

# Administration

- Sign -In
- Waiver
- Guest ID Card
- Name Tag

# Washrooms

Men – Porta-Poti

Near Indoor Range

Women / Handicap

Near BBQ Back Deck Area



*est. 1936*

# Welcome to Maple Leaf Marksmen New Member Orientation Sessions

# VITAL QUESTION!

Does Anyone have  
ammunition on them;  
If so, please remove it!

# PURPOSE OF THE ORIENTATION

**The purpose of this orientation is to introduce prospective members to the sport of shooting.**

**This will allow any new shooter to determine if this is the sport for you.**

**This will allow you to determine if this is the club for you.**

**It also helps us to identify those that the club feels may be a good fit with Maple Leaf Marksmen.**

**Your Attitude** is key to a successful, safe, and enjoyable shooting environment for our members.

# Orientation Outline

## First Weekend Session

- Interactive presentation/discussion/attitude
- Discussion on Club Rules & Policies
- Range Tour – RED/GREEN Lighting
- Indoor Outdoor Range Rules
- Ammunition Recognition
- Mis-fire / Hang Fire Procedures

## Second Weekend Session

- Indoor Range Shooting & Attitude
- RSO responsibilities and Student Comprehension
- Hit the target 10-times out of 10-times
- Practical – ACTS /PROVE various firearms
- Practical – How to carry a Rifle/Handgun down the line

### Third Weekend Session:

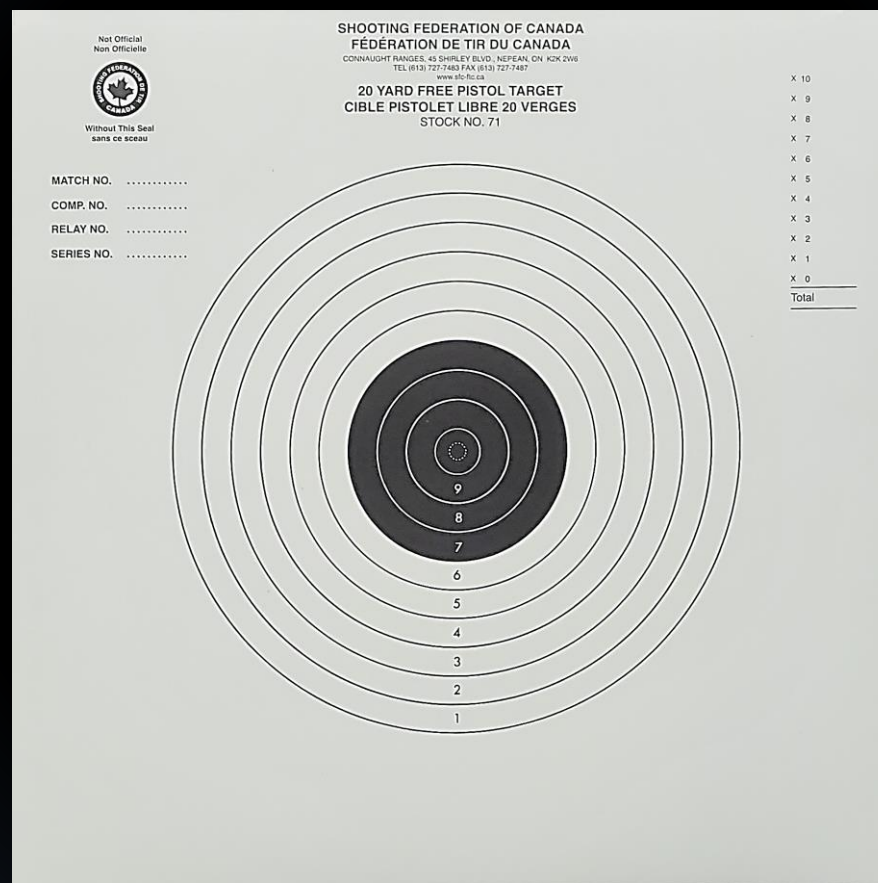
- Outdoor Range Shooting & Attitude
- Understanding and Practice of RSO/LSO
- Cease Fire Emergency / Make the Line Safe
- Recognizing Firearm and Safety using ACTS/PROVE
- Explain the Sunday Polar Bear & Invitation to one of the events.
- Club House WRITTEN Exam complete Membership Application.



