



# Ocala Sportsman's Association Standard Operating Procedure & Member Manual



**Notice:** As a condition of membership, all members are responsible to have read, understand and adhere to all information contained in this document including the Rules & Regulations.  
You are required to contact the Board of Directors if you need clarification of any Rules and or Regulations.

**ALWAYS** Keep the gun pointed in a safe direction.

ALWAYS keep your finger off the trigger un2l ready to shoot.

ALWAYS keep the gun unloaded un2l ready to use.

# PREAMBLE

## The Ocala Sportsman's Association

### The History of OSA

OSA started out in the early 60's as the Ocala Gun Club, shooting once a week at the State Range in Lowell.

Planning and construction of our range began in the late 90's, built by Jared Culver, a highly valued member then as now.

Our property is approx. 21.48 acres, with the range occupying 3+ acres, the rest is a conservation easement made between the St. Johns River Water Management District (SJRWMD) and OSA.

The larger firing line, usually referred to as the pistol range, has 27 covered firing positions. Target positions can be set at the 7, 10-, 15-, 25- and 50-yard lines and accessed by concrete walkways.

The smaller firing line, usually referred to as the rifle range has eight covered firing positions and was opened in 2015. Targets can be placed at various positions out to 100 yards. Both ranges are backstopped by a berm with a 30-mill liner, and a 4x4' filter bed at the base. The two ranges are separated for safety by a concrete block wall.

In 2015 for recognition of their untiring effort, the pistol range was dedicated to Jared Culver and the rifle range dedicated to Mike Bryant

The range property is served by its own well and septic system. The property is enclosed with a 6' high chain link fence, and has a paved driveway and parking area, with gate opener and card reader/keypad entry system. In November of 2008 the club purchased the land the range is on. The entire facility is now owned and operated by the club membership.

The OSA premises are a firearms training facility which will be used Primarily for the shooting sports and shooting activities. OSA is used to enhance and promote the shooting sports, training and other such activities usually associated with the shooting sports.

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## **Section I - General Range Rules**

- 1. Know and follow all Range Commands (refer to Section VII).**
- 2. Know where others are at all times. Inspect down range to make sure the target area is clear and safe.**
- 3. Shoot only at authorized targets.**
- 4. Ground level targets are not authorized. Maintain the proper target height to ensure that the fired projectile, after passing through the target, impacts the bottom 1/2 of the berm. NO ricochets or projectiles can be allowed to escape the property.**
- 5. Never bring a loaded firearm to the firing line and never leave the firing line with a loaded firearm.**
- 6. Never step forward of the SAFE LINE and never handle any firearm or accessories while others are down range. When the range is cold the on duty RSO is the only person allowed to cross the SAFE LINE for the performance of his/her duties.**
- 7. Never pass a loaded firearm back and forth between shooters.**
- 8. Always keep the muzzle pointed down range at the berm.**
- 9. Firearms uncased on the firing line must have a chamber flag in the chamber when not in use or when the shooter leaves the firing line for any reason.**
- 10. All folding stocks must be extended while being used.**
- 11. No shooting from the hip, all aimed fire.**
- 12. No toy guns are allowed on OSA property.**
- 13. ABSOLUTELY NO FIREARM OPEN CARRY is allowed on OSA property**
- 14. Do not move either forward or back from the designated firing benches when shooting.**
- 15. OSA is located in an isolated area next to wetlands. As such considerable wildlife may exist on our property. DO NOT MOLEST ANY WILDLIFE.**
- 16. Dispose of all misfired and/or damaged ammunition properly; it must be placed in the misfire receptacle. Do not throw it out on the range property, in trash cans, or leave it on the firing line or benches.**
- 17. Absolutely no incendiary, exploding, tracer or other such ammunition or targets may be used on OSA property.**

**18. Targets:**

- a. Only use of OSA Target Backers and Frames is allowed.**
- b. Single targets on a backer are highly recommended, however two targets may be used when the bullseyes are aligned horizontally in the middle of the backer. The targets must be positioned so the frame and clips do not become damaged. Target placement is paramount, so projectiles do not hit the ground in front of the berm or pass over the berm.**

