

St. Charles Sportsmen's Club

Standard Operating Procedures – (SOPs)

The **St. Charles Sportsmen's Club** has an outstanding safety record. It is the goal of the Board of Directors and the membership to continue that record. These standard operating procedures are set forth for your safety and for the safety of those around you. Violation of these rules will lead to disciplinary action up to and including permanent expulsion from the club.

BIG 4 Safety Rules

- 1) Always keep the gun pointed in a safe direction (down range).
- 2) Keep your finger off the trigger until ready to shoot. Do not put your finger on the trigger until your sights are on the target and/or you are ready to call for the clay.
- 3) Always keep the gun unloaded until ready to use and keep the action open.
- 4) Eye and ear protection is required at all times for all shooters and for all spectators.

General Safety Rules

- 1) In case of an Emergency, dial 911. State the address, 44W471 West Keslinger Road, Elburn, the specific location (Rifle Range, etc.) and the cause of emergency. Each shooting location, including Sporting Clays Stations, is marked with signage to assist Emergency Responders to locate the emergency. Tell the operator what type of emergency – IE “There has been a firearm accident ”.
- 2) Anyone may call a ceasefire if a problem is seen. All Members will monitor all other shooters and correct any unsafe behavior(s). The term “ceasefire” means to immediately stop shooting and wait for further instructions. Safety is everyone’s responsibility.
- 3) Spectators must not interfere with or distract the shooters or employees.
- 4) Members are fully responsible for the conduct of their guests. Each guest shooter must complete the required form located in the guest book in the Clubhouse, the skeet house or the pistol range.
- 5) All shooting is prohibited on the “Club Quiet Days,” which are Easter Sunday, Thanksgiving Day and Christmas Day and during the “Club Quiet Hours” of 10:00 PM to 9:00 AM. Please check the Club calendar for updated information.
- 6) Members must display their SCSC Member I.D. card at all times while on Club Property to be allowed to shoot. Your spouse, school age children (including college), and grandchildren are included in your membership and have shooting privileges. They must be accompanied by you at all times at the Trap Stations, Skeet Range, Pistol/Rifle Range, Sporting Clays Stations, 5 Stand, and Archery Range.

- 7) ABSOLUTELY NO ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE ALLOWED ON THE PISTOL/RIFLE RANGE, ANY SHOTGUN FIELD OR ON THE ARCHERY RANGE.
- 8) NO ONE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IS ALLOWED ON THE PISTOL/RIFLE RANGE, ANY SHOTGUN FIELD, OR ON THE ARCHERY RANGE.
- 9) ALL SHOOTERS MUST FOLLOW DIRECTIONS GIVEN BY THE RANGE SAFETY OFFICER (RSO). THE AUTHORITY OF THE RANGE SAFETY OFFICER IS ABSOLUTE.

Anyone found in violation of rule 7, 8, or 9 will be asked to leave the club. If the request to leave is not obeyed, the club manager or a board member will be contacted. Law enforcement may be called for assistance.

10) No wildlife may be harassed or killed on St. Charles Sportsmen's Club property.

11) Report any violations to:

- a. Clubhouse (630-365-9881) (Please download the phone number in your cell phone)
- b. Appropriate Chairman (Archery, Rifle/Pistol, Skeet, Trap, or Sporting Clays)
- c. Safety Chairman
- d. Board Member
- e. Range Safety Officer.

RIFLE AND PISTOL RANGE

The rifle and pistol range is located on the southeast edge of our property and includes a 50/100 yard rifle range and a separate 25 yard pistol range.

The ranges are there for the enjoyment of full members, probationary members, and their immediate family. Members may bring a maximum of two guests at a time.