# Course Requirements

- **Complete the theory portion of the New Member Firearm Safety Course;**
- **Complete a minimum of 2 Satisfactory Practical range sessions with an instructor, one of which must be outdoors;**
- **Pass a practical shooting test indoors at 20-yards and score 10/10 on a paper target.**
- **Complete a range lockup and shut down walk through with an instructor.**
- **Pass a written test of all the material covered during training.**
- **Approval for membership will be assessed following completion of all training and testing. Only those students that present a satisfactory understanding of the Rules & Policies; demonstrate good safety habits; and present a suitable attitude will be offered membership in the club.**

# #71 Target – 11” x 11”



# Training equipment

To complete this training, applicants will require:

- **22 Rim fire rifle - Applicants may use their own rifle, if you don't own a 22 rifle, a rifle will be available to borrow for each shoot (\$20/session),**
- **22 Rim fire ammunition approx. 300 to 500 rounds (student must provide unless borrowing a firearm),**
- **Mandatory Hearing protection - (Electronic Over the Ear style Recommended),**
- **Mandatory Eye protection,**
- **Dress for the weather - expect to be outside for up to 2 hours in any weather,**
- **Avoid sandals and low cut shirts when shooting – hot brass can be uncomfortable against the skin,**
- **Paper and Pen to take notes.**

## Acts & Prove

- A - Assume every firearm is loaded
- C - Control the direction of the muzzle
- T - Keep fingers away from the trigger
- S - See the firearm is safe – Prove it

## Acts & Prove

- P - Point the firearm in a safe direction
- R - Remove all ammunition
- O - Observe the Chamber
- V - Verify the feed path
- E - Examine the bore

# Basic Firearm 'Rifle' Types

# Bolt Action





# Semi Automatic Action



# Lever Action



# Pump Action



# Break Action



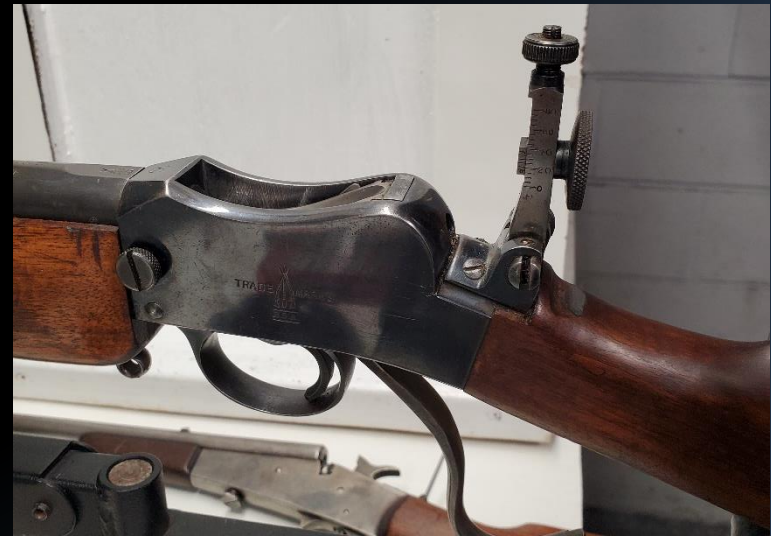
# Martini-Henry Tipping Block Action





Rolling Block

Martini



# Club Rules

**All shooting at the Club will be done with the main gate being open and the sign showing the range is open. Any member entering on to Club property must ensure that the main gate is open.**

**All members must “sign in”. Print date, time in, first name and badge # on the **YELLOW** sign in sheets.**

**Members must wear and display their membership badges when on club property.**

**The first member entering the Indoor or the Outdoor Range must turn on the safety (**GREEN** and **RED**) lights and turn on any other lights as may be required.**



# Ammunition – Outdoor Range

**Steel core (green tip) ammunition is prohibited**

**Sunday:** 9:00am to sunset (see the Calendar for scheduled events)

Only .22lr .22l & .22 Short rimfire ammunition are permitted on all positions.

