

# ANDOVER SPORTSMEN'S CLUB

P.O. BOX 255  
ANDOVER, MASSACHUSETTS 01810  
(978) 685-9768

[WWW.ANDOVERSPORTSMENSClub.ORG](http://WWW.ANDOVERSPORTSMENSClub.ORG)



## Club and Range Rules

Note: Reference throughout these Rules  
to either "ASC" or the "Club" mean Andover Sportsmen's Club, Inc.

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## GENERAL GUN SAFETY RULES

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1. Always point the muzzle in a safe direction.
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep the action open and gun unloaded until ready to use.
4. Know how the gun operates.
5. Be sure your gun and ammunition are compatible.
6. Be sure of your target and what is beyond.
7. Wear eye and ear protection.
8. Do not mix alcohol or drugs with shooting.
9. Be aware that circumstances may require additional rules unique to a particular situation.

## CLUB-WIDE RULES

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- 1.00 **SAFETY.** Safety is of the utmost importance. It is expected that all members who observe anyone using poor judgment or committing an act that is in violation of the ASC Rules, remind that person of proper safety procedures. If need be, the Security Director is to be notified either in person or by filing a "Safety Violation/Accidental Discharge Form" (attached hereto), to be deposited in the office, or filled-out online at the club's website, indicating the nature of the violation and the badge number or the name of the individual committing the violation. If neither the badge number nor the name of the violator is known, then the vehicle make and registration number should be included as the identifying information.
- 1.01 **SAFE CONDITIONS.** The use of unsafe firearms or unsafe ammunition is prohibited. It shall be at the discretion of a Range Officer whether a condition is safe.
- 1.02 **HOURS OF OPERATION.** No discharge of firearms is to occur on any outdoor range prior to 9:00 a.m. No discharge of firearms is to occur on any outdoor range after sunset except for a Club sanctioned event such as Wednesday or Thursday night Trap. The indoor range(s) are open 24 hours a day.

- 1.03 **GUEST POLICY.** The fundamental rule of our guest policy is that the member is fully responsible for the actions of his/her guest and will be responsible to compensate the club for damage to club property for damage caused by his/her guests. A guest is a person who is not a club Member. The club recognizes two types of guests: (1) a spouse and/or children under the age of 18 and (2) anyone else.

A Member MUST accompany his guests while on Club property. A Member may bring a spouse and/or children under the age of 18 an unlimited number of times each year. However, a Member may bring guests, aged 18 years or older, a maximum of three(3) times per year. This restriction does not apply in the case whereby guests participate in events open to the public, e.g. Trap, Beginners Archery Training, Basic Pistol Training, Archery Shoots, and Boy Scouts.

A member may bring a maximum of three guests at a time. Members must stay within arm's reach of their guest at all times when the guest is handling a firearm or archery bow or is on any firing line, otherwise the guest must move behind the yellow safety line and cannot handle any firearms or bows. Only one shooting port or shooting position can be used by the member and their guest(s) and only one person can be shooting at a time.

**All guests aged 8 years old to 17 years old must attend the Club Youth Program before they can shoot at the Rifle, Pistol or Shotgun range(s).**

- 1.04 **YOUTH POLICY & CLUB YOUTH PROGRAM.** No one under the age of 8 years old is allowed on any gun firing line. No one under the age of 12 years old may fire a handgun. No one under the age of 12 years old may fire a rifle with a caliber larger than Long Rifle .22. No one under the age of 16 years old may fire a handgun with a caliber larger than Long Rifle .22.

**Anyone under the age of 18, along with their parent or legal guardian, must successfully complete a youth firearms program.** Should a member feel that a special situation exists, with regard to the Age requirement for the Indoor or Outdoor ranges, the member may apply for a waiver. The Indoor or Outdoor Range Directors must determine the special situation is valid for a waiver to be issued.

The youth must wear their youth badge when on the range. The minimum age on a Trap range is 15 years old unless approved by the Range Operator. Exceptions may be made, at the discretion of the Trap Director, for individuals with a known shooting ability, such as those involved in the Amateur Trapshooting Association (ATA), Scholastic Clay Target Program (SCTP), Olympic, or other similar clay target shooting programs.