**(Refer to Appendix 4 - Target Placement)**

- 19. Any unsafe, defective or illegally modified firearms are prohibited on OSA property. Any firearm that becomes unsafe while on OSA property must immediately be unloaded, cased and returned to your vehicle.**
- 20. Pick up all your debris and waste brass and discard it in the appropriate container. Always try to leave the area cleaner than you find it.**
- 21. No range activity will be allowed during severe weather such as thunderstorms, etc. The Duty RSO will make the decision on suspension of range activity.**
- 22. The range will be open Monday through Wednesday, Friday & Saturday from 9:00 A.M. to 5:00 P.M. On Sunday, the range will be open from 1:00 PM to 5:00 P.M. Open time will be reduced during the summer and be posted on the OSA website. The Board of Directors may change the closing time to a time earlier to accommodate RSO coverage etc. The range will be closed to all shooting activity if there is no RSO on duty.**
- 23. Only one gun with its correct ammunition is allowed on the firing line at a time.**
- 24. Always make sure the gate closes when exiting the facility unless otherwise posted, such as special range events and sanctioned activities.**
- 25. Any person or persons observed acting or behaving in an unsafe, abusive, argumentative, threatening manner while on range property will be expelled immediately and OSA membership suspension or termination may result. Whether this behavior is between members or between a member and an RSO and/or an**

Event Director it must not be tolerated. An incident report must be completed by the RSO and provided to both the Chief Range Officer and Board of Directors as soon as possible.

26. The OSA Range will only be open for use when scheduled RSO's are on duty. For special events the Event Director is considered the scheduled duty RSO.
27. The on duty RSO is in complete charge of the range. His/her directions must be followed. If a member feels that the RSO's directions and/or actions are wrong or inappropriate, document the issue and bring it to the attention of the Board of Directors.

## **Section II - Gun Handling Rules**

**Gun handling rules are of PRIMARY IMPORTANCE.**

1. **ALWAYS KEEP THE GUN 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 "FIRE" is given.
3. **ALWAYS KEEP THE ACTION OPEN AND THE FIREARM UNLOADED UNTIL READY TO USE.** On a firing range this means the shooters are in position on the firing line and the range has been cleared for live firing.
4. **KNOW YOUR TARGET AND WHAT IS BEYOND.** When on shooting ranges, be mindful also of adjacent areas and act accordingly.
5. **BE SURE THE GUN IS SAFE TO OPERATE.** Make sure that the firearm is in proper working order.
6. **KNOW HOW TO USE THE GUN SAFELY.** You should be completely clear about the proper function and operation of the firearm you intend to use.

7. **USE ONLY THE CORRECT AMMUNITION FOR YOUR GUN.** When at a shooting range with more than one firearm, use one at a time and when finished, store that firearm and its ammunition before using the next one. **DO NOT CONFUSE YOUR AMMUNITION**
8. **ALWAYS WEAR EAR (HEARING) AND EYE PROTECTION.**
9. **NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING.** Pay attention to prescription drug labels as well. Do not operate a firearm if your medication cautions you against operating machinery.
10. **STORE GUNS SO THEY ARE NOT ACCESSIBLE TO UNAUTHORIZED PERSONS.**
11. **BE AWARE THAT CERTAIN TYPES OF GUNS AND MANY SHOOTING ACTIVITIES REQUIRE ADDITIONAL SAFETY PRECAUTIONS.** You should be completely aware of any special handling characteristics of your particular firearm or of the particular activity in which you are engaged.
12. **Concealed Carry Rules:**
  - a **All firearms must be UNLOADED AND SECURELY ENCASED** when arriving at and departing the range.
  - b **No person shall move about the OSA facility at any time with an exposed and/or uncased firearm, including both handguns and rifles.**
  - c **Note: All State of Florida Concealed Carry License holders and law enforcement officers will be allowed entry to the OSA facility with a loaded, holstered and concealed handgun.**  
**BUT IF the CCL holder or law enforcement officer desires to discharge this firearm on the OSA firing line, it must first be UNLOADED. The clearing barrel is the only approved station to handle the carry firearm. Unload and clear the firearm at the barrel, the range must be HOT, DO NOT RE-HOLSTER. Encase the firearm (in a gun rug, bag or box), then proceed to your shooters position. Reverse this procedure when leaving the OSA facility.**

