off during cold months and that nontoxic antifreeze is placed in the toilet to prevent freezing.
- (10.) Lock the offices after practice
- (11.) Provide their own cabinet to store materials in the office
- (12.) Ensure that firearms, ammunition or valuables are left at the facility.
- (13.) Contact the Treasurer of the range with the number of targets shot at a given practice and handling the accounting for payment of those targets in a timely manner.

B. CHIEF RSO will:

- (1.) Maintain a schedule of all SCTP practices to take place at Shelby Farms Shooting Range.
- (2.) Ensure each RSO/certified coach understands and can execute live fire procedures that is in accordance with this plan.
- (3.) Ensure that RSO’s have keys, copy of SOP and first aid kit.
- (4.) Ensure RSO training takes place for Coaches by working with Tennessee SCTP, LLC.

- C. RSO/COACHES – for the purpose of this section approved SCTP COACHES are considered RSOs. RSO candidates must be approved by Tennessee SCTP and the Chief RSO then trained. Information on these training classes can be obtained by contacting the Tennessee SCTP, LLC. RSO/COACHES must:
- (1.) Schedule their team practices with the Chief RSO.
  - (2.) All RSO/certified coaches must complete a “hold harmless” agreement.
  - (3.) Be responsible for stocking trap houses with targets and loading the machines after every practice. Please load trap machines with an even number of targets in each stack. Ensure that power is off and that the trap swing arm has been released prior to loading the trap to ensure your own safety.
  - (4.) ONLY COACHES MAY LOAD TRAP HOUSES WITH TARGETS – STUDENTS MUST NOT LOAD TRAPS UNDER ANY CIRCUMSTANCE. Failure to comply with this provision may result in suspension from Shelby Farms Shooting Range.
  - (5.) Make certain that last target has been released from the trap prior to turning off the trap machine and locking the trap house.
  - (6.) Obtain first aid kit, range binder and any special instructions.
  - (7.) Must ensure that some method for contacting emergency personnel is available at all times.
  - (8.) Conduct range inspection using the Chief RSO checklist for the appropriate range.
  - (9.) Conduct range safety briefing.
  - (10.) Conduct live fire in accordance with this plan. Failure of shooters to abide by the procedures listed in this plan will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the Chief RSO immediately.

Note: RSO/coaches should be aware that live fire cannot occur unless it has been scheduled by the Chief RSO.

#### D. SHOOTERS

- (1.) All shooters must check in with RSO/coach at the appropriate range.
- (2.) All shooters must complete a “hold harmless” agreement.
- (3.) All shooters must conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests accompanying them.
- (4.) All shooters are responsible for their firearms and ammunition at all times while on the range property.
- (5.) Firearms that are out of their case and not being fired must be benched. (With action open and facing up, chamber empty, muzzle pointing downrange with safety on.
- (6.) Shooters can only load firearms on the firing line after the RSO has given the command to load.
- (7.) Do not point firearms at anything other than authorized targets.
- (8.) Fire only at your own target. The RSO will assign you a shooting station.
- (9.) Give the command “cease firing” if an unsafe condition exists.
- (10) Assist in policing the area for brass and debris.

(11) No pets are allowed on the range.

6. HOURS OF OPERATION AND SCHEDULING

- A. The Tennessee SCTP and Chief RSO set range hours of operation. Typical operational hours are daylight hours only. Shooting will cease at sunset.
- B. The Tennessee SCTP, LLC and/or Chief RSO will set special event time and dates, some of which may upset the base schedule of operation.
- C. Shelby Farms Shooting Range will be used only during times of scheduled practices.
- D. Practices shall be scheduled with the Chief RSO.
- E. A “practice” is defined as at least one certified coach, a safety observer (adult) and three or more student shooters registered as a part of a high school trap team registered with the Tennessee SCTP.