- 1.05 **SMOKING, FOOD, BEVERAGES, ALCOHOLIC BEVERAGES AND/OR MEDICATION.** The consumption of alcoholic beverages, either prior to or while using any range facility, is prohibited. The use or consumption of any drugs or medication which impairs ones vision or coordination, either prior to or while using any range facility, is prohibited. No alcohol or drugs allowed at all on the ranges. Smoking is not permitted anywhere in the

Clubhouse building (including but not limited to the meeting area, office, kitchen, annex and Indoor Range). Smoking is not permitted in the Indoor Archery Range, the Archery Hut, the enclosed Trap Pavilion nor anywhere in the Outdoor Pistol Range Building. Smoking is not permitted forward of the yellow safety line of the Outdoor Rifle/Pistol Range Building nor in the Outdoor Rifle/Pistol Range Building viewing/warming room. Smoking is not permitted anytime Black powder is present (within 50 feet). Food and Beverages are not allowed in the Indoor Range.

- 1.06 **FIRING LINE.** Shooting on all ranges must be from the designated firing lines and must be in line with the shooter's own target. No shooting ahead of the line is allowed in any of the ASC ranges except during special events.
- 1.07 **LOADING AND UNLOADING.** All loading and unloading of firearms must be done at the firing line after observing the safe range condition. All firearms must be unloaded, and the actions of all rifles, shotguns, and pistols, cylinders of all revolvers, and single action loading gates must be open with magazines and/or clips removed, except when on the firing line and "ready to fire". This rule does not apply to firearms that are either cased or holstered. The actions of firearms may be closed if the firearm is holstered or cased.
- 1.08 **MISFIRES AND DEFECTIVE AMMUNITION.** Should any cartridge fail to fire during shooting, the shooter shall bench the firearm, keeping the muzzle pointed down range and wait 60 seconds before removing the cartridge and placing it in the "dud bucket". Defective or unsafe ammunition shall be placed in the "dud bucket". Ammunition placed in the "dud bucket" is deemed unacceptable for use on any range and any attempt to reuse it shall not be made. If a misfire results in a live round being lodged in the firearm and you are unable to safely remove the round, you are to put the firearm in the designated gun cabinet (located: Outdoor Pistol Range, Outdoor Rifle Range, Indoor Range). Complete the form (located inside the cabinet). Lock the cabinet with the provided key. Put both the key and form into the gold mail slot in the clubhouse office door in the main meeting room. The Club will be in contact with you concerning the safe handling of the firearm.
- 1.09 **PROHIBITED AMMUNITION.** No tracer rounds or armor piercing ammunition or Browning Machine Gun (BMG) rounds are permitted on Club property.
- 1.10 **CONTROLLED FIRE.** Sustained fire is acceptable only when ones ability allows that all shots are on paper at the speed they are shooting.
- 1.11 **TARGETS.** Only paper targets mounted on Club supplied frames may be fired at with rifles and handguns, except for shooting at Club provided steel targets at the Outdoor Range. Only paper targets or clay pigeons may be fired at with shotguns. Plinking (shooting at cans, rocks, glass bottles, etc.) is strictly prohibited. The use of explosive targets is prohibited, except when used in a special Club event. Silhouette targets, i.e. any target that looks like a person or a silhouette of a person or part of a silhouette of a person is prohibited and is a violation of Massachusetts law. Anyone found in possession of a human form silhouette target on club property, except by public safety

personnel performing in line with their official duties, will be immediately suspended from the use of any club facilities, pending an investigation, pursuant to Club Rules.