**Monday to Saturday:** 9:00am to sunset

Position 1 - pistol calibre all types

Positions 2 to 7 - pistol calibre all types and any shotgun

Positions 8 & 9 - pistol calibre all types

Position 10 to 12 - .22lr, .22l & .22s rimfire

Position 13 to 27 - pistol calibre lead only and lead only shotgun

Position 28 to 29 - Dueling tree bunker - .22lr, .22l & .22s rimfire.

Position 30 & 31 – All Calibre Centrefire Rifle Cartridges, may only be fired on these positions

Shotgun stand - #7 ½ or Smaller diameter **LEAD SHOT ONLY** & the powder charge

must not be more than 3 ¼ drams.

# Ammunition – Indoor Range

**Shotgun & Centrefire rifle shooting is prohibited**

**Metal Jacketed ammunition is prohibited**

*Only pistol calibre lead or synthetic bullets are to be used.*

Copper washed ammunition is permitted provided the coating can be easily scraped off with the finger nail. (typically only 22 caliber ammunition is washed)

Synthetic jacketed (polymer coating) ammo is permitted e.g., Federal Syntech, X-Metal

Target loads only, (+p or +p+ are inappropriate for use in the indoor range)

**IF IN DOUBT - DON'T USE IT!!!**

**10 MINUTE BREAK**

# Policy and Procedures

# Violations of Rules & Policies

The club executive may issue at their discretion verbal warnings, written warnings, a suspension of range privileges or termination of the offender's club membership.

If the actions of the member are reportable to the police or chief firearms office, such report will be made in writing to the member.

Any **FULL** member disciplined by the club executive may choose to appeal the decision at a meeting of the club board of directors. The result of this appeal shall then stand as a final decision.

It is the member's responsibility to be aware of and abide by all current firearm laws as it applies to them and/or the club.

**All Club members have the responsibility to enforce safe firearms handling.**

**Any person who deliberately fails to handle and/or discharge firearms in a safe manner or who violates Club rules or who poses a hazard to any other member, any guest or to the safe operation of the Club will be removed from the Club property immediately.**

**If the actions of a member are reported to the police or Chief Firearms Officer, that member will be advised in writing.**

**It is MANDATORY that eye and ear protection be worn by all shooters and spectators that are in reasonable proximity to the shooting line.**

# Firearms

**Restricted and Prohibited firearms, that are authorized by legislation and the CFO, may be fired at the range.**

**Only magazines or cylinders with permitted capacities as defined in the firearms act may be utilized at this range.**

**Black powder** - all new black powder shooters will be required to shoot six times with an experienced black powder member to prove their understanding of the safety requirements associated with black powder shooting.

**Handguns** - after becoming a club member, RPAL holders who would like to shoot handguns at the club, are required to complete a handgun safety training course administered by a club-appointed handgun safety instructor before bringing any handgun to the club.

After successfully completing the handgun safety course, handgun shooters are on probation for 1 year. During this period, they may shoot indoors, unsupervised, and may shoot outdoors only when accompanied by a non-probationary handgun qualified member.

**Wearing of holsters is prohibited.**

**The range is not approved for IPSC/IDPA style shooting.**



## **Shotgun – Outdoors Only**

**When shooting clay birds, they are to be fired from the covered stand toward the 70 meter cross range position in such a manner that all pellets are kept within the confines of the Outdoor Range. Shot size must be #7<sup>1/2</sup> or Smaller and the powder charge must be 3<sup>1/4</sup> drams or less. Shooting positions 23 to 31 must be closed when the shotgun stand is in use.**

**Before shooting any shotgun from any position, target stands or other objects must be moved from the path of the shot.**

**Shotguns may be fired at positions 2 to 7 and 13 to 29 of the 50 meter range and at positions 30 and 31 of the 70 meter range provided that lead only shot is being used.**