7. ALCOHOLIC BEVERAGES AND DRUGS.

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The Chief RSO or RSO will deny range access to anyone in violation of this policy. After firing, shooters may consume alcoholic beverages at special event areas of the facility only.

8. MEDICAL SUPPORT.

In the event of a medical emergency, CALL 911 and notify the Chief RSO and Tennessee SCTP immediately.

9. HOLD HARMLESS AGREEMENT.

A “hold harmless” agreement form will be completed annually by each RSO/coach, shooter and other volunteers for each range user and given to the Tennessee SCTP, LLC by September 1 of each calendar year.

# RANGE SAFETY BRIEFING

## I. PURPOSE

- a. Recreational shooting. We are here to provide SCTP participants with recreational shooting within a controlled shooting environment. They must agree to obey all rules.
- b. Special event. Go over event rules. Identify the areas of the range participating in this event, number of shots and time frame of event.
- c. Identify where RSO and staff/volunteers will be located and introduce them.
- d. Explain to them that the RSO and staff/volunteers are here to ensure safety.
- e. Indicate how they can recognize RSOs and staff/volunteers.

## II. RANGE LAYOUT AND LIMITS

- a. Conduct a range orientation on, within view or with site map of range.
- b. Point out key areas of the range and briefly describe actions that occur within each.
  1. Spectator area. Located behind the ready line where visitors and range users may wait and observe activities.
  2. Ready area. Located behind the firing line where shooters may store and prepare their equipment.
  3. Firing point. Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only handle firearms when authorized to do so.
  4. Shotfall Area. Located downrange behind the target line. Firearms should be pointed toward the backstop at all times. All firing should be directed forward from the shooters' firing point so that projectiles impact within designated impact areas.
- c. Demonstrate. Show the proper use of special equipment and explain any special practices.

## III. RANGE SAFETY RULES.

Give each shooter a copy of the SAFETY RULES and then ask questions to see that they understand the importance of being a safe shooter.

- A. What are the three fundamental rules of firearm safety?  
#1-safe direction means that if the firearm were to discharge, it would not cause injury or damage. #2-your finger should rest along the side of the firearm, not inside the trigger guard. #3-a safety is a mechanical device that can fail.
- B. What does it mean to "know your target and what is beyond"? The shooter must know that all projectiles will safely impact the backstop.
- C. Do you know that your firearm is safe to operate? Do you know how to handle your firearms safely? Shooters need to know how their firearm operates, the basic parts, how to safely operate the action and how to load/unload the firearm.

- D. What is meant by “use only the correct ammunition”? Only ammunition designed for your particular firearm can be safely fired in that firearm. Shooters should ensure the gauge marked on the barrel, ammo box case to see that they match. Especially shooters of antique firearms must know that it is safe to shoot.
- E. Why should all range users wear eye and hearing protection? Noise, hot gas from ammo, empty shotshells being ejected and other flying debris.
- F. Why no alcohol or drugs to include prescription and over-the-counter drugs? They all impair normal mental or physical body functions-drowsiness, nervousness, balance issues, etc.
- G. Why should all range users obey the RSOs and range commands? To be safe, there must be safety controls in place.
- H. What does the command “cease firing” mean? Stop shooting immediately, unload your firearm, open action pointed up then step back from firing point. Await further instructions from the RSO.
- I. Who can call for a “cease fire”? Anyone that sees an unsafe situation can call for a “cease fire” and they should call for one for their safety and for those around them.
- J. What is a stoppage?  
 Misfire-is when a shotshell does not fire after the primer has been struck by the firing pin.  
 Hangfire-is when there is a perceived delay in the ignition of attempting to fire the round.

Note. Wait at least 30 seconds with firearm pointed downrange before unloading, for muzzleloaders wait at least two minutes.

Squib-is when there is less than normal pressure or bullet velocity after ignition of the shotshell. Extreme caution-the projectile may or may not exit the barrel. A squib is identifiable by less recoil or noise. Keep the firearm pointed downrange, unload, open action to check the chamber to see that it is empty, insert cleaning rod into chamber area of barrel if possible to ensure that the projectile is not lodged in the barrel.

