



New Member Orientation SOP

New Member Orientation introduces all prospective members to our club facilities and reviews the range and safety rules. Attendance and successfully passing the Range Safety Qualification are requirements for membership.

Setup by Orientation Leader/RSO (one or two people)

- The class is held in the clubhouse at one of the conference tables. Clear off one or both tables and setup about eight chairs per table
- The Range Safety Qualification takes place in the Indoor Range at the end of the Orientation.
- Put out a copy of the Range Orientation Sign-In Sheet. Have them print and sign their name
- Put out a stack of Range Rules & By-laws (found in the glass-door cabinets)
- At least one copy of current Newsletter
- Move the Safety Poster, large Property Map and History Patches near the head of the table
- Unlock the front door and indoor range door and if in use, open the parking lot gate
- Put Orientation Event sign in front window

Introduction

- Welcome folks to class and explain purpose is to go over Safety Rules, Club Facilities, & Events
- Tell them the class should take about 2 to 3 hours, including the range safety qualification session.
- Point out where rest rooms are
- Introduce yourself including certifications & shooting experience
- Have participants introduce themselves, their shooting experience, and any expectations they have for the club. If possible, briefly respond to each with information about the club.

Club Overview

- Using the Club Patches, briefly describe our history
- Using the large Property Map, briefly show the facilities
- Using the Safety Poster, stress the importance of safety and go over each item

Range Rules

- Review EVERY range safety rule. Almost verbatim. Stress that the Club will exist as long as Members follow all range rules and each act as Range Safety Officers!

Club Events & Committees

- Explain how we are a membership owned and operated club, and it only works when members join committees and attend events
- Using the Newsletter as a guide, talk a little about each committee, regular, and upcoming special events
 - Membership, Outreach, Operations, Newsletter, By-laws, Legislative, NRA Training, Range Safety
 - Cowboy Action, USPSA, TRAP, Pistol League, Juniors, Women's League, Black Powder, CMP Rifle
 - Club picnic, Monthly Membership Meetings
- Explain about Web Site (www.shongum.org), the calendar and members only area

Ask if any questions before the grand tour

Facility Walk Through

- **Club & kitchen** – This is YOUR club as much as any other members. Use anything you want and clean up after yourself when you are done. Don't walk by litter, pick it up. See something is empty? Fill it up or let someone know it needs attention. **NO SMOKING!**
 - Show TV & Air Conditioner
 - Show sign-in book and guest badges if not shown already
 - One refrigerator is normally locked, but you can use the one in the kitchen.
 - There are pots, pans, dishes, silverware, coffee maker to use (and clean and store after use)
 - The fireplace is remote controlled, the unlock code is on inside of battery door
 - Show bullet hole in counter and stress no clearing jams away from firing lines
- **Bathroom/Buffer area** – Show light switches. Discuss keeping ALL doors closed: To main room for noise, to toilets for heat, and to indoor range for noise and boiler pilot light. Wash up with cold water when done shooting to keep pores closed and lead/gun powder out.
- **Trap & Pistol range**
 - Care must be taken to use them simultaneously. When both are in use, neither trap houses 3 & 4 nor the right half of the Pistol range can be used.
 - On Pistol Pit, pistol caliber handguns and rifles only, no shotguns, no rifle caliber ammunition. Live holster draw can be done on the Pistol Pit
 - On Trap Range, bird shot only, no buck shot or slugs
 - Voice activated throwers are used during events and by request/supervision of the Trap Officer.
 - A manual thrower is available in the clubhouse buffer area and can be put on pipe under orange cone, or you can bring your own and position it on or near the pipe.
- **100yd range**
 - Make and bring your own target stands
 - Remind them to take their frames with them when done
 - Show 100yd, 50yd and 25yd markers
 - Show target frame brackets
 - Explain about putting other targets on backstop, NOT on the small berm
 - Explain that all shooting must be from the covered firing line area and how targets must be placed at a minimum of 25 yards from the firing line.
 - Explain that positions 1 to 4 and 16 to 20 are to be used for 100yd targets only.
 - It is the member's responsibility to make sure all bullets hit the 100yd impact area ONLY (NOT the grass, the small berm, or above the impact area)
 - Shooter must pick up their brass and other materials and dispose of them or take them home
- **Hunting & Archery area**
 - Show where this area is
 - Take walk if time/weather permits (takes about 15 minutes)
- **Front Door**
 - Demonstrate proximity card
 - Show outdoor range cease fire chart
- **Indoor range tour – SAFETY FIRST!**
 - Light switches and ventilation/heat system. **REMEMBER TO TURN OFF WHEN LEAVING** (but for health-safety do not shoot with ventilation system turned off)
 - **DO NOT** open the side door during shooting (keep closed for noise control and proper ventilation)
 - **NO LIVE HOLSTER DRAW** on Indoor Range!
 - Blue 50 foot line
 - Tables can be moved (only 1 firing line!)
 - Dud can
 - Red 21 foot line, no closer!
 - Use only approved ammunition
 - Target frames are to be stored on side wall
 - Sweep up dirt and brass. Brass-only can
 - **ONLY SHOOT AT TARGETS, NOT BAFFLES, LIGHTS, FLOOR**