## **Section III - Pistol Range Specific Rules**

1. **The Pistol Range is defined as the 50-yard range.**

2. The following firearms may be used on the 50-yard range:
  - a. Handguns - Pistols, Revolvers, Single Shot and Black Powder.
  - b. Rifles - chambered for .22 caliber rim fire.
  - c. Rifles approved for use on the pistol range approved by the BOD:

17 HMR	22 Rimfire	25 AUTO
Tokarev (25)	30 Luger (7.65mm)	32 AUTO
32 S & W Long	32 Short Colt	32 S & W
9MM Luger	9x18 Makarov	9x23 Winchester
357 Magnum	357 SIG	38 S & W
38 Special	38 Super	38 Short Colt
380 AUTO	10 MM	40 S&W
41 Magnum	44 Magnum	44 Special
44-40	45 ACP	45 COLT
45 G.A.P.	45 Win Magnum	454 Casull
460 S & W	475 Linebaugh	480 Ruger
500 S & W	Black Powder	

This list serves as an example of allowed calibers. If a member feels other calibers should qualify, they should be presented to the BOD for approval. As calibers are allowed or disallowed, the current calibers posted at the range are the only calibers authorized. The 30 caliber M1 carbine was approved in 2016.

#### d. Pistol Caliber Rifles

3. Only shooting from under the "roof" is allowed and must be from above the top of the firing benches.
4. Prone and kneeling shooting is not allowed.

## **Section IV - Rifle Range Specific Rules**

1. Rifle Range commands used shall conform with commands used on the pistol range.
2. *Sign In shall be at the Pistol Range (as it always has.)*
3. ***EQUIPMENT AND FIREARM PLACEMENT - All firearms must be cased upon entering the facility. Pistol range rules apply as far as when and where the firearm can be uncased and benched. ONLY ONE RIFLE IS TO BE UNCASSED PER BENCH. A second rifle may be left in its case on the back table or bench and used when the***



*shooter rests their primary firearm. Due to space considerations a two-rifle limit is in place.*

- 4. RIFLE RACK -** *The rifle rack (when in place) can be used to hold uncased rifles. All actions should be open, and ammunition removed when storing a rifle in the rack. The rifles can be exchanged with the primary rifle when needed as long as the actions are open, and the rifle is always pointed skyward during the transfer. If there are any questions regarding this please consult the R.S.O. on duty.*
- 5. PRONE RIFLE SHOOTING:** *Prone rifle shooting is not allowed at this time.*
- 6. GENERAL SHOOTING:** *All rules that apply to the pistol range are also applied to the rifle range. Shooting times will be 15 minutes with a short break in between to check targets. Rapid firing is prohibited and semi-automatic rifles that have a sideways ejection should have a brass catcher or other mechanism so expended shots are not hitting your neighbor. Cross Lane shooting is not permitted.*
- 7. SHOOTING AT TARGETS FROM 25 TO 50 YARDS -** *Sighting in a new rifle and scope is needed from time to time and this requires shooters to sight their rifles in at shorter distances. Targets should be placed lower in the holders so shots do not reach the upper part of the berm. Rifle shooters shooting at these shorter distances should ask the R.S.O. on duty if the target placement is correct.*
- 8.** *Only paper targets on approved frames are permitted. No steel or similar target types are permitted. OSA sponsored special events, approved by the Board of Directors, may use targets other than paper.*

## **Section V - Rules Enforcement**

- 1.** Rules apply to all members and guests of OSA.
- 2.** The Board of Directors reserves the right to make exceptions for OSA sanctioned and supervised special activities and events.