Note-notify the RSO immediately when a stoppage is identified. A loaded fireman cannot leave the range.

#### IV. FIRING LINE COMMANDS.

State and explain standard range commands that will be used.

AS YOU WERE-disregard the command just given.

CARRY ON-proceed with what was being done before an interruption.

RELAY #\_\_, MATCH #\_\_ OR (NAME OF MATCH) ON THE FIRING LINE-means that the shooters in this group are to move to their assigned firing points.

THE PREPARATION PERIOD STARTS NOW-shooters may now occupy their firing point, prepare to fire and dry fire at their target(s).

LOAD-permission is given to load the authorized number of rounds and prepare for the shooting event.

IS THE LINE READY?-allows a shooter with problem(s) to raise an arm and call out "NOT READY ON TARGET".

THE LINE IS READY-means all shooters are ready to begin live firing.

READY ON THE RIGHT, READY ON THE LEFT, READY ON THE FIRING LINE-is the sequence of commands that gives a shooter their last chance to signal NOT READY.

COMMENCE FIRING-is the signal for shooting to begin. This command can be signaled by voice, whistle, horn blast, etc.

MISFIRE-is called by a shooter to inform the RSO and other range users that a firearm failed to discharge and that a hazardous condition may exist. The CEASE FIRE command should follow.

CEASE FIRING-notifies shooters to stop firing immediately! Keep firearm pointed downrange, unload, open action face up and wait for further instructions. CEASE FIRING can be designated verbally, with horn, whistle, lights, etc.

IS THE LINE CLEAR ON THE RIGHT, IS THE LINE CLEAR ON THE LEFT?-the RSO wants to check to see that all firearms are unloaded, actions open and chambers empty.

GO FORWARD, SCORE TARGETS AND PASTE-authorizes shooters to move downrange to score, change or repair target faces.

RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS-shooters may approach the firing line and handle their firearms since no personnel are downrange.

MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE-authorizes shooters to remove their gear.

POLICE YOUR ASSIGNED FIRING POINT-shooters are to pick up their fired shotshells and clean their firing point from all debris.

#### V. EMERGENCY PROCEDURES.

Take charge of the situation. Determine seriousness of injury.

Render aid. First kit should be centrally located.

Call for help via radio or telephone. Emergency numbers should be at RSO station.

Direct help to location.

Take notes as soon as practical. Emergency report sheet in SOP binder.

# SAFETY RULES

A firearm is considered to be any handheld device that is capable of sending a projectile down range.

## FIREARM HANDLING RULES

1. ALWAYS KEEP THE FIREARM POINTED IN A SAFE DIRECTION.
2. ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT, and outside the trigger guard, until ready to fire or until the command "Commence Firing" has been given.
3. ALWAYS KEEP THE ACTION OPEN AND THE FIREARM UNLOADED UNTIL YOU ARE IN THE APPROVED SHOOTING STATION. This means that you are on the firing line and you have been cleared for live firing.
4. KNOW YOUR TARGET AND WHAT IS BEYOND. Beware of adjacent areas and act accordingly.
5. BE SURE THAT THE FIREARM IS SAFE TO OPERATE.
6. KNOW HOW TO USE THE FIREARM SAFELY.
7. USE ONLY THE CORRECT AMMUNITION FOR YOUR FIREARM. If you plan to use more than one firearm you should use one firearm at a time, as you finish using a firearm, store it and your ammunition before using the next firearm.
8. WEAR EAR AND EYE PROTECTION.
9. NEVER USE ALCOHOL OR DRUGS BEFORE OR DURING SHOOTING.
10. STORE AND USE FIREARMS SO THEY ARE NOT ACCESSIBLE TO UNAUTHORIZED PERSONS. You must obey all local, state and federal firearm ordinances and regulations while using this facility. You are advised to engage a licensed attorney to advise you in these matters.
11. Be aware that certain types of firearms and shooting activities require additional safety precautions.