- 1.12 **RANGE ALTERATION.** No range may be altered without the permission of the Range Director.
- 1.13 **QUICK DRAW.** Quick draw practice, hip shooting or drawing from a holster are prohibited.
- 1.14 **POLICING.** Members are responsible for policing any range area that they or their guest(s) use. All refuse including paper, cardboard, wood, and non-reclaimable spent shell casings must be deposited in proper receptacles.
- 1.15 **NO HUNTING.** There is to be absolutely no hunting or intentional firing at any animals or birds on Club property.
- 1.16 **INJURY.** Anyone who sustains any kind of bodily injury, shall notify the Club Security Officer and if he is not present, then either a member of the Board of Directors or a Range Officer.
- 1.17 **REQUEST FOR VARIANCE.** Any procedures, special requests or variation of these Range Rules, which may or may not be covered, must be approved by the Board of Directors.
- 1.18 **BADGES.** Badges must be visibly worn at all times while on Club property. Refusal to do so is a violation. Refusal to identify one's self or one's guest will be cause for any person to be asked to vacate Club property.
- 1.19 **VIOLATIONS.** Penalties for violations of any of these Range Rules shall vary from a warning, to suspension and may include expulsion.
- 1.20 **PROTECTION.** Eye and Ear Protection must be worn on Indoor, Outdoor and Trap Ranges. It is recommended that eye protection be worn when on the Archery Trails.
- 1.21 **STORAGE.** Firearms, except those owned by the club, may not be stored overnight anywhere on the property which includes privately rented lockers.
- 1.22 **INSTRUCTION.** No private fee-based commercial services of any type including instruction/training is permitted. If you sign-up for a Club sponsored class and do not attend without having provided the instructor reasonable notice, you will be fined a fee set by the Board of Directors.
- 1.23 **POOL TABLE.** The Pool Table can only be used by Members and their guests. No one under the age of 14 years can use the table. No Food or Drinks are allowed near the table. Members are responsible for their guests' actions and as such the Member will be held financially responsible for any damage caused by either the Member or

guest(s). When finished, please cover the table including replacement of the rubber cushions.

- 1.24 **GATE AND CARD READER ACCESS TO FACILITIES.** If you are behind someone upon entering the property or upon entering any card reader accessible facility, WAIT until the gate arm has completed its movement or until the gate is closed, then swipe your key card to gain access. If you are behind another car exiting the property, DO NOT accelerate and try to "SNEAK" under the gate, instead wait for the arm to complete its movement. Violators will be identified by all means available including their license plates and subject to disciplinary actions.
  
- 1.25 **WALL HANGINGS.** Hanging or taping anything on the Clubhouse walls is not permitted without the permission of the Club Secretary. Members are permitted to hang or advertise on the Bulletin Board located outside the entrance door of the Clubhouse.
  
- 1.26 **DOGS.** Dogs are not permitted on ASC property without a leash and must always be under the physical control of a Member. Dogs are not permitted in the Clubhouse Kitchen. Dogs are not permitted in the Clubhouse meeting area when food is being served such as, Sunday Breakfast, Membership Meetings or Special Events.

## ARCHERY OUTDOOR RANGE & PRACTICE FIELD

Firearms: Holstered Hand Guns only are allowed. (Not to be used)

Bow Type: This range is for all types of bows.

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- 2.00 Broad heads to be used on the broad head targets only.
- 2.01 Only practice or target arrows are to be used on the targets.
- 2.02 You must proceed one way only on the 3-D Archery Course. Follow all stations in numerical order. (FOLLOW THE TRAIL)
- 2.03 When looking for a lost arrow behind the targets, always hang bow or something visible on the front of the target or have someone stand in front of the target.
- 2.04 Broken arrows or any other discarded paraphernalia is not to be left on the Archery Range. PLEASE DISPOSE OF IT PROPERLY. Please use care to clean-up the area including the cabin and the grille after use.
- 2.05 Crossbows are not permitted on any 3-D course; however, crossbows are permitted on the practice range and in the indoor archery building.
- 2.06 PROHIBITED Moving any archery target from its location.
- 2.07 PROHIBITED Walking with an arrow "Noocked" on your bow.



## INDOOR ARCHERY RANGE

Firearms: Holstered Hand Guns only are allowed. (Not to be used)

Bow Type: This range is for all types of bows ~~except Cross-bows~~.