Additional Safety Rules

1. All firearms must be **UNLOADED AND CASED** when being transported to and from the firing line. Uncase the firearm on the line facing down range. Only two (2) uncased guns may be used at a time. A holster is not a case. No handling of firearms off the firing line. No handling of uncased guns in the parking lot.
2. The use of a holster is not allowed, including drawing and shooting from a holster. The use of holsters is reserved for special competitions such as the Pistol matches or 3 Gun Action Matches.
3. **You are responsible for where your bullets go.** Shooters must **aim each shot** at the target.
4. No rapid firing. There is a minimum of 2 seconds between shots.
5. Shooting over the berm is **STRICTLY PROHIBITED**.
6. Shooting at the ground is **STRICTLY PROHIBITED** to prevent ricochets. Your bullet must pass through your paper target and go into the back berm.
7. Shooting physical property owned by **St. Charles Sportsman's Club** (*i.e.* buildings, walkways, benches, baffles, **4 X 4 support posts**) is **STRICTLY PROHIBITED** and will lead to disciplinary action and/or expulsion from the Club.
8. Never have more than one target stand/holder in each lane. Remove any target stand behind your target stand so that it is not damaged.
9. A chronograph for Shotgun Slug, rifle, and pistol cartridges may be used on the rifle or pistol range. Please make sure your projectiles are impacting the target and the berm behind them. Centerfire rifle cartridges may only be chronographed on "centerfire days".
10. **CONCEALED CARRY** – Anyone on the property of St. Charles Sportsmen's Club is reminded that they must adhere to the Illinois Statues in regards to carrying a concealed handgun.
 - a. If you are a concealed carry permit holder and want to practice with your carry pistol you must unload and case the gun inside your car before entering the range.
 - b. There will be no drawing of any firearms from a holster.

General Pistol/Rifle Range Rules

- 1) Full members and probationary members are allowed to bring two guests on Saturday or Sunday between the hours of 9:00 AM to 2:00 PM. You and your guests should share a shooting station/lane if the range is busy.
- 2) Shooters under the age of 16 must be under the direct supervision of an adult. Members should be prepared to control the muzzle direction of youth and guest shooters. You must be standing next to the youth or guest shooter. Younger shooters are encouraged to use the 25 yard range.
- 3) The pistol range and rifle range is open daily from 9:00 AM to 1/2 hour before dusk. The range will be closed for special Club events such as Pistol Matches, Rifle matches, 3 Gun Action Matches, monthly work days (currently 3rd Saturday of the month) or Training Classes. Check the Club calendar for the schedule.
- 4) The 100 yard rifle range is to be used with rifles only or shotgun slug, **no pistols**.
- 5) Only air rifles, .22 rifles, shotgun slugs, or muzzle loader rifles are allowed on the rifle range.
- 6) A special centerfire day is held monthly when magnum pistols and centerfire rifles can be used under the direct supervision of a Range Safety Officer. **DO NOT USE A CENTERFIRE RIFLE AT ANY OTHER TIME!** Check the Club calendar for the schedule of centerfire events.
- 7) Pistol Calber (IE 9, 40SW, 45) rifles and carbines are allowed when the range is open.
- 8) The 25-yard pistol range is to be used by pistols (see attached caliber list), .22 rifle, shotgun slugs, muzzle loader guns, or air rifles/pistols.
- 9) Only paper targets are allowed to be stapled to the club target holders. Do not staple a target so that the bull's-eye is over the 2 X 4 or 4 x 4 post. Paper targets are available for sale (5/\$1.00 placed in cash box in the pistol building).

Clay pigeons are available for sale (10/\$1.00 placed in cash box in the pistol building) Clay pigeons must *only* be placed on the back berm 4 feet from ground level.

Do not shoot at tennis balls, cans, bottles, milk jugs, exploding targets or the like.

- 10) To check sight alignment or to sight-in a new scope, you must start at the 25-yard pistol range. Make sure your bullets are impacting the center of the target before moving to the 50/100-yard range.
- 11) **NO** magnum loads are allowed on the Pistol Range. High-powered “rifle caliber” pistols are **NOT** allowed. **See attached caliber list. If it is not on the list it is not allowed.** **Magnum loads are only allowed at centerfire events (see item 6)**

PISTOL/RIFLE RANGE OPERATION

- 1) All shooters and guests must sign the registration book located in the cabinet in the pistol range building **before** shooting.
- 2) Members are fully responsible for the conduct of their guest. A guest form must be completed for each guest. The forms are located in the “sign-in” book.
- 3) A guest fee of \$5.00 will be charged per shooter. An envelope for payment is on the lock box in the pistol range. Fill out the guest envelope completely including your name and date.
- 4) All paper targets must be attached to the club supplied white backer boards. Be sure to bring your own paper targets, stapler, or tape.
- 5) No one is allowed to setup their own target holder. Use only the target holders supplied by the club.
- 6) Shoot only at the target in front of your firing position - crossfire is not allowed.
- 7) Do not use metal targets, spinning targets, or shoot at targets on the ground.
- 8) When shooting from a **sitting** position on the 25-yard range, you must use a target holder that is labeled “*shoot from sitting position.*” This insures that your bullet passes through your target and into the berm - not over the berm.
- 9) When shooting from a **standing** position on the 25-yard range, you must use a target holder that is labeled “*shoot from a standing position only.*” This insures that your bullet passes through your target and into the berm – not into the ground.
- 10) A step stool is available for shorter shooters. The shooter should stand on the stool to insure that the bullet passes through the target and into the berm.
- 11) All range breaks to change targets are to be arranged by mutual agreement of all shooters on the firing line.
- 12) When present, a Range Safety Officer (RSO) will call the breaks or designate someone to do so.
- 13) When a range break is taken, ALL FIREARMS MUST BE UNLOADED WITH THE ACTIONS OPEN BEFORE ANYONE GOES DOWN RANGE and an empty chamber indicator inserted. A roll of orange trimmer line string is in the cabinet in the pistol range. A 6 inch piece of line makes a wonderful empty chamber indicator.
- 14) Everyone must step away from the firing line or bench and REMAIN BEHIND THE YELLOW SAFETY LINE DURING THE BREAK. A rope may be deployed as well.
- 15) HANDLING OF FIREARMS AND MAGAZINES WHILE PEOPLE ARE DOWN RANGE IS STRICTLY PROHIBITED. This means NO loading of magazines, clips, sight adjustments, cleaning, repairing, or anything that requires you to touch your ammunition, magazines, or firearms.

Procedures for a range break

- Give a verbal warning - “We will be taking a break in a few minutes.”
- Taking the range break – “We are taking a range break, unload your gun, remove the magazine, lock the action open, and insert the empty chamber indicator. A roll of weed eater line is available in the pistol range cabinet to use as an empty chamber indicator.
- Step behind the yellow safety line/rope.
- Everyone must remain behind the yellow safety line/rope until the break is over.
- The green gate can now be opened so people can go down range.
- When everyone is done setting up their targets, a visual inspection of the range will be performed and the word “**clear**” will be yelled down range.
- The green gate should be closed to block the path down range.
- The command “Range is hot” shall be the signal that it is safe to commence firing.

Centerfire Events

- 1) Centerfire rifles, magnum pistols, 17 caliber and .22 magnum guns will only be allowed during special “centerfire event” days. Check club calendar for dates.
- 2) There will be a \$5.00 fee.
- 3) Range Safety Officers will be present during centerfire events.
- 4) You must be an RSO or have the special sticker (4 numbers) on your member I.D. card in order to participate in centerfire events. If your family member is shooting during a centerfire event you must be immediately present with them. IE right next to them and prepared to control their muzzle direction.
- 5) You are responsible for where your bullets go.
- 6) If you have a new gun, scope, sights or have not recently fired the gun, you **must** test the gun at the 25 yard range and make sure your shots are hitting the center of the target. Practice at that distance until you become proficient before moving to the 50/100-yard range.
- 7) No guests will be allowed during centerfire events.

