
Procedure for Down-range Shooting

1.0 SCOPE

- 1.1 This document establishes the policies and procedures for use of certain ranges for downrange shooting in the pistol bays.
- 1.2 This document does not apply to other shooting venues.

2.0 AFFECTED PERSONS

- 2.1 NTSA staff and BoD
- 2.2 All club members
- 2.3 Guests of club members

3.0 DEFINITIONS

- 3.1 Action Practice Bay (APB): Pistol bay immediately South of Pistol Bay 3 with berms on the West and South.
- 3.2 Board of Directors (BoD): The NTSA Board of Directors comprised of the President, Officers and Venue Chairs
- 3.3 Downrange Approved Member List: List of members that have been approved for downrange shooting.
- 3.4 Downrange Shooting: The use of shooting bays from forward of any establish shooting benches or lines for purpose of practice or recreational shooting.
- 3.5 East Action Bay (EAB): Pistol bay immediately East of the Action Practice Bay with the berm to the South.
- 3.6 Guest: Individual that is not a member of NTSA but is participating in activities at the club under supervision of a sponsoring member.
- 3.7 Match: NTSA sanctioned events under the control of an approved match director.
- 3.8 Match Director (MD): Individual approved by NTSA Board of Directors to organize and supervise a specific NTSA sanctioned match or other shooting activity.
- 3.9 Optional Range Fee (ORF): Annual Fee paid by members in lieu of paying daily range fees.
- 3.10 Pistol Bay 1 (PB1): The Eastern-most pistol bay, immediately west of the 50-yard Intermediate Bay, with the berm to the South and target backers at 25 and 50 yards from the benches.
- 3.11 Pistol Bay 2 (PB2): The middle pistol bay with the berm to the South and target backers at 5, 7 and 15 yards from the benches.
- 3.12 Pistol Bay 3 (PB3, steel bay): The Western-most pistol bay with the berm to the South and populated with steel targets at 15 yards from the benches.
- 3.13 Practice Activities: Individual or small group activities with the purpose of advancing shooting skills.
- 3.14 Range Safety Officer (RSO): An individual that has completed an NTSA approved RSO training program.
- 3.15 Training Activities: Group activities under the control of an instructor.

4.0 FORMS & REFERENCES

- 4.1 NTSA Range Rules
- 4.2 NTSA Operating Policies
- 4.3 NTSA By-Laws
- 4.4 NTSA Downrange Approved Member List

5.0 GENERAL

- 5.1 With exception of club approved matches or specific club approved training activities, downrange shooting and practice activities will be limited to the Action Practice Bay, East Action Bay and PB1, but not allowed in PB2, PB3 or the 50-yard intermediate bay. Rifle ranges are not addressed in this procedure and do not allow downrange shooting activities.

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- 5.2 No range or venue may be reserved for limited use without specific BoD approval and an approved Match Director or insured and certified instructor, unless otherwise approved by the BoD. Reservation of facilities is granted on a case by case basis, initiated by a member request made to the BoD and is contingent upon approval by the BoD.
- 5.3 All individuals serving as an RSO must complete an NTSA approved RSO training course which will include certification by a major training organization and additional training specific to steel target use and NTSA rules. A current certification from a major training organization (e.g. USPSA, NRA, etc.) may meet the requirement for participation in that portion of the NTSA approved training, subject to NTSA approval.
- 5.4 Performance of downrange shooting shall be limited to individuals approved by NTSA and included on the Downrange Approved Member List and their immediate family covered under their family membership when accompanied by the Approved Member. Any other use must be approved on a case-by-case basis by the BoD.
 - 5.4.1 Daily access is approved by the Range Manager on duty or a member of the BoD by verifying that the club member is on the Downrange Approved Member List.
 - 5.4.2 Activities must be supervised by the member listed on the Downrange Approved Member List who will be responsible for insuring that all NTSA safety rules are followed at all times.
 - 5.4.3 No guests will be allowed to perform downrange shooting without BoD approval and/or included in an NTSA approved event.
- 5.5 The Pistol Chair, a Match Director and/or the Range Manager will set a standing target array in the APB following the completion of action matches that may be used for training and/or practice purposes. The standing target array will be comprised of club owned steel targets, props or other targets.
- 5.6 Members authorized for downrange shooting must provide their own cardboard targets and may use personally owned target stands to add targets to the standing target array. They may use personally owned steel targets in accordance with NTSA steel target policies.
- 5.7 A list is maintained by the BoD comprised of members who are approved to perform downrange shooting (Downrange Approved Member List). The range manager on duty or a BoD member shall consult the list prior to approving member downrange shooting.

6.0 TRAINING

7.0 RECORDS

- 7.1 Daily Sign-in Log (held in the clubhouse or at a match sign-in location)
- 7.2 NTSA Downrange Approved Member List

8.0 RESPONSIBILITIES

- 8.1 NTSA BoD is responsible for maintenance and approval of the content of this document.
- 8.2 NTSA Range Manager or a BoD member is responsible for daily member use approval for downrange shooting.

9.0 REVISION INDEX

Document Change History

Revision	Date	Description	Responsible for Change
NEW	2/3/24	Original Release	Naughtin/Brucia
A	2/17/24	Revised entire document to remove use of NTSA action bays by 3 rd party for instruction, driven by the BoD vote taken at the monthly meeting held 2/14/24	Naughtin/Brucia

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Appendix A

Overhead view of the ranges