Arrow Head: No Broad-heads

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- 2.10 Sign Log Book when entering range and sign-out when leaving
- 2.11 **Shooting Positon.** Shoot ONLY from the rear shooting line at 20 yards. Shooting from the 10 yard line is strictly reserved for club training and classes. If a person, such as a youth, is shooting a low poundage bow and needs to shoot targets are a closer distance, then the shooter must move the “rolling” targets to a suitable distance from the rear shooting line at 20 yards.
- 2.12 **Proper Draw.** No “sky” draw or draw from “ground-up” – If an arrow is released while doing this, it can ricochet off the floor or damage the ceiling. Proper draw is to: (a) nock arrow in one of the designated shooting positions with the arrow pointed down range. (b) Draw back bow horizontally and release when ready. ONLY shoot, within in the designated positions (lanes 1-10) to the corresponding target.
- 2.13 **Paper Targets.** A maximum of two paper targets are permitted to be attached to the backstop in any given shooting lane. You may bring your own targets or purchase targets provided by the club at a nominal cost. No target in the shape of a HUMAN form is allowed.
- 2.14 **Retrieving Arrows.** If other shooters are present, a maximum of five(5) arrows can be shot, otherwise hang your bow, ensure a “Range Clear” is called and No one else is shooting before retrieving your arrows.
- 2.15 **Nocked Arrows.** Walking around with an arrow nocked in your bow while another person(s) is down-range is strictly prohibited.

## AXE “Hatchet” RANGE

Firearms:	Holstered Hand Guns only are allowed. (Not to be used)
Axe Type:	Hatchets no longer than 20” NO BIG AXE–The hatchet should weigh a minimum of 1 pound to a maximum of 3.25 pounds.
Axe Head:	No double-sided hatchets longer than 12 inches.
General/Club Wide Rules	All General Safety Rules and Club-Wide Rules apply to this range; Youth or Member badges must be clearly visible at all times.

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- 2.16 Throwers must be 8+ years of age, and anyone under 18 must be accompanied by an adult.
- 2.17 All throwers are required to wear close-toe flat soled shoes, when throwing hatchets.
- 2.18 All hatchets are to be thrown from or forward of the black line. Do Not cross the RED line when throwing.
- 2.19 Only one person at a time is allowed to throw an ~~axe~~ hatchet, at the same target. Only 1 hatchet is to be thrown at a time. The person must face the target when throwing the hatchet. No trick shots are permitted. Hatchets should never be thrown at a target when there is already an ~~axe~~ hatchet embedded in the target.
- 2.20 Always remain behind the RED line until the hatchet has come to rest either in the target or on the ground.
- 2.21 Hatchets should only be collected once players in the lane have thrown their hatchet and the hatchet has stopped moving.
- 2.22 Viewer(s) and throwers, not in the act of throwing, MUST remain outside of the range e.g. behind the screened wall.

## AIR GUN RANGE

Hours of Operation	9:00 AM to Sunset
Firearm Type & Maximum Capacity	Air powered guns - 10 rounds only
General/Club Wide Rules	All General Safety Rules and Club-Wide Rules apply to this range; Youth or Member badges must be clearly visible at all times.

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- 2.23 Eye and ear protection is required of all persons on the range. Air guns should be transported from your car to the shooting stations unloaded and with the action open. Cases or shooting bags are preferable.
- 2.24 No shooting is allowed when the yellow safety gate is open, audible alarm must remain on. The gate must remain open when anyone is down range, audible alarm must remain on. Shooters must close yellow gate and verify the "safe condition" has ended before firing commences.
- 2.25 **REQUESTING A "CLEAR" TO GO DOWN RANGE.** Before going forward of any firing line, a shooter shall request a "Clear". Other shooters should reply "I Am Clear". Once the line is "clear" a safe condition will then exist. That means all actions are open, all magazines are removed, all air guns/firearms are pointed in a safe direction, and all shooters are at least three feet behind the firing line. No loaded firearm shall be carried forward of the firing line, unless holstered. **The touching or handling of air guns, firearms, ammunition or magazines while a "safe condition" exists is strictly prohibited.** No air guns may be handled or loaded until after all people are behind the firing line and the "safe condition" is removed. Safe Condition is removed by the last shooter off the range or the Range Safety Officer saying "The range is "hot" or "It is safe to fire" etc. (do not use the word "clear" for this).
- 2.26 All shooting must be conducted from the firing line. Ground shooting at any targets is not allowed.