**Steel shot (Considered Jacketed) may only be fired from positions 2 to 7.**

**The portable shotgun patterning stand must only be used between positions 2 and 7.**

# Targets

- All shots fired must be aimed in such a manner as to cause the projectile to hit the backstop.**
- Targets are to be posted on fixed target stands only.**
- Shoot only targets that have been approved by the BOD/Executive.**
- At no time shall any member or guest discharge his/her firearm at target stands or frames, metal cans, glass bottles, or any such material that may produce dangerous debris or bullet ricochets.**
- No shooting at wildlife on club property.**
- No shooting of binary / explosive targets on club property.**
- No shooting of human shaped targets (includes zombies).**

# Probation

**All new members must serve a 1 year Probationary period beginning from the date club membership was approved.**

**Probationary members will be identified by the letter “P” prefixed to their membership number on their Club ID.**

**Probationary members may not supervise guests.**

**Probationary Members breaking any rules or club policies during their probationary period may be terminated at the discretion of the Club Board without the right to appeal.**

# Guests

**Members may bring a guest on to Club property to shoot but that member is fully responsible to explain all aspects of handgun and/or rifle safety to the guest.**

**First Time guests must sign the Club's Release and User Obligations form.**

**All guests must be signed in on the designated 'WHITE' guest sign in form.**

**All guests must wear a Guest badge and name tag and display it at all times while on Club property.**

**Guests of probationary members can only be "signed in" and supervised by a **FULL CLUB MEMBER.****

# Guests

**A person may only attend the Club property to shoot as a guest on three separate occasions. If guests wish to attend and shoot on Club property after three times, the guest must apply to become a Club member.**

**All shooting done with a guest must be on a “one on one” basis meaning that when the guest is shooting, the member is watching. If the member is shooting, the guest is watching.**

# Guests

If more than one guest is brought to the Club to shoot, only one firearm may be in use at any time.

Guests may only shoot one shot at a time until the member supervising the guest is able to verify that the guest can properly handle the firearm being used and hit the target being aimed at.

Guests can only shoot handguns in the Indoor Range when signed in and supervised by a **FULL CLUB MEMBER** who has successfully passed the Club Level Handgun Safety Course and is **NOT** on probation.

# Personal Injury Reporting

**If a personal injury is caused by the discharge of a firearm, a Personal Injury Report must be completed by the RSO. The Report must include the following information:**

- **date, time and location.**
- **names of the individuals involved.**
- **name of the range officer on duty at that time.**
- **was medical attention needed?**
- **general description of the incident, including circumstances in which personal injury occurred-if known.**

# Personal Injury Reporting

A personal injury report is necessary “if it is caused” by the discharge of a firearm

## THIS IS THE PROCEDURE TO FOLLOW:

1. Complete a Personal Injury Report posted and available in the Clubhouse
2. Inform any Executive Committee Member within 48 hours of the incident

Note: The Executive will Inform the police as soon as possible and the CFO within 30 days of the injury date



# Personal Information

**It is the responsibility of every club member to inform the club secretary each time any of the following are changed:**

- ✓ **PAL/RPAL Number (12345678.000?)**
- ✓ **CSSA Number or Expiry Date**
- ✓ **Home Address & Telephone Number(s)**

**NOTE: the club is required to keep records of these numbers for each member.**

# RANGE TOUR

- We will now break into 2 groups of 4
- Half will start in indoor range
- Half will start on the outdoor range

# Range Procedures

# Range Safety Officer - RSO

- ✓ **The RSO is the individual who is responsible for and oversees the shooting activities at the firing line in both the Indoor, Outdoor and Archery Range.**
- ✓ **The RSO ensures that all firearm and club safety rules are being followed.**
- ✓ **The RSO's name is to be printed on the blackboard in the range where shooting is taking place. If two or more members are shooting on the same range, one must be designated as the RSO. If that person leaves, another is designated as the RSO and prints his or her name on the blackboard.**

# Range Safety Officer

- Be prepared for distractions to shooters and what action is appropriate
- Observe for safe handling of all firearms by all participants and what action to take if necessary
- Know how to inspect ALL firearms to make sure they are empty and safe after the “Ceasefire” and “The Line is Safe” declaration
- Must have knowledge of approved target material, target placement, and bullet impact area
- Must know where targets are to be located in relation to the backstop, i.e. at the base and in front of the backstop. Not scattered around the floor

# Line Safety Officer

- ✓The LSO is an assistant to the RSO, acting as another pair of eyes and ears for the RSO
- ✓The LSO is to observe the line for any potential safety issues.
- ✓The LSO has the same responsibilities as the RSO and must be prepared to act as RSO if required.
- ✓The LSO can be asked to work 1-on-1 to supervise new members or open house guests on the firing line.