- 3. Incident Reports for observed rules and safety violation shall be filled out and immediately submitted to the Chief Range Officer. The Chief Range Officer will submit the Incident Report, with recommendation for action/s, to the Board of Directors.**
- 4. After review, enforcement actions taken by the Board of Directors, in accordance with OSA Bylaws, may include, but are not limited to, the following actions:**
  - a. Immediate discharge from the OSA Facility.**
  - b. Suspension of OSA Membership Privileges.**
  - c. Permanent revocation of OSA Membership and shooting privileges.**
  - d. Criminal Charges**

## **Section VI - Safety and Health**

- 1. HEARING PROTECTION:** Ear protection is required while on the range. All shooters and non-shooters alike must select and properly use hearing protectors that will provide quality protection according to the specific shooting activity and /or nearby shooting activity in progress. Muzzle blast from large caliber and short barreled pistols is intense and all should consider both ear plugs and over-the-head muff type covers may be desirable. Be careful in selecting appropriate hearing protection.
- 2. EYE PROTECTION:** Eye protection is required while on the range. Polycarbonate lenses are suggested as probably the best buy. They are inexpensive, provide good protection and are available commercially.
- 3. BREATHING AND SWALLOWING AIRBORNE PARTICULATE LEAD:** inhalation and ingesting airborne particulate lead is a health issue to be aware of when on a shooting range. Common sense and good personal hygiene is your responsibility; please follow these general guidelines before and after working or shooting on a shooting range.
  - a. Smoking at the range is not allowed under the covered areas and in any case is not recommended as lead is more easily**

- absorbed when smoking. Smokers must properly extinguish and dispose of smoking materials when done with them.
- b. Eating and Drinking are not recommended without thoroughly washing hands, face, and arms. Keep food and drinks away from the firing line.
  - c. Don't collect brass in your hat; spent brass is contaminated with lead particles.
  - d. Shooters and instructors should wash thoroughly with cold water and plenty of soap. Use cold water because warm water enhances the absorption of lead by opening the pores of the skin.
    - i. If water is not available, carry handy wipes or bottled water.
    - ii. Be aware that hair and clothes are still contaminated, as well.
  - e. IF YOU ARE PREGNANT or THINK you might be PREGNANT:
    - i. Please consult with a physician prior to visiting the OSA Range facility. The range facilities are considered an inappropriate environment for:
      - Expectant mothers
      - Infants
      - Toddlers (especially like to put everything in their mouths).
    - ii. Anyone with any health concerns should be aware of all the health issues of a range and consult their medical professional prior to participating.

## **Section VII - Range Commands**

1. **CEASE FIRE!**
  - a. Used to indicate any Emergency or Hazardous conditions.
  - b. **CEASE FIRE!** May be called by anyone when an unsafe condition is observed.
  - c. Purpose: To stop all shooting routinely or, in the case of emergency, immediately
  - d. Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove their finger from

**within the trigger guard and await further instruction from the Range Safety Officer.**

**2. COMMANDS FOR HOT RANGE**

- a. **Are the safety chains on?**
- b. **Is the left side clear?**
- c. **Is the right-side clear?**
- d. **Is the target area clear?**
- e. **The target area IS clear!**
- f. **The firing period will be 15 minutes.**
- g. **Eyes and Ears!**
- h. **You may load and fire when ready.**

**(Ring the bell once, and set the time for 15 minutes)**

**3. COMMANDS FOR COLD RANGE**

- a. **Finish your string, do not reload. (Repeat once)**
- b. **Step behind the safe line when you are finished firing and your gun is safe. (Allow a reasonable time to finish firing)**

**4. CEASE FIRE - CEASE FIRE! (Ring the buzzer twice)**

**5. ACTIONS OPEN, CYLINDERS OPEN, SLIDES BACK AND MAGAZINES OUT - GUNS ON THE BENCH WITH MUZZLES DOWN RANGE AND EJECTION PORT UP.**

**6. EVERYONE OFF THE FIRING LINE AND BEHIND THE SAFE LINE.**

**(Check the line to make sure all guns are safe)**

**7. THE LINE IS SAFE - THE LIGHT IS GREEN. YOU MAY GO FORWARD TO THE TARGET AREA.**

## **Section VIII - Emergency Procedures**

- 1. RSO takes charge of the situation. Determine the seriousness of the injury and assign duties.**
- 2. Render aid - a first aid kit is located in the small office by the RSO desk.**
- 3. Call for help via the range phone or a cell phone. Emergency phone numbers and information list is on the Incident Report Form and posted on the small office wall.**
- 4. Wait for the 911 dispatcher to hang up first. Return to the injured and continue care until EMS arrives.**
- 5. Have the gate open, if possible, until EMS arrives. EMS has the means to open the gate if it is closed.**
- 6. If possible, assign an individual to go to the church on the corner and direct EMS to the Range.**
- 7. Take notes - all witnesses to an incident must fill out an Incident Report, Appendix 1.**

## **Section IX - General Membership Procedures & Information**

- 1. OSA requires 100% membership in the NRA.**
- 2. Membership types and qualifications, along with voting rights, are specified in the OSA Articles of Amendment Article III.**
- 3. Acceptance of Application for Membership or Renewal - OSA reserves the right, at its sole discretion, to accept or reject all applications submitted for membership or renewal.**
- 4. Ocala Sportsman's Association Membership Processing**
  - a. The membership process begins when a prospective member completes the application form online.**

- b. Once the review and confirmation of the application is completed by the prospective member an invoice for the appropriate dues and fees is generated and emailed to the address provided by the applicant. The user ID is the email address, and a password is set up by the applicant.
  - c. The applicant and associate members will be required to attend orientation. They will receive an email with dates and times to attend as well as what they need to bring with them.
  - d. The OSA Membership Director periodically reviews the membership database for Probationary Members and reviews the applications for completeness.
  - e. The OSA Membership Director is responsible for the timely collection and recording of all dues and fees. Once dues and fees are paid the membership application invoice is settled. The OSA Treasurer should notify the Membership Director of any membership dues and fees received with payer's name, check number, and amount. The Membership Director will complete the financial transactions in the membership database.
  - f. The application will be approved after all application fees and dues are paid for both Primary and Associate members. A probationary period of 90 days begins upon completion of New Member Orientation including the range safety check out signed by the examining RSO. Upon completion of these steps, badges with the members' picture, member number and gate access level will be issued.
  - g. Once the application is approved and the 90-day probationary period is complete the OSA Membership Director changes the membership status to active and assigns the appropriate membership level.
5. **Member's Right to Cancel - Any members may cancel membership at any time with written notice to OSA. All membership dues paid will be withheld and no refunds will be offered. OSA Membership badges will be deactivated and must**

be turned into an RSO immediately upon termination of membership.

**6. Member's Children:**

- a. **Members may bring their children under age 18, residing in the members home and not covered by an Associate Memberships to the OSA Facility as Guests. The Primary Member Parent must execute a Guest Waiver for their children and grandchildren and the Guest Fee will be waived.**
- b. **The Primary Member Parent must provide close supervision and will not be allowed to shoot or participate in any other activity while their children are shooting or handling a firearm.**

**7. Dues and Fees:**

- a. **New Member and Associate Member Initiation Fee each - \$50.00**
- b. **New Member Principal Dues - \$150.00 Annually**
- c. **Renewing Principal Member Dues - \$150.00 Annually**
- d. **Associate Member Dues - \$25.00 Annually**
- e. **Guest fees will be waved for active military, active law enforcement, and active first responders.**
- f. **Guest Fee - \$10.00/day**

**Note: A \$5.00 handling fee is added to b and c when paid by credit card.**

8. **Clothing - All members and guests are expected to wear appropriate clothing while at the OSA Facility.**
9. **Members MUST always wear their membership cards/badges while on the range property with no exceptions. Your membership card/badge is your authority to possess a firearm while on club property. You may be subject to armed (felony) trespass without a member card.**
10. **The membership card and gate code are issued to you only. If an unauthorized person is found with your card or you gave him/her the code to the gate, the card will be confiscated and both violators will be referred to the BOD for discipline.**

11. All members and guests must sign in and out on the range log sheet with no exceptions. Members will be held responsible for their Guests who must always remain under the supervision of their sponsors, at all times. Guests must fill out and sign a Guest Waiver upon arriving at the property. Members must print and sign their own name at the bottom of the Guest Waiver as well.
12. All persons under the age of 21 must always be supervised by their parent or guardian.

## Appendix 3

### Generic Range Safety Briefing for OSA Events

Introduction: State purpose of the shooting event – 1. To be **safe**, 2. To have **fun**, and 3. *(state purpose of the shoot, overview of event, approximate rounds expected time available, cleanup)*

1. Introduce range personnel.
2. Point out Spectator area (mention eye protection), Preparation area, Firing line, backstop, safe area.
3. Demonstrate (if necessary) special equipment operation, such as target reset, etc.

*(You may use a 'blue' or 'orange' gun to demonstrate some of the following)*

**Rule one: Keep Gun pointed in a safe direction.** Safe direction is at the berm, not up, not down, not left or right. Pay special attention during reloads. If you hear the command, “**muzzle**,” it means correct the direction of aim. No fly-fishing, no bowling.

**Rule two: Keep your finger off trigger until on target.** Keep your finger up on the frame away from the trigger guard until ready to fire. The command, “**Finger**,” means correct your finger position.



**Rule three: Always keep the gun unloaded until ready to use.** Wait until you receive the RSO's command to load.

**Rule four: Know your target and what's behind it.** You own the bullet until it stops moving. Be certain that you are NOT too close to steel targets that ricochet, that after passing through target the bullet will not escape the range confines, etc.

**This is a COLD range.** Do NOT load your weapon until told to do so at the firing line. Do NOT handle your weapon unless you are at the firing line. You may prepare magazines and speed loaders in the prep area.

Range Commands at the firing line:

1. **Load and Make Ready** – load only on this command at the firing line. You should insert magazine/speed loader (watch muzzle direction), chamber a round and return weapon to high ready position in preparation to fire.
2. **Unload and Show Clear** – keeping the weapon pointed in a safe direction, remove the magazine/unfired rounds and lock or hold the slide (open cylinder) so the safety officer can see an empty chamber(s). Then, on command, release the slide and while pointing down range, trigger the hammer down (but not with rimfire weapons) to verify again that the chamber is empty. Do NOT use a decocker; this could allow a live round to stay in the chamber. You may then re-case your empty weapon and leave the firing line. If you have dropped any live ammo, wait until you have secured your weapon to retrieve it.
3. **Cease Fire** – Anyone may scream Cease Fire if there is a safety issue. If you hear this command, freeze in position (*it is important that you do NOT turn, weapon in hand, etc.*) and remove your finger from the trigger. Await further instruction.
4. **Finish your string (do not reload)** – You may finish firing the rounds in your weapon expecting that a command to stop firing will soon follow. Do NOT reload.

### **Emergency procedures.**

**Hang-fire** – this is a rare problem. If your weapon does not fire after pulling the trigger, keep it pointed down range at the target and wait for a slow count to 30 (seconds). Keeping the weapon pointed in a safe direction, raise your hand and call for the Safety Officer if you cannot clear the malfunction.

**Squib** – this is probably less rare than a hang-fire. You may hear a softer than expected 'bang' and greatly diminished recoil. DO NOT PULL the trigger again. Keep the gun pointed down range and unload it making sure the chamber is empty. Raise your hand and call for a safety officer.

**Do NOT drop a loaded weapon.** If you do, DO NOT pick it up. Do NOT try to catch a falling weapon – it is generally safer to let it hit the ground. Raise your hand and call for a safety officer.

*N.B. Point out the phone. Check cell phone service. Point out location of first aid equipment, defibrillator, etc.*

## **Clothing**

1. Eye and Ear protection must be worn at the firing line.  
Eye protection must be always used when shooting steel targets.
2. No sandals, no scoop neck shirts/blouse. Wear a hat with a bill or brim, turn up the collar on your shirt to prevent incursion by hot brass. **Hygiene**

Wash hands and face to remove lead. Wash clothing as soon as you get home. Refrain from **eating**, smoking, drinking, applying makeup or otherwise placing hands near mouth or nose while at the range.