



# Highlands Trailblazers Range Safety Operating Manual

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# HIGHLANDS TRAILBLAZERS BIATHLON RANGE

## SAFETY OPERATING INSTRUCTIONS

### SECTION 1: GENERAL

These Range Safety Operating Instructions cover activities at the biathlon range facility at Highlands Nordic, Duntroon Ontario.

- 1.1. The biathlon range is located on land held under lease from the Greer Family by Highlands Trailblazers (the Club), and access to the range and trails is provided to Members of the Club under a facility access agreement with Highlands Nordic Ski Resort.
- 1.2. These Range Safety Operating Instructions have been published December 8, 2020.
- 1.3. These Biathlon Range Safety Operating Instructions include information from International Biathlon Union Regulations (IBU), and Canadian Firearm Safety Regulations.

### SECTION 2: FACILITY

- 2.1. The range facility consists of:
  - 2.1.1. Ten lane Biathlon Shooting range
  - 2.1.2. Twenty-two lane Air Rifle Shooting Range
  - 2.1.3. Range buildings: Timing & 2 Storage
- 2.2. The description of the .22 range is as follows:
  - 2.2.1. Location: approximately 400 m. North of the Highlands Nordic Main Ski Chalet, 1182 Nottawasaga Road, Concession 10 south, Clearview Township, Duntroon. 44.3819° N, 80.2271° W – GPS Coordinates
  - 2.2.2. Range type: 50 meter biathlon rifle range
  - 2.2.3. Number of firing points: 10
  - 2.2.4. Firing distance: 50 meters
  - 2.2.5. Approved firearms: .22LR caliber biathlon rifle
  - 2.2.6. Maximum Approved Caliber(s): 22 caliber
  - 2.2.7. Approved Ammunition:
    - 2.2.7.1. 22 caliber long rifle, lead alloy
    - 2.2.7.2. Sub-sonic or target velocity
    - 2.2.7.3. The use of tracer, incendiary, explosive or similar ammunition is prohibited.
- 2.3. Approved Targets:
  - 2.3.1. paper biathlon targets
  - 2.3.2. steel reactive biathlon targets

## SECTION 3: PERSONNEL

- 3.1. Range supervision
  - 3.1.1. Range supervision must be performed by a “Qualified Range Supervisor” (QRS).
  - 3.1.2. Range supervision may be performed by one or more QSRs per range (.22, air rifle).
  - 3.1.3. Every person shooting at or using the range for its intended purpose (hereafter referred to as **Athlete**) shall be under the explicit supervision of at least one QRS.
  - 3.1.4. A QRS may be any persons with appropriate training and certification that has also received the Club’s Range Safety Orientation. One or more of the following qualifications are considered appropriate:
    - 3.1.4.1. **Certified Biathlon Coach (CBC):** A CBC must be
      - 3.1.4.1.1. trained and certified with Biathlon Canada Community Gold or higher (or an equivalent designation as designated by the Board of Directors of Highlands Trailblazers)
    - 3.1.4.2. **Chief of Range (COR):** The COR. is to be
      - 3.1.4.2.1. a NCCP Certified Biathlon Coach (CBC);
      - 3.1.4.2.2. and/or a Biathlon Canada Certified Official;
      - 3.1.4.2.3. and/or another competent person as designated by the Board of Directors of Highlands Trailblazers.
    - 3.1.4.3. **Canadian Armed Forces military RSO:** The CAF RSO must have
      - 3.1.4.3.1. CAF (Canadian Armed Forces) military RSO(Biathlon) or RSO(Smallbore) certification.
    - 3.1.4.4. **During Races and Events:** During races and events, when a COR is present, an Athlete using the range may be under direct supervision of a coach who does not meet the above qualifications.
  - 3.1.5. The QRS has complete authority at the range facility to supervise shooting practices and matches.
  - 3.1.6. QRS has the responsibility to supervise all personnel (shooting and non-shooting alike) present on the range and may have members and/or non-members removed at his/her/their discretion.
  - 3.1.7. During regular training sessions and events, the QRS shall ensure the safe use of the range by the biathletes he/she is responsible for. (NTD – deleted *A COR may also supervise the range during training sessions.* Redundant – a COR is a QRS)
  - 3.1.8. During a biathlon race event, a COR is (NTD – deleted *usually*) appointed. This translates to and is the same as “Range Officer (R.O.)” at other ranges. The COR assumes control of the range during the event.
  - 3.1.9. A CBC may, at times, delegate their supervisory role to a competent and experienced person to allow the CBC to shoot. The delegate must possess a valid PAL and have received the Club’s Range Safety Orientation. The CBC retains the responsibility for safety during this time. Such delegation must be limited to small groups of four or less including the coach.
- 3.2. Guests and Spectators
  - 3.2.1. Guests and spectators will follow all instructions provided by the QRS while on the range and at no time will interfere with activities on the range.

