

SOP FOR WOMEN'S NIGHT

**Shongum Sportsmen's Association
Women's League**

Standard Operating Procedures

March 2017

Women's League is:

**A shooting activity hosted by Shongum Sportsmen's Association (SSA) one evening a month,
Oriented towards women,
Both educational and social.**

The goals of Women's League are to:

- **Introduce new shooters to marksmanship**
- **Provide a comfortable environment for women to shoot in a male-dominated activity**
- **Educate women that firearms are not scary if handled safely**
- **Encourage attendees to attend classes run by SSA members**
- **Encourage attendees to join SSA**

Women's Night is normally held on the last Wednesday of every month. Exceptions may occur in October, November or December, to facilitate holidays. It is open to members and non-members alike, as well as their families and friends. Men may shoot if they are accompanied by a woman and there is room on the shooting line.

Women's Night begins with a potluck dinner provided by attendees from 6:30 to 7:30 p.m. From 7:30 to 8:00 p.m., first-time attendees must undergo a safety orientation conducted by a NRA certified instructor or NRA RSO in the Clubhouse lounge while the rest are free to shoot in the indoor range under supervision. Women's League ends at 9:30 p.m., though attendees may linger in the lounge to chat.

All SSA Range Rules must be adhered to during a Women's League event. First-time attendees are coached on a one-on-one basis through the evening by an instructor, Range Safety Officer, NRA instructor, or an experienced member as determined by the Women's League Committee Chairperson. First time attendees will have to wait in line if there are more first-timers than instructors available. First-time attendees are also provided with member owned loaner firearms and ammunition. All participants will be required to pay a \$5.00 participation fee each night that they shoot. This includes people using their own firearms and ammunition. After dinner is over shooters who have previously taken the safety briefing at SSA may proceed to the indoor range and shoot under the supervision of SSA personnel after being instructed to do so. After their first visit, novice shooters continue to be closely watched by the instructors and assisted by more experienced shooters. Experienced shooters are under the general supervision of Range Safety Officers watching the line. Attendees, especially novices, will shoot handguns from the 25-foot line. Rifles are shot from the 50-foot line. The Women's League Chairperson or in his or her absence, the designated Range Safety Officer, will decide on the firing line distance from which all shooters will be shooting from. The distance may be changed during an event.

Experienced shooters may shoot their own firearms with their own ammunition as long as the firearms and ammunition are allowed per the SSA Range Rules.

A log book is to be kept for each month that includes: the date, the name of each participant (printed and signed), and any fees paid. A copy of this log shall accompany the fees collected for each month and shall be turned into the club treasurer each month.

Safety Briefing: See attachment

All shooters are to be instructed/reminded to wash their hands with cold water and Lead Off prior to leaving the club.

Set Up: Staple or clip corrugated cardboard to wooden target holders (they have cup hooks screwed into them) and are in supply cabinet, then hang on backstop with the cup hooks and staple paper plates or target to the corrugated cardboard.

Move benches from 50' line to 21' line using the wheels on the benches, do not drag benches across floor. Be sure to lift wheels up when benches are in position so bench is stable. Separate extra paper plate targets from each other so that they are easy to handle when changing targets.

Remove safety equipment from supply cabinet have it on hand in meeting room.

Equipment: staples guns (one heavy duty for stapling cardboard to holders) lighter duty to staple plates/targets up.

Plates or targets

Magic marker

Plier/screw driver for removing heavy staples from cardboard/target holder.

Ammunition-.22 standard velocity and/or .22 high velocity

Whistle

Eye and ear protection

Instructors shall explain to the shooter the following information:

Type of firearm being used.

If revolver, explain single and double action

Type of sights

How to use sight to hit target

How to grip firearm

How to safely load and unload the firearm

How to hold firearm with arms extended

Load firearm for the first string of fire and hand it to shooter

Watch shooter to be sure safe handling is being done

Personnel:

It is the responsibility of the Women's League Chairperson to be sure there is an adequate number of personnel for each event.

Line caller (Range Officer)

Instructors

RSO

Range Commands:

(There shall be one person {line caller} designated as being in charge of making the range commands for each shooting session). That person shall stand in the center of the firing line.

The sequence of events are as follows:

The line is going from a cold range to a hot range.

All people must put on their eye and ear protection.

(At this point all of the instructors shall be sure that their students are in compliance and indicate this to the head instructor with a thumb up jester).

If their portion of the line is not in compliance the instructor shall hold his arm up high to indicate that the line is not ready. The lead instructor will wait until the entire line is in compliance).

When the line is ready the following commands shall be given:

Is the line ready?

Is the line ready to the right?

Is the line ready on the left?

The line is ready.

You may commence firing.

The firing shall stop as required to accommodate target changes. As per the Range Rules, the cease fire, unload and make safe (actions open), empty chamber indicator (ECI's) shall be inserted into the chamber of each firearm, line clear, and line safe commands will be issued by the Range Officer prior to allowing shooters to do the target change. Target changes shall be made to accommodate the majority of shooters, do not wait for one or a small number of shooters to finish their targets.

At the end of the night the range shall be cleaned and all materiel put away.

The empty brass shall be cleaned up using the squeegees. No brooms or mops are allowed in the indoor range. All safety equipment, instruction materiel and ammo will be returned to the supply cabinet.

Before leaving the front door, indoor range door and supply cabinet will be locked. In addition the air conditioner/s, fireplace, ventilation system and lights will be turned off.