This is your range please keep it clean.

- Do not remove serviceable target backers
- Pick up your shells and throw them in the buckets. There are separate buckets for aluminum, brass, and steel. Dud cartridges can be placed into the bucket labeled “Duds”.
- Please close the windows if you are the last to leave the range.

The following types and calibers are allowed on the SCSC Rifle / Pistol Range - If it is not on the list it is not allowed.

Rifle

Air rifles
.22 short, long, long rifle
Black powder rifle
Shotgun Slug

ALL RANGES

No centerfire rifle

No 17 caliber rifles allowed

No Magnum loads or calibers

Pistol

Air pistols
Black Powder pistols
.22 short, long, long rifle
.25 auto
.32
.32-20
.357 Sig Sauer
.380 auto
.38
9 mm
.40 Smith & Wesson
.44 Smith & Wesson Special
.44-40 Winchester
.45 GAP
.45 Auto
10 mm
.45 Colt

No tracer rounds

No armor piercing rounds

No exploding targets (IE Tannerite)

Rifle and Pistol Events

The rifle and pistol range hosts several events each month that may make the range un-available. Please check the club calendar, the Rifle and Pistol Brochure, or one of the posters posted at the ranges for dates. More information is available on the web site about the following events.

- 1) **.22 Target Match** – SCSC hosts a .22 target match on the third Sunday of each month April through October. It does not matter what type of .22 rifle or pistol you have, there is a match that you can compete in. These are primarily 50 yard benchrest rifle competitions.
- 2) **Pistol Challenge** - The SCSC Pistol Challenge is a fun but competitive event for pistol shooters, both center fire and rim fire. Pistol Challenge Matches are held on the second Saturday of March, August, and October in 2017

The event is a triple elimination drag race with center fires engaging 5 hanging clays at 21 feet. Two shooters square off head to head and on the start command they race to see who can be the first to break all 5 clays. The winner moves on and the loser moves to a back draw to shoot again. The second class of the day is for rim fire pistols. The format of the event is a triple elimination drag race with rim fires engaging 6 steel 4 inch plates on a plate rack at 30 feet.

- 3) **Heavy Metal Pistol Practice** – This event is hosted on the second Saturday of April, June, and September in 2017. This event it is a pistol practice session using metal targets. One shooter at a time engages 12 to 15 steel targets. This is a great opportunity to sharpen your pistol skills in a safe and controlled environment.
- 4) **Action Pistol** – This event is hosted on the second Saturday of May and July in 2017. This is a new event that will be similar to an IDPA or USPA pistol match (or a three gun match utilizing only a pistol) where the participant engages a number of steel or cardboard targets with a pistol. The object is to neutralize the targets in the shortest amount of time. Missed targets add time to your score.
- 5) **3 Gun Action Matches** - 3 Gun Competition is the fastest growing of the competitive shooting sports. It is a timed event where the participant engages a number of targets with a pistol, a rifle, and a shotgun. The object is to neutralize the targets in the shortest amount of time. Missed targets add time to your score. In 2017 there will 3 Gun Action Matches in April, June and either September or October. Check the club calendar for details.

A SCSC 3 gun match consists of 3 different stages designed that may have you shooting with 1, 2 or all 3 guns in a single stage. We shoot at cardboard I.D.P.A. targets as well as a variety of steel plates. Saint Charles Sportsmen's Club also has a good selection of moving target systems that are often integrated into the stages to further challenge the shooter.

Feel free to come out and spectate any of these events if you want to see what they are about or better yet, bring your favorite firearm and give it a try.

If you would like to check out a 3 gun and would like to earn work hours, email riflepistol@scsportsmans.org and let us know of your desire. No special skills required.