# Line Safety Officer

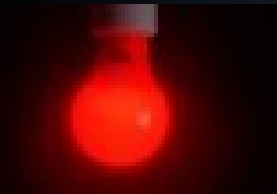
- Observe shooters in his/her area
- Check for safety violations, proper loading, everyone ready to shoot, muzzle control, eye and hearing protection in place & conduct.
- Signals RSO when the “Line is Ready”
- Checks for unloading/unloaded firearms, firearms empty & on bench/table/gun rack.
- Signals RSO when Line is “SAFE”

# Safe Line Indicators

Indoor and Outdoor ranges have safety lights with main switches, plus, with the our outdoor lights having four strategically placed button switches to control Red to Green/ Green to Red

**Green light** - indicates line is safe (no shooting) firearms have been made safe and it is safe to go down range.

**Red light** - indicates a live fire situation (range is active and shooting in progress) do not go down range.



**Safety lights must be used at all times.**



# Red Light

## **RED LIGHT** CONDITION – The Range is Active (HOT)

- The RSO is to ensure no one is down range before changing the light from **GREEN** to **RED** and making the range Active.
- Shooting is to only take place from behind the benches and shooting ports and forward of the **yellow line**.
- No one is to go down range.
- Guns may be placed, uncased and handled on the bench (ACTS and PROVE)
- Benches / shooting ports if being opened shall be done on a **RED** light condition.
- Shooting may commence.

# RED SAFETY FLAG

IF there is a Power Failure, **Red Flags** are to be used

When the **RED FLAG** 'IS IN USE' the Range is **HOT**

When the **RED FLAG** 'IS NOT IN USE' the Range is **SAFE**

# Green Light

**GREEN LIGHT CONDITION** – The Range is no longer Active (SAFE LINE)

Prior to changing the light from **red** to **green**, the RSO will ask for a safe line.

- Shooters will make their firearm safe.
- Firearms will be unloaded, magazine removed, action open, placed on the bench with the muzzles pointing down range, black powder firearms will be discharged.
- Shooters will then move and stay behind the **yellow line**.
- The **RSO** or their **LSO** designate(s) will inspect all firearms.
- After ensuring all firearms have been made SAFE, the RSO will call a SAFE line and change the light to **GREEN**. The range is now SAFE for personnel to go down range.
- Persons not going down range shall remain behind the **yellow line**

**Do not handle firearms on the shooting bench from either side of the line, nor anything on the back bench!**

# Setting up

**Firearms are to be cased coming to and leaving the Range.**

**Firearms should be cased and uncased at the firing line when practical.**

**Acts and Prove shall be completed as each firearm is uncased.**

**Firearms are to be placed on the firing bench, muzzle pointed downrange, action open with magazines and ammunition removed & chamber flag installed (as required).**

**Firearms stored on the back bench are to be cased.**

**Use of Chamber Flags will be indicated at the discretion of the RSO.**

# Opening Ports

Outdoor range:

Opening of shooting ports is to be completed under **RED** light conditions.

Removed benches should be stored under the back bench to avoid a tripping hazard forward of the **yellow** line

**The door near Position #1 and Position #21  
are the primary entrances to the range.**

# Opening Ports

## Indoor Range:

Benches and baffles should only be removed when firing in the prone or kneeling position and returned to their proper positions when firing is completed.

The shooting bench is to be cleared and raised ONLY during a **RED** light condition.

The ventilation baffle is to be removed under **GREEN** light conditions from the down range side of the firing ports and stored against the wall near #10 position when not in use.

**Position #1 is the primary entrance to the target area of the indoor range.**

# Archery

- A single position Archery target is located outside the door adjacent to shooting position No.1.
- If firearms are on the outdoor range, ensure the designated RSO is aware the archery position is being used.
- Archers must follow the direction of the RSO.
- Archers must stay behind the **yellow line** at the archery shooting position unless the range light is **green**.
- Follow the club red light/green light procedures.
- Use only field or target points and aim into the archery bunker only.