## GENERAL RANGE RULES

1. KNOW AND OBEY ALL RANGE COMMANDS.
2. KNOW WHERE OTHERS ARE AT ALL TIMES.
3. SHOOT ONLY AT AUTHORIZED TARGETS.
4. GROUND LEVEL TARGETS ARE NOT AUTHORIZED. These ranges are built for specific uses only, this ensures that projectiles impact the backstop. Please see RSO if you have questions or concerns.
5. UNLOAD, OPEN THE ACTION, REMOVE THE MAGAZINE AND GROUND OR BENCH ALL FIREARMS DURING A CEASE FIRE.
6. DO NOT HANDLE ANY FIREARM OR STAND AT THE FIRING LINE WHERE FIREARMS ARE PRESENT WHILE OTHERS ARE DOWN RANGE.
7. ALWAYS KEEP THE MUZZLE POINTED AT THE BACKSTOP (DOWNRANGE). Never allow the muzzle to point in any direction where an inadvertent discharge would allow a projectile to enter an outer area.

# SHELBY FARMS RANGE ORIENTATION

As part of our continuing effort to ensure the safety of range users and the surrounding community, the following subjects have been reviewed and discussed with

\_\_\_\_\_

*Range User Name-print*

as part of our annual training requirement for the use of our shooting facilities.

Firearm Safety Rules

Range Safety Rules

Range Operation Rules

Range Administrative Rules

Range Orientation conducted by \_\_\_\_\_ on \_\_\_\_\_

*Range Official-print*

*date*

I, hereby certify that I understand the range and safety rules that have been explained to me. I also understand that I am responsible for conducting myself in a safe, responsible and proper manner when on the range, this property and when handling firearms.

I, hereby state that I will abide by all of the rules which have been explained to me.

\_\_\_\_\_

\_\_\_\_\_

*Signature of Range User*

*date*

\_\_\_\_\_

\_\_\_\_\_

*Signature of Range Official*

*date*

# RSO TRAINING AND REPORTING REQUIREMENTS

RSO training is vital to the safe operation of any firing range. This training must bring all RSO's to a uniform procedure for each range operations.

RSOs at the Shelby Farms will receive initial training through the use of printed, audio and video materials presented by the Chief RSO. Thereafter, RSOs will receive annual training. All training will be documented.

Training will be updated as new range areas become available for use. RSOs will be trained specifically for each range that he or she will operate.

RSO's will also be required to complete the following forms before opening their range for the day. These forms will be turned in to the Chief RSO or Tennessee SCTP after each practice session. If the range does not pass inspection, the RSO is to immediately contact the Chief RSO and will not open the range until it is safe to do so. RSO is to notify the Chief RSO and Tennessee SCTP when additional report forms and range supplies are needed.

# TENNESSEE SCTP, LLC POLICIES

## PERSONAL APPEARANCE POLICY

It is the policy of the Tennessee SCTP, LLC that each member, employee, RSO, coach and volunteer that is involved in the daily operation of the range or an event sponsored by the Tennessee SCTP, LLC wear appropriate dress, be well groomed, and good personal hygiene should be practiced while at the range during operation of any kind.

(1) All personnel are expected at all times to present a professional, businesslike image to customers, prospects, and the public. Acceptable personal appearance ongoing requirement with the Tennessee SCTP and its volunteers. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

(2) Office workers, volunteers, and any employees who have regular contact with the public must comply with the following personal appearance standards:

(a) Employees and volunteers are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, unclean hats, and similar items of casual attire that do not present a businesslike appearance.

(b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.

(c) Sideburns, moustaches, and beards should be neatly trimmed.

(d) Tattoos and body piercings (other than earrings) should not be visible.

(3) Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.

(4) At its discretion, the Tennessee SCTP may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

(5) Any employee or volunteer who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises.