Shotgun Ranges

Safety Rules

- 1) Always keep the shotgun pointed down range with the action open and unloaded until ready to shoot.
 - a. Pump action and semi-auto action shotguns must have their action open and chamber(s) empty when shooters are waiting for their turn at each station or walking between sporting clay stations.
 - b. Break open guns must have the action open with the muzzle pointed towards the ground.
- 2) Be aware of the gun muzzle direction. When carrying the gun insure that the barrel is never pointed at a person. A safe direction is towards the ground or up into the air.
 - a. **Trap** = Keep the gun pointed towards the trap house, straight up, or down at the ground in front of you.
 - b. **Skeet** = Keep gun pointed toward the east between the high and low houses. On station eight (8), load only one shell/chamber at a time.
 - c. **Sporting Clays & 5 Stand** = Keep the gun pointed through the window/arbor of the shooting station. **Do not load your gun until you are standing on the shooting station with your muzzle through the “arbor”.**
- 3) Never point a gun at another person or “sweep” your squad if you turn to talk to the trapper.
- 4) Keep your finger off the trigger until ready to shoot. Do not put your finger on the trigger until you call for the target.
- 5) **When changing stations, chambers must be empty and actions open.**
- 6) Do not shoulder or dry fire your gun in the clubhouse.
- 7) SNAP CAPS ARE NOT ALLOWED ANYWHERE ON THE CLUB GROUNDS.
- 8) Break action shotguns may be closed when in a gun rack. Pump action and semi-auto action shotguns **MUST** have their actions open when in a gun rack.
- 9) Maximum number of shells in the gun at any time:
 - a. **Trap** = Load only one shell at a time.
 - i. You may load two (2) shells only when shooting trap doubles.
 - b. **Skeet** = A maximum of two (2) shells may be loaded in the shotgun.
 - i. At station eight the targets are taken as singles. Load only one shell/chamber at a time.
 - c. **Sporting clays & 5 stand** = A maximum of two (2) shells may be loaded in the gun.
- 10) **This is a SCSC Member-supported range. Please keep your Club clean.**
On the skeet, sporting clays, and 5 stand course pick up empty shells and dispose of them.

General Shotgun Range Rules

1. **Trap** = The use of the Trap range is for Full members, their immediate family or guests, Probationary members, Shooting members, and Trap members.
Sporting clays & 5 Stand = The use of the Sporting Clays range and 5 stand is for Full members, their immediate family or guests, Probationary members, and Shooting Members
Skeet = The use of the Skeet range is for Full members their immediate family or guests, and Probationary members.

2. Hours of operation – Check the club calendar on the website

Trap = Saturday and Sunday from 9:00 AM to 2:00 PM.
Thursday evening from 6:00 PM to 10:00 PM.
Tuesday evenings during the months from April to December 6:00 PM to 9:00 PM.
The practice trap is available for use off hours for members that have been trained to use the equipment safely.

Skeet = 7 days a week from 9:00 AM to 10:00 PM - Skeet field use may be restricted during trap league and other special events.
You must receive training on the use of the Skeet Range equipment before you will be allowed to have a key for the houses.
Make sure the skeet house doors are open before releasing the arm of the skeet machine when finished shooting.
Members must refill the Skeet machines and ensure the Skeet houses are locked when finished shooting.

Sporting Clays & 5 stand = Saturday and Sunday from 9:00 AM. till 2 PM.
Sporting Clays & 5 stand is open to full members Thursday afternoons – check with the counter for times as this varies seasonally. During the summer months sporting clays may be open Tuesday and Thursday evenings. Staff begins to shut the course down approximately 1:00 PM. Call the clubhouse to have puller sent out to assist you on 5 stand. Please make sure you have targets loaded on a purple key.