**Note: Broadhead arrows are prohibited**

# Range Maintenance

**At the end of a shooting session:**

- ✓ **Pick up brass, steel, and shell casings and dispose of them in the designated containers (Brass in the Brass Only Buckets, Steel in the Steel Bucket)**
- ✓ **Pick up and dispose of any garbage in the designated containers.**
- ✓ **Remove all targets and stands you used during your shoot**
- ✓ **Respectfully leave the range in a better condition than you found it.**



# Firearm Maintenance

**Any firearm requiring maintenance shall be removed from the firing line to a designated safe area.**

**Safe areas are marked with signs on both the outdoor range and indoor range.**

**10 MINUTE BREAK**

# Shooting Fundamentals

# “Big 7”

1. **Grip**
2. **Stance**
3. **Sighting**
4. **Trigger Control**
5. **Breath Control**
6. **Follow Through**
7. **Rhythm**

# **“Main 4”**

- 1. Grip**
- 2. Stance**
- 3. Sighting**
- 4. Trigger Control**

# Grip

<https://www.primalrights.com/library/articles/precision-rifle-marksmanship-grip-technique>



## Pistol Grip Stock

# Grip



## Hybrid Stock

# Grip



## Conventional Stock



# Stance

<https://outdoorempire.com/rifle-shooting-positions/>

1. Prone
2. Sitting
3. Kneeling
4. Off-hand
5. Fighting
6. Thumb Over Bore
7. Using Supports
8. Slings



# Sighting



**Front Sight**



**Rear Sight**



**Combined**



# Trigger control

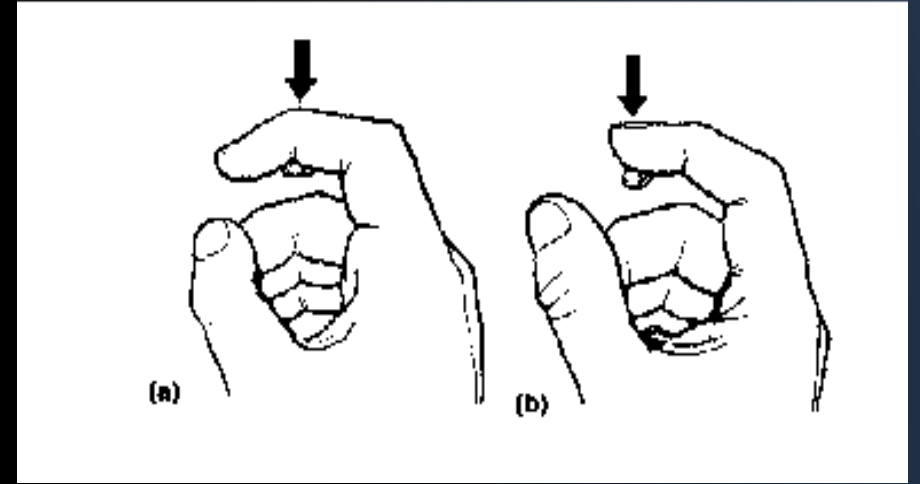
## TRIGGER FINGER PLACEMENT

### Double Action

- Place the trigger finger, with the seam between the first and second sections, on the trigger face.

### Single Action

- Place the pad of the trigger finger between the tip and the seam between the first and second sections on the trigger face.



# Trigger control

- Operate the trigger through the complete cycle.
- This must be one smooth, continuous pull.
- Steadily increase the pressure on the trigger until the firearm discharges.
- Briefly pause the trigger at the rear of the pull.
- Release the trigger at the same speed as it was pulled rearward.
- Re-aim the firearm.
- Repeat for subsequent shots.
- The majority of shooting errors are related to poor trigger control.