## **CODE OF CONDUCT FOR ADULT PARTICIPANTS AND COACHES**

All adult participants in Scholastic Clay Target Program (SCTP) activities shall exercise exemplary, professional behavior at all times. Such behavior is a reflection of respect for themselves, the program, and others, and serves to present admirable role models and authority figures for the youth participants.

The following behavior shall be maintained during all SCTP activities:

### **Dress**

Appropriate clothing shall be worn at all times, as outlined below:

- For females, midriffs and cleavage shall be covered.
- For males, pants shall be fitted around the waist, not riding low on the hips.
- All adults' undergarments shall be covered at all times.
- T-shirts, if decorated, shall be tastefully decorated (no vulgar, crude language or pictures; no violence, drugs, or alcohol slogans),
- Pants or modest length & fitting shorts are acceptable.
- Jewelry should be minimal and should not interfere with ability to perform outdoors activities and tasks.

### **Language**

- Inappropriate language (swearing, "cussing", vulgar, crude, racist, sexist, etc.) is strictly prohibited.
- Encouraging and affirming language shall be used as much as possible.
- Discipline shall not include shaming, humiliating, or berating, but will be instructive and constructive.

### **Behavior**

- Possession of alcoholic beverages is prohibited, and alcohol shall not be consumed immediately prior to or during any GOU activity.
- Non-prescription drug use or possession is prohibited.
- Punctuality, professionalism, cooperation, respect for others, fulfillment of responsibilities, and a positive attitude are expected at all times.
- Respect for the needs of fellow adults will be maintained during SCTP activities.
- Inappropriate physical contact with youth and adult participants is absolutely prohibited. Inappropriate contact includes any contact that could be interpreted by another person as sexually motivated, including, but not limited to: invading personal space, touching, or otherwise demonstrating inappropriate interest or attention. Inappropriate physical contact with youth or adult participants of SCTP will result in immediate and permanent expulsion from the SCTP program.
- Inappropriate language of a sexual nature or that may be interpreted as being of a sexual nature or deemed as harassing in nature is absolutely prohibited. Inappropriate language includes any language that could be interpreted by another person as sexually motivated or abusive. Use of

inappropriate language with youth or adult participants of SCTP may result in immediate and permanent expulsion from the SCTP program.

- SCTP adheres to the “two deep” approach of adult/youth interaction: two adults should be present when interacting with any youth. There should never be one-on-one, private interactions between an adult and a youth.

July 30, 2007

MAButler

**Agreement to Uphold**  
**SCTP Code of Conduct for Adult Participants**

I, \_\_\_\_\_, have read the SCTP code of Conduct for Adult Participants and Coaches and hereby agree to abide by its stated and implied instructions.

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**Name (print please)**

---

**Signature**

---

**Date**

## **CODE OF CONDUCT FOR YOUTH PARTICIPANTS**

All youth participants in Scholastic Clay Target Program (SCTP) activities shall exercise exemplary behavior at all times. Such behavior is a reflection of respect for themselves, the program, and others, and represents the high ideals of SCTP and its partner organizations.

The following behavior shall be maintained during all SCTP activities:

### **Dress**

Appropriate clothing shall be worn at all times, as outlined below:

- For females, midriffs and cleavage shall be covered.
- For males, pants shall be fitted around the waist, not riding low on the hips.
- All undergarments shall be covered at all times.
- T-shirts, if decorated, shall be tastefully decorated (no vulgar, crude language or pictures; no violence, drugs, or alcohol slogans),
- Pants or modest length & fitting shorts are acceptable.

### **Language**

- Inappropriate language (swearing, “cussing”, vulgar, crude, rude, aggressive, racist, sexist, etc.) is strictly prohibited.
- Encouraging and affirming language shall be used as much as possible.