○ **Indoor range – Range Safety Qualification Session**

The RSO leading the range session will have a revolver, a semi-auto pistol, and a .22 rifle and appropriate ammo to use for the training. Applicants are encouraged to bring their own eye and ear protection but the RSO will provide loaner eyes and ears if needed. Participants can bring their own firearms and ammunition or can use the RSO's firearms to demonstrate their safe use on the indoor range. The RSO will demonstrate the safe and correct use of the firearms before allowing each participant (in groups of five or as many at one time as the RSO deems appropriate) to demonstrate their individual safe use of one firearm. There may be other Members shooting on the Indoor Range during the Qualification Session. The RSO must have these Members understand that the RSO is in complete control of calling the line during the Qualification.

The following items will be demonstrated:

- Turning on the indoor range lighting and ventilation system
- Review the three rules of safe gun handling for range use
- Uncasing firearms at the bench, only ammo appropriate for the firearm on the bench
- Making firearms safe (unloaded, action open, ejection port up, pointed downrange, flag in chamber), everyone steps back from benches and no one touches anything on benches while shooters are downrange
- Calling cease fire, insuring the line is safe, putting up targets
- After returning to line, call line "hot" after everyone is back and has put on eyes and ears
- Safely demonstrate grip, standing position, fundamentals, loading, unloading, cocking, de-cocking and then shooting a five shot string at the targets
- Call cease fire, make firearms safe, case firearms, put away ammo
- After line is safe, go down range to pull targets and put away the frames
- Turn off range lighting and ventilation

After the Range Safety Qualification Session:

- Ask if any questions
- Thank them and welcome them to the club!

Have all participating applicants who have passed the Safety Qualification session sign the "New Member Safety Qualification Certification" Form. Those applicants who in the view of the RSO are not ready to be qualified will be privately and individually advised what steps they will need to undertake (if any) before they can re-take the Qualification at a future RSO day.

Put away all supplies

Give Membership the SIGN-IN Sheet and New Member Safety Qualification Form (with notes about those who did not pass the Qualification, why, and recommended next steps).



Shongum Sportsmen's Association

P.O. Box 431, Hackettstown, NJ 07840

Range Orientation Sign-In



Instructor: _____		Date: _____	
No.	Print Name	No.	Print Name
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	



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New Member Safety Qualification Certification



The following Shongum Applicants pursuing membership at Shongum have successfully completed the Range Orientation and Range Safety Qualification on the date shown below.

Should the Applicant be voted to Probationary Membership at Shongum, the Applicant as a Shongum Member agrees that they have received a copy of the "Range Rules and SOPs" Document and that they will read and follow the rules, understanding that violation of the rules can result in their immediate Removal from the range facility and probably expulsion from Shongum Sportsmen's Association in accordance with the By-Laws of the Association.

Applicant Name	Applicant Signature

Date: _____

Shongum Range Safety Officer: _____