**NOTE: The smoothness of the trigger operation is vital to achieve accuracy.**

# Breath control

- **MAINTAIN MUZZLE CONTROL.**
- **Keep your finger off the trigger.**
- **When you are ready to start, take a deep breath and exhale it all.**
- **Take a second breath and allow yourself to relax.**
- **Exhale about half of the second breath.**
- **With the firearm pointed at the target, deliver the shot.**
- **Resume normal breathing.**

**NOTE: Do not hold your breath too long.**

**Holding the breath too long will cause excessive tension and vibrations in the hands.**

**Practice will tell you how your breath control will assist in improving your shooting skill.**

# Follow Through

- **MAINTAIN MUZZLE CONTROL.**
- **After the firearm discharges, hold the trigger fully to the rear briefly.**
- **Pick up the front sight and release the trigger.**
- **Allow the sight to come back on target - re-aim.**
- **Don't be in a hurry to fire the next shot.**
- **Analyze what you have done.**
- **Release the trigger and allow it to go forward.**
- **Prepare for any subsequent shot.**

**NOTE: In a nutshell “FOLLOW THROUGH” means to “finish the shot”.**

# Rhythm

**Establish and build your rhythm for each shot you deliver so that all fundamentals work together and finish smoothly.**

**Form sound habits and practice them to establish your rhythm.**

**Breath/Hold/Aim/Squeeze/BANG/Hold/Release/Breath/Analyze**

**This rhythm may be sped up or slowed down to meet the shooting conditions or the program.**

# Malfunctions

- **Misfire**
- **Squib Load**
- **Hang Fire**
- **Fail to Feed**
- **Fail to Extract**
- **Fail to Eject**



# Misfire – No Bang

- **Stop shooting**
- **Trigger Finger Out**
- **Muzzle Control**
- **Wait 60 seconds**
- **Establish what happened**
- **Then unload**
- **Inspect ammunition and firearm to determine cause**
- **Safe disposal of misfired round or repair firearm**

# Squib-fire

- **Stop shooting**
- **Trigger Finger Out**
- **Muzzle Control**
- **Wait 60 seconds**
- **Establish what happened**
- **Then unload**
- **Inspect ammunition and firearm to determine cause**
- **ACTS-PROVE - ENSURE BARREL IS CLEAR**

Small load



# Hang Fire



## Here is what he should have done

- **Maintain Muzzle Control**
- **Wait 60 seconds**
- **Then unload**

# Malfunctions



**Failure to feed**



**Failure to eject**



**Failure to extract**

# EMERGENCY PROCEDURES



- **If an accident or medical emergency occurs a cease fire is called**
  - Immediately lay your firearm on the table with the muzzle pointed downrange
  - Step behind the yellow line
  - Follow the directions of the RSO

**NOTE:** The Canadian Sport Shooting Association (CSSA) uses the term “Cease Fire” for an emergency procedure as well as a safe line. Due to specific circumstances relevant to our club, the two procedures were separated to add safety and expediency to the emergency procedure.

- **If tasked with calling 911**
  - Advise the operator that there has been an accident or medical emergency at a gun club, provide the address.
  - Do not tell them there has been a shooting unless it was an intentional shooting, advise them you need an ambulance.

**The address of the club is 2102 - 11<sup>th</sup> Street Louth, St. Catharines**

- **Please self identify to the RSO if you are a Doctor, Nurse, EMT, or First Aid Qualified.**
- **The RSO will send One Member down to the main gate to ensure the ambulance doesn't miss the entrance to the range.**
- **The RSO will then direct shooters to:**
  - **Case all firearms except any firearm involved in the accident.**
  - **Put your firearms in your locked vehicle.**

**DO NOT LEAVE THE RANGE UNTIL YOU ARE TOLD YOU CAN LEAVE**

# Personal Injury Reporting

A personal injury report is necessary if it is caused by the discharge of a firearm

## THIS IS THE PROCEDURE TO FOLLOW:

1. Complete a Personal Injury Report available in the Clubhouse
2. Inform any Executive Committee Member within 48 hours of the incident

Note: The Executive will Inform the police as soon as possible and the CFO within 30 days of the injury date

# Available Emergency Equipment

**First Aid Kits**

**Fire Extinguishers**

**Automated External Defibrillators**

# Last One Out

**The last person leaving must:**

- a. Turn off all Club House and Outdoor and Indoor Range lights;**
- b. Lock the Club House Door(s) and Close the Indoor Range;**
- c. Close and Lock the Main Gate.**