### **Behavior**

- Cell phones, video games, MP3 players or personal music devices, etc. shall be used in a manner that will not interfere with any aspect of an SCTP shoot. These devices are subject to temporary confiscation should they be found to interfere with a SCTP event, training, shoot or other aspect of the program.
- Tobacco product use is prohibited.
- Possession of alcoholic beverages is prohibited, and alcohol shall not be consumed immediately prior to or during any SCTP activity.
- Non-prescription drug use or possession is prohibited.
- Participation, cooperation, respect for others, and a positive attitude are expected.
- Inappropriate physical contact is absolutely prohibited. Inappropriate contact includes any contact that could be interpreted by another person as sexually motivated, including, but not limited to: invading personal space, touching, or otherwise demonstrating inappropriate interest or attention. Inappropriate physical contact will result in immediate and permanent expulsion from the SCTP program.
- Inappropriate language of a sexual nature or that may be interpreted as being of a sexual nature or deemed as harassing in nature is absolutely prohibited. Inappropriate language includes any language that could be interpreted by another person as sexually motivated or abusive. Use of inappropriate language may result in immediate and permanent expulsion from the SCTP program.

### **Additional information:**

- SCTP adheres to the “two deep” approach of adult/youth interaction: two adults should be present when interacting with any youth. There should never be one-on-one, private interactions between an adult and a youth.

July 30, 2007  
MAButler

**Agreement to Uphold**  
**SCTP Code of Conduct for Youth Participants**

I, \_\_\_\_\_, have read the SCTP code of Conduct for Youth Participants and hereby agree to abide by its stated and implied instructions.

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**Name (please print)**

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**Signature**

---

**Date**

## PROCEDURE FOR REMOVAL OF TENNESSEE SCHOLASTIC CLAY TARGET PROGRAM PARTICIPANTS

Participants in the Tennessee Scholastic Clay Target Program (TNSCTP) may be suspended or removed from participation in the TNSCTP for violation of any portion of the TNSCTP Code of Conduct Policies for adult and/or youth participants.

1. For the purpose of this policy and these procedures, “participant(s)” means any adult or youth who is participating in the TNSCTP, including coaches, general volunteers, and youth participants.
2. Suspension or removal of any participant will be for violation of either the adult or youth participant codes of conduct.
3. The authority to suspend or remove a TNSCTP participant shall reside with TNSCTP Regional Directors for each of the three shooting disciplines- trap, skeet and sporting clays.
4. Regional Directors may only suspend or remove participants within their particular shooting discipline.
5. Appeals process of suspension or removal – when the decision has been made by a Regional Director to suspend or remove an TNSCTP participant the following steps will be taken:
  - a. Regional Directors will notify the TNSCTP participant being suspended or removed of their suspension or removal in writing. This letter shall include (i) the reason for the suspension or removal, referencing the appropriate TNSCTP Code of Conduct violation, (ii) the length of time of the suspension or removal, (iii) the specific activities, events or efforts for which the participant is being suspended or removed.
  - b. Upon receipt of the written suspension or removal from TNSCTP by a Regional Director, the suspended or removed participant may appeal the Regional Director’s decision to their shooting discipline’s Executive Committee (trap, skeet or sporting clays); provided that the participant provides a written notice of appeal to the Executive Committee chairperson within 14 days of receipt of written notice of suspension or removal from their Regional Director.
  - c. Upon receipt of an appeal, the Executive Committee has 20 working days to respond to a TNSCTP participant that has been suspended or removed by a Regional Director.
  - d. In the instance that an Executive Committee upholds the Regional Director’s suspension or removal of a TNSCTP participant, the Executive Committee chairperson will immediately notify, in writing, the suspended participant of their decision regarding the participants appeal.
  - e. After receiving written notification of the Executive Committee’s decision, the participant may make a final appeal to the TNSCTP Statewide Steering Committee.
  - f. Upon receipt of the written decision from the Executive Committee, the suspended or removed participant may appeal the Executive Committee’s decision to the TNSCTP Statewide Steering Committee; provided that the suspended participant provides a written notice of appeal to the Steering Committee chairperson within 14 days of receipt of written notice of decision from the Executive Committee.
6. The decision of the Steering Committee with respect to an appeal by a participant regarding suspension or removal of a TNSCTP participant is final. The State Steering Committee has 20 working days to review and issue a decision regarding a participant’s appeal of an Executive Committee’s decision.
7. The TNSCTP Executive Committees for trap, skeet and sporting clays may suspend or remove any TNSCTP participant should a Regional Director position be absent or the Regional Director unwilling to address violations of the TNSCTP Code of Conduct. For the Executive Committee to effectively remove a TNSCTP participant, concurrence of the proposed action by the Executive Committee must be agreed to by the State Steering Committee. If the Executive Committee, with

consent of the State Steering Committee, suspends or removes a TNSCTP participant, they must notify the participant of their decision in writing as soon as practical. Decision to suspend or remove TNSCTP participants via this methodology are final.

July 30, 2007  
MAButler

# RELEASE, WAIVER, HOLD HARMLESS AND ASSUMPTION OF RISK AGREEMENT

WHEREAS, in consideration of being permitted to use the premises of Shelby Farms Shooting Range, for the use of firearms, for the instruction of firearms, for the use of premises for public events, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned agrees to the following”

Undersigned agrees to hold harmless, release and defend the Tennessee Scholastic Clay Target Program, LLC (TNSCTP) and/or the Tennessee Wildlife Federation, Inc. (TWF) their employees, all volunteers and paid assistants assisting these organizations, from any and all fault, liabilities, costs, expenses, claims, demands, or lawsuits arising out of, related to or connected with: Undersigned’s presence at and/or participation in the course of instruction; the discharge of firearms by Undersigned; Undersigned’s presence on or use of the range, buildings, land and premises; and, any and all acts of omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, and any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against TNSCTP or TWF (including but limited to the death of the Undersigned and/or any and all injuries, damages, or illnesses suffered by Undersigned or Undersigned’s property) which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; Undersigned’s presence on or use of said Premises; Undersigned’s property (whether or not entrusted to TNSCTP or TWF); and the discharge of firearms. TNSCTP and/or TWF shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly release TNSCTP and TWF from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in use of facilities and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by TNSCTP and/or TWF.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by TNSCTP or TWF shall not constitute any waiver of TNSCTP or TWF to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Parent/Guardian must sign for minor range user agreeing to terms and conditions above and for responsibility of minor during any and all use of this facility.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

# SHOTGUN RANGE INSPECTION CHECKLIST

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

	YES	NO
Impact area inspected	_____	_____
Firing stations marked	_____	_____
Firing stations numbered/clean	_____	_____
Supplies available	_____	_____
PA system/emergency communication	_____	_____
First Aid kit filled	_____	_____
Range Rules posted	_____	_____
Firearm rack in good repair	_____	_____
Empty trash receptacle available	_____	_____
Shotshell empties bucket labeled	_____	_____

Comments:

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# TRAP RANGE INSPECTION CHECKLIST

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

	YES	NO
Impact area inspected	_____	_____
Power on machines/cycle once	_____	_____
Firing stations marked	_____	_____
Firing stations numbered/clean	_____	_____
Machine controls in good repair	_____	_____
Supplies available	_____	_____
PA system/emergency communication	_____	_____
First Aid kit filled	_____	_____
Range Rules posted	_____	_____
Firearm rack in good repair	_____	_____
Empty trash receptacle available	_____	_____
Shotshell empties bucket labeled	_____	_____

Comments:

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Electronics powered off at end of day \_\_\_\_\_

# INJURY REPORT FORM

RSO \_\_\_\_\_ DATE OF INJURY \_\_\_\_\_

INJURED \_\_\_\_\_ TIME OF INJURY \_\_\_\_\_

1. Describe nature and extent of injury

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2. How did injury occur

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3. Describe first aid given

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4. First aid provided by \_\_\_\_\_

5. Location of incident and condition of area

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6. Was protective equipment being worn at time of injury

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7. How did you preserve the scene

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8. Witness statement

Get name, address and phone numbers. Give them a WITNESS STATEMENT form to write out what they saw and attach them to this report.

9. Notes, comments and signature

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**INCIDENT REPORT FORM**  
**SHELBY FARMS SHOOTING RANGE**

Date of Incident \_\_\_\_\_ Time of day \_\_\_\_\_

Report Date \_\_\_\_\_ Chief RSO date of incident \_\_\_\_\_

Name of persons submitting this form \_\_\_\_\_

Describe nature of incident

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How did incident occur

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---

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Location of incident and condition of the area

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Was protective equipment being used by those involved \_\_\_\_\_

What was the immediate response from the range staff

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Was serious injury averted \_\_\_\_\_

If so, how

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Could this incident have been avoided \_\_\_\_\_

over





# MISSING CHILD-CODE ADAM

1. If a child is missing, lock the entry gate, search the grounds, bathrooms, parking lot, concession stand, nearby vehicles, etc.
2. Call for CEASE FIRE, have all RSO's after searching their own range and any range employees immediately to look for the missing child in the other areas of the Range.
3. If you still cannot find the child after the initial ten (10) minute search, then immediately call 911.
4. When you call law enforcement, provide the child's name, date of birth, height, weight, and any other unique identifiers such as eyeglasses and braces. Tell them when you noticed that the child was missing and what clothing he or she was wearing.
5. Request that the child's name and identifying information be immediately entered into the National Crime Information Center (NCIC) Missing Person File.

After you have reported your child missing to law enforcement, call the National Center for Missing & Exploited Children on the toll-free telephone number:

1-800-THE-LOST (1-800-843-5678).

1. If the child is found and does not appear to have been lost and unharmed, the child is reunited with the searching family member.
2. If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk. Law enforcement will be notified and given details about the person accompanying the child.

# EMERGENCY PROCEDURES

CALL FOR A “CEASE FIRE”

CALL 911 and give the following information:

SHELBY FARMS SHOOTING RANGE

1. GIVE THEM THE PHONE NUMBER THAT YOU ARE CALLING FROM
2. GIVE THEM YOUR NAME
3. TELL WHAT HAPPENED AND WHAT HAZARDS IF ANY FOR RESCUERS
4. NUMBER OF PEOPLE INJURED OR ILL
5. CONDITION OF INJURED OR ILL
6. FIRST AID PROVIDED
7. WAIT FOR EMS TO HANG UP
8. RETURN TO INJURED AND CONTINUE CARE UNTIL EMS ARRIVE
  - Ask range users if anyone is currently certified by the AMERICAN RED CROSS in First Aid or CPR. Let them evaluate the situation for hazards, protect the injured and provide first aid until the EMS or someone more qualified arrives.
  - Identify yourself to the injured and anyone currently certified in First Aid, etc.
  - Obtain their permission to give care if adult, if injured is a child, get their parent/guardians permission. If they object, discontinue any aid immediately.
  - Assume implied permission if they are unable to respond.
  - Do not move them unless there is a life threatening condition.
  - Do not dispense aspirin or any medication unless directed by EMS or the Poison Control Center. You may use the eye flush solution if it is a chemical burn.

- Have someone meet the emergency personnel near facility entrance to direct them to the injured person.
- Preserve the scene.
- Call range office for additional assistance.
- Use smoke signal flares to direct MEDEVAC if they are needed to direct them to the .
- Be sure to initiate smoke on the downwind of the landing zone. Smoke flares are located

## EMERGENCY NUMBERS

# 911

FIRE DEPT 911

SHERIFF DEPT (non emergency)

POISION CONTROL 800-222-1222

RANGE OFFICE

CHIEF RSO

TWRA DISPATCH

NATIONAL CENTER FOR MISSING CHILDREN