## TRAP RANGES

Caliber	.410, .28, .20, .16, .12 gauges
Maximum Load	3 dram
Firearm type	Shotgun only
Maximum capacity	1 Round or 2 depending on course of fire

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- 3.00 Amateur Trapshooting Association rules shall prevail in the absence of an ASC Rule.
- 3.01 No shot larger than 7 1/2 may be used. No Slugs are allowed.
- 3.02 Single load only at your turn. Two shells allowed when shooting doubles.
- 3.03 All actions open and chamber empty while shotguns are being transported from your car to the Range. All actions open and chamber empty before or while changing stations.
- 3.04 No shooting at the trap house.
- 3.05 Clay targets only allowed on the Trap Range.
- 3.06 All launching machines are permitted only on the dirt, not on the concrete unless being placed on a fully vibration resistant pad approved in advance by the Trap Range Director.
- 3.07 No one may go downrange during Trap operations without an approved operator.
- 3.08 Shooters are required to pick up and dispose of their trash before leaving the range.

## INDOOR PISTOL RANGE

Caliber	Air gun lead pellets, any handgun up to .45 caliber . <b>The use of magnum ammunition of any kind is strictly prohibited.</b> No other caliber other than .22LR rounds or smaller may be shot from either of the left most or right most shooting ports.
Maximum Load	Standard and High velocity (except Magnum)
Firearm types	Air guns, handguns and only rifles shooting .22LR, .22Short, .22CB, or .22 BB caps are allowed. BB's are not allowed.
Maximum capacity	10 rounds

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- 4.00 Firearms should be transported from your car to the shooting stations unloaded and with the action open. Cases or shooting bags are preferable.
  - 4.01 The air handling system **MUST** be ON when shooting. Firearms will not be pointed higher than parallel to the floor while you are in the act of shooting at your target. For example, you may not begin your shooting routine by pointing your firearm skywards and then pointing it down to the target. Firearms may only be fired from a position above the bench.
  - 4.02 Shooters may fire at only paper targets that are mounted on the target carriers for only their shooting bay. Cross shooting at other targets is not allowed. Ground/Floor shooting at any targets is not allowed.
  - 4.03 Whenever a person on the firing line is handling a firearm, that firearm must always be pointed down range. Elevating a firearm in such a way to cause the trajectory of a bullet from that firearm to be above the target area is prohibited. Extreme care must be exercised to keep all shots in the backstop area and to avoid hitting the floor, walls and ceiling.
  - 4.04 No Shotguns are to be fired on the Indoor Range.
  - 4.05 Use the "DUD" box for disposal of unfired cartridges.
  - 4.06 PROHIBITED magnum any caliber, armor piercing, tracer, incendiary cartridge, shot loads or BB.
  - 4.07 PROHIBITED Discharge of Black Powder Firearms.
  - 4.08 PROHIBITED Fully Automatic Firearms

## OUTDOOR PISTOL RANGE BUILDING

Hours of Operation	9:00 AM to Sunset (Monday thru Saturday) 10:00 AM to Sunset (Sunday)
Caliber	Up to .50 caliber.
Firearm types/loads	Hand guns only, magnum loads allowed. <b>No armor piercing or tracer ammunition.</b>
Maximum capacity	10 rounds

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- 5.00 **Always** keep firearms pointed in a safe direction.
  - 5.01 **Always** keep your finger off the trigger until ready to shoot.
  - 5.02 **Always** keep your firearm **UNLOADED** until you are at the firing line.
  - 5.03 **Loaded** firearms must be holstered and secured by the owner. Firearms should be transported from your car to the shooting stations unloaded and with the action open. Cases or shooting bags are preferable.
  - 5.04 **Eye and Ear Protection** is required of all persons in the shooting area.
  - 5.05 **All Shooting** must be conducted from the firing line. **Drawing from a holster is expressly prohibited.** . Ground shooting at any targets is not allowed.
  - 5.06 **All shooters** are responsible for their rounds staying within the confines of this range. Areas forward of the shooting ports are off limits.
  - 5.07 Smoking, Food, Beverages, alcoholic Beverages and/or Medications.
  - 5.08 There is a one hour time limit on the range if shooters are waiting. Please clean up brass in shooting areas and place in provided buckets.

## OUTDOOR RIFLE/PISTOL RANGE BUILDING

Hours of Operation	9:00 AM to Sunset (Monday thru Saturday) 10:00 AM to Sunset (Sunday)
Calibers	No limit with the exception of 50 Caliber Browning Machine Gun rounds or more powerful.  No armor piercing or incendiary ammunition is allowed.  The use of .22 caliber magnum and magnum handgun ammunition is allowed.
Firearm Type & Maximum Capacity	Rifles and Shotguns - 10 rounds only
Firearm Type & Maximum Capacity	Handguns - 10 rounds

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- 6.01 Eye and ear protection is required of all persons on the range. Firearms should be transported from your car to the shooting stations unloaded and with the action open. Cases or shooting bags are preferable.
- 6.02 No shooting is allowed when the yellow safety gate is open, audible alarm must remain on. The gate must remain open when anyone is down range, audible alarm must remain on. Shooters must close yellow gate and verify the "safe condition" has ended before firing commences.
- 6.03 **REQUESTING A "CLEAR" TO GO DOWN RANGE.** Before going forward of any firing line, a shooter shall request a "Clear". Other shooters should reply "**I Am Clear**". Once the line is "clear" a safe condition will then exist. That means all actions are open, all magazines are removed, all firearms are pointed in a safe direction, and all shooters are at least three feet behind the firing line. No loaded firearm shall be carried forward of the firing line, unless holstered. **The touching or handling of firearms, ammunition or magazines while a "safe condition" exists is strictly prohibited.** No firearms may be handled or loaded until after all people are behind the firing line and the "safe condition" is removed. Safe Condition is removed by the last shooter off the range or the Range Safety Officer saying "The range is "hot" or "It is safe to fire" etc. (do not use the word "clear" for this).
- 6.04 All shooting must be conducted from the firing line. Target frames are designed to hold one paper target centered in the frame. Ground shooting at any targets is not allowed.
- 6.05 Deer slugs and buckshot are allowed on a standard club target frame, 100 yard side of range only.

## OUTDOOR RIFLE/PISTOL RANGE BUILDING CONTINUED ...

- 6.06 Shotgun patterning is allowed on the 40 yard patterning target frame and stand only, located on the 100 yard side of range.
- 6.07 Only one target, at a time, can be secured to the standard club target wooden/cardboard frames.
- 6.08 **FULLY AUTOMATIC FIREARMS. Neither bump-stock nor trigger-crank devices are allowed on club property.** Fully automatic firearms may only be fired on the Outdoor Rifle Range and then only if all the following requirements are met.
- A. The owner of the firearm must be a club member in good standing. In the case of a full automatic firearm, he/ she must present their Massachusetts License to Possess a Machine Gun, and a copy of the Federal Form 4 for the gun indicating his /her ownership. The member must show his/her club badge to the Range Safety Officer (RSO) who will supervise the firing prior to shooting. It is the responsibility of the owner to ensure that an RSO, who can solely be devoted to supervising the owner and his party, is available.
- B. The licensed owner must warrant to the RSO that all persons, including himself , that are to fire are competent to do so and will take full and sole responsibility for their actions and for their safety during the shooting session. The owner must sign and date the form and list all the persons in his/her party who will be shooting. The owner must then brief the RSO on the operation of the firearm and its safeties, if any, prior to shooting session. If the RSO decides that the owner is not adequately familiar with the operation of the firearm he will terminate the shooting session.
- C. Persons other than the licensed owner must present the following to the RSO before they are allowed to shoot:
- proof that they are over twenty one years of age and possess a valid firearms license
  - or proof that they are on active military duty by means of a current active military identification card.

The RSO will observe the firing of the gun by all individuals in the party. He/she will ensure that the firearm is handled in accordance with the NRA's Three Fundamental Rules of Gun Safety and will pay particular attention to the shooters ability to the control muzzle rise common to these firearms. If, in the sole judgment of the RSO, the shooter is not handling the firearm safely, cannot control the muzzle rise, or cannot manage the burst fire described below, the RSO will terminate the session for all the shooters.

The firearm will only be shot in bursts of approximately five rounds. After five such bursts there will be a pause of at least ten seconds before firing is resumed.



## OUTDOOR RIFLE/PISTOL RANGE BUILDING CONTINUED ...

Because some full automatic firearms will not function properly unless their magazines are fully loaded, because of their high rate of fire, and because the safety issue present when a semiautomatic firearm malfunctions and unexpectedly goes full auto doesn't exist here, magazines for these firearms may be loaded to full capacity or fed by belt. As indicated elsewhere in the Outdoor Range rules, but repeated here, .50 caliber BMG, tracer or armor piercing ammunition is not allowed.

### Full Automatic Firearms Declaration

In accordance with the Andover Sportsmen's Club Range Rules for the use of full automatic firearms I make the following declaration.

I have read and understand the Range Rules for the operation of full automatic firearms and will abide by them. In addition I am familiar with and competent to operate the following full automatic firearm

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial number \_\_\_\_\_

In addition I warrant that the following people who will also shoot the firearm are over 21 years of age and are familiar with and competent to operate the firearm in full automatic mode. (print)

I acknowledge that I hereby take full responsibility for the actions of myself and the above named persons during the operation of this firearm.

Member Name (print) \_\_\_\_\_

Badge Number \_\_\_\_\_

Member signature \_\_\_\_\_

Witnessing Range Safety Officer (RSO) Name

\_\_\_\_\_

Witnessing RSO Signature

Date (mm/dd/yyyy)

\_\_\_\_\_

\_\_\_\_\_

## **SAFETY VIOLATION INCLUDING AN IMPROPER DISCHARGE**

Any improper use of an archery bow or axe or violation of the Club's rules, including an improper discharge of a firearm, must be immediately reported in writing, (incident report) by either the responsible member or any person having observed the event to the Club Security Director. (See below: "**Safety Violation/Improper Discharge Form**".)

The Security Director will investigate the circumstances surrounding the event and provide a written report to the President within fifteen (15) days after receiving the incident report. If the Security Director's report states that a serious event did not occur no further action will be pursued. However, if the Security Director's report confirms that a serious event has occurred the President will then be required to make a written recommendation to, and convene a meeting of, the Board of Directors within fifteen (15) days of receiving the Security ~~Officer~~ Director's report. The responsible member will be requested to attend that meeting and will be given an opportunity to make a statement to the Board of Directors on his or her personal behalf. Should the responsible member not attend that will have no effect on the Board of Directors rendering a formal decision.

Upon a negative report being submitted by the Security Director, the responsible member will be notified of such and will be automatically suspended from discharging any firearm and/or use of an archery bow on Club premises until the Board of Directors has been convened and a hearing held on reported the violation and a decision rendered. Upon submission of a negative report, the Security Director shall take whatever actions are necessary to prevent the Responsible Member from discharging a firearm and/or archery bow until the matter has been resolved by the Board of Directors.

The Board of Directors may levy any penalty including that of the responsible member's membership being permanently revoked. The Board of Directors may also determine if further action is appropriate such as, but not limited to, reporting the incident to the appropriate law enforcement or other regulatory authorities.

## Safety Violation/Improper Discharge Form

Violator's Name: \_\_\_\_\_

Violator's Badge Number: \_\_\_\_\_

Age: \_\_\_\_\_

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

Time of Day: \_\_\_\_\_

Type of Firearm: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Type of Action: \_\_\_\_\_

Range (if applicable): \_\_\_\_\_

Describe what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why did this happen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended action to be taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigation team members:  
\_\_\_\_\_  
\_\_\_\_\_

Reported by: \_\_\_\_\_ Badge No: \_\_\_\_\_