3. Guns must be unloaded while in golf carts on the sporting clays.
4. **Do not attempt to make any repairs or adjustments to the Trap / Skeet / or Sporting clays machines! If they are not working properly call the clubhouse 630-365-9881.**
5. **Shot size limits - 3 Dram equivalent maximum – Magnum, steel, & Hevi-shot not allowed**
Trap = Number 7½, 8, or 9 only. 3
Skeet = Number 9 only
Sporting Clays & 5 stand = Number 7½, 8, or 9 only
Patterning Board = Number 7½, 8, or 9 only. 3 Dram equivalent maximum

PATTERNING BOARD IS FOR FULL & PROBATIONARY MEMBERS ONLY

Do not shoot steel or other “heavy shot” at the steel patterning boards.
No hunting loads are to be patterned on the hanging paper or the steel patterning boards.
No slugs on patterning board – see rifle/pistol range regulations.
The patterning board is the only place to chronograph shotgun shot-shell loads.

Archery Range Rules

The archery range is located in the southeast corner of our property in the woods and includes a marked 40 yard range with target blocks and hay bales for hanging targets along with several 3D target presentations (typically a turkey, deer, coyote, and raccoon).

There is both a tree stand (see guidelines below) as well as a tower for practicing elevated shots.

The archery ranges are there for the enjoyment of full members, probationary members, and their immediate family. Members may bring guests.

There is a small parking area before entering the woods. Do not drive your vehicle into the woods.

1. Hours of operation – The archery range is open when there is sufficient light to shoot safely.
2. 3D Targets
 - a. Make sure you are proficient with your bow on the target blocks before attempting 3D targets.
 - b. Do not move 3D targets from their current locations.
 - c. Do not shoot at the heads or the antlers of 3D targets.
 - d. Do not shoot broadhead arrows at the 3D targets.
3. Tree Stand
 - a. Use the tree stand at your own risk.
 - b. Inspect the tree stand before using.
 - c. St. Charles Sportsmen's Club strongly recommends using a safety harness/vest.
 - d. You must be 12 years old or older to use the tree stand.
4. Safety
 - a. Eye protection is required when walking to the archery range.
 - b. Hearing protection is at the participant's discretion.
 - c. No arrows are to be nocked when someone is down range retrieving arrows.
 - d. You are responsible for where your arrows go. Shooting over the berm is **STRICTLY PROHIBITED**.
 - e. Climbing **up or over** the berm is **STRICTLY PROHIBITED**. The other side of the berm is a rifle or pistol range that may become active at any time and without notice.
5. No firearms of any type are allowed on the archery range.

QUESTIONS – COMMENTS - riflepistol@scsportsmans.org
membership@scsportsmans.org

St. Charles Sportsmen's Club Safety Orientation

1. When are guests allowed on the rifle and pistol range? _____
2. When are centerfire rifles, 17 CAL & 22 Magnum rifles and magnum pistols allowed on the rifle and pistol range?

3. What is the maximum number of shotgun shells that can be loaded at any one time anywhere at the club? _____
4. What shot sizes are allowed on the trap, sporting clay, or 5 stand fields? _____
5. What shot size(s) is allowed on the skeet field? _____
6. What are the club's quiet hours? _____
7. What are the club's quiet days? _____
8. When do you need to display your club Photo ID when at the club? _____
9. Where on the club property can I have a "snap cap" in my gun? _____
10. Where on club property can I carry a loaded shotgun? _____
11. Broadhead arrows may be used on _____ targets but not on _____ targets.
12. Shotgun shot-shells may only be chronographed at? _____
13. How can you depart the club if the gate is closed? _____

I have a copy of St. Charles Sportsmen's Club Standard Operating Procedures and have read and understand them. I understand that centerfire rifles and magnum pistols and rifles are only allowed on the special event dates.

I understand that any violation of St. Charles Sportsmen's Club Standard Operating Procedures or other club rules can be reason for termination of my club membership.

I am responsible for every projectile that leaves my gun and also any civil/criminal liabilities or financial repercussions that may result from my use of a firearm at the St. Charles Sportsmen's club.

Name: _____

Signature: _____

Date: _____