- 3.2.2. Guests and spectators must behave responsibly at all times.
- 3.2.3. Adult guests are responsible for the direct supervision and control of children in their care.
- 3.2.4. All pets must be leashed.
- 3.2.5. Guest and spectators must remain at least two meters behind any active firing line or areas as designated by QRS (NTD – deleted “or designate”).

## SECTION 4: OPERATIONS – Air Rifle and .22 Ranges

- 4.1. All Athletes using the ranges must be supervised by a QRS (NTD – deleted COR – is redundant) has received the Club’s Range Safety Orientation
  - 4.1.1. QRS’s must deliver the Club’s Range Safety Orientation to any Athlete under their supervision prior to the Athlete using the range.
- 4.2. Flags & Signage
  - 4.2.1. Flags
    - 4.2.1.1. At each range, a red flag is to be flown from a flag pole when firing is being conducted.
    - 4.2.1.2. A green flag (or no flag) is to be flown from the flag pole when firing is not being conducted and all firearms have been cleared.
  - 4.2.2. Signage
    - 4.2.2.1. At the entrance to the range facility, a sign must indicate “RANGE IN USE” when race events and/or training sessions are being conducted.
    - 4.2.2.2. The “RANGE IN USE” Sign must be removed at the completion of each event or race where firing has been conducted.
    - 4.2.2.3. A sign describing the acronyms “ACTS” and “PROVE”, and a sign describing the EAP (Emergency Action Plan) for the facility shall be posted in a conspicuous place
- 4.3. Records
  - 4.3.1. All QRS’s are required to read and sign this Range Safety Operating Manual prior to undertaking the role and annually afterwards, and provide a copy to HTB Range Operations Manager for documentation.
- 4.4. Refuse/Garbage
  - 4.4.1. Burning of refuse/garbage is prohibited.
  - 4.4.2. All refuse/garbage and recyclables are to be collected, bagged and removed from the range facility at the end of each session.
- 4.5. Session/Event Commencement: Prior to the session/event commencement the QRS is to ensure that:
  - “RANGE IN USE” Sign must be placed at the top of the Groomer Bay Hill as well as at the top of the Sugar Shack hill
  - red flag is flown
  - no one is forward of the firing line
- 4.6. Session/Event Conclusion: At the conclusion of each range session/event the QRS is to ensure that:

- shooting has ceased
  - all Athletes have:
    - opened the firearm bolt
    - cleared any ammunition from the chamber
    - removed magazine
  - green (or no) flag is flown
  - range entrance sign is set to indicate “RANGE CLOSED”
- 4.7. Handguns: Handguns are Prohibited
- 4.8. Hunting: Hunting is not permitted, at any time, at this facility
- 4.9. Session/Event Booking: any team, group or individuals wishing to use the .22 range must obtain permission from the Range Operations Manager or designate and must book lanes for the desired times through the Club’s online platform. The names of all the Athletes using the range must be indicated as well as their PAL numbers.

## SECTION 5: SAFETY

- 5.1. Range Safety and Equipment
- 5.1.1. An emergency first aid kit is located in the Range Timing Building.
  - 5.1.2. AED Device is located in the bathroom hall of Highlands Nordic Main Ski Chalet
  - 5.1.3. Anyone using the range facility must be able to establish communication to emergency services via cellular telephone.
  - 5.1.4. A two way radio in working order and preset to the Club’s emergency channel shall be available in the Range Timing Hut whenever the range is in use.
  - 5.1.5. The EAP (Emergency Action Plan)
- 5.2. Permitted Arcs of Fire
- 5.2.1. Individuals shall only fire down range in their assigned lane, at paper/metal targets positioned in front of the back berm.
- 5.3. Firing
- 5.3.1. No firing permitted from sunset to sunrise.
  - 5.3.2. All Athletes must be supervised by a QRS
  - 5.3.3. The QRS:
    - 5.3.3.1. assumes that role whenever firing is taking place;
    - 5.3.3.2. makes it known to all participants that s/he is the QRS.
- 5.4. Each individual is responsible for the safe handling of her/his rifle.
- 5.4.1. All Athletes must be lawfully entitled to possess the rifle in use, or under the direct and immediate supervision of a person lawfully entitled to possess the rifle in use.
  - 5.4.2. Rifles must be cased and uncased in the safest possible manner such that:
    - 5.4.2.1. Trigger or other action disabling locks are employed on .22 rifles prior to leaving the facility
    - 5.4.2.2. Rifles transported in a soft case must be cased and uncased with the muzzle pointing up at the rifle rack or while pointed down range from a firing point on an active (red flag up) range.

- 5.4.2.3. Air rifles transported in a hard case must be cased and uncased behind the rifle racks and immediately set into the racks. The cases shall be set away from the rack area in a neat and tidy fashion.
  - 5.4.2.4. .22 rifles shall only be transported to the range facility in soft cases with harnesses installed.
  - 5.4.3. The use of a rifle by any Athlete without a PAL requires the direct and immediate supervision by a person lawfully entitled to possess the rifle
  - 5.4.4. All Athletes must perform a safety check before leaving the shooting range by removing the inserted magazine – with the barrel pointed down range or upward. During race events, athletes that are permitted to carry their rifle are permitted to keep the bolt closed when leaving the range. After crossing the finish line, the bolt shall be opened.
  - 5.4.5. At the end of a competition or training sessions, participants must remove all ammunition from both the rifle stock and magazine(s) before leaving the range.
  - 5.4.6. Loaded firearms shall never be left unattended.
  - 5.4.7. For those athletes not required to carry a rifle in competition, the bolt must be open and magazine removed before the athlete leaves the firing line after their shooting bout.
  - 5.4.8. When not in use, unloaded rifles must be placed in a rifle rack with the bolt open and magazine removed.
    - 5.4.8.1. In exceptional circumstances (snow or rainfall that will contaminate an open chamber), the QRS may consider options for protecting rifle actions while rifles are left on the firing line mats or in the racks (for example, authorize bolts being left closed, or covered, and under immediate supervision of a coach/official/designated individual).
- 5.5. Cease Fire
- 5.5.1. Any person observing a potentially dangerous situation developing or observing a violation of safety rules that might threaten the safety of any person is to immediately call loudly “CEASE FIRE.”
  - 5.5.2. Upon the calling of CEASE FIRE all .22 athletes shall immediately:
    - cease firing
    - open the rifle bolt
    - clear any ammunition from the chamber
    - remove magazine
    - harness their rifle
    - stand behind their shooting mat
    - await further direction from the QRS
  - 5.5.3. air rifle athletes shall follow the procedure above with the following exceptions
    - after opening their bolts, they shall lay their rifle on their mat and
    - if there is a pellet in the chamber of their rifle, they shall inform the QRS of same and stand by for instruction
  - 5.5.4. When CEASE FIRE is called, the QRS is to close the range. The dangerous situation, or safety violation, shall be dealt with immediately before any activity resumes on the range.
- 5.6. Firearm Inspection Areas
- 5.6.1. Unloaded firearms may be inspected/serviced at outdoor gun racks, the firing line or any area designated by the QRS

- 5.6.2. Loaded firearms may only be inspected/serviced on the firing line, with rifle barrel pointed up or down range. Barrels of rifles pointed down range must be extended beyond the firing line.
- 5.7. Safety Zones
  - 5.7.1. No one is allowed forward of the firing line when firing is being conducted. The area forward of the firing line, within the range boundaries, is out of bounds when the range is open.
  - 5.7.2. Firing is allowed to commence when the QRS announces "RANGE OPEN".
  - 5.7.3. The red flag is to be flying at all times when the range is open.
  - 5.7.4. Firing is to cease when:
    - 5.7.4.1. the QRS announces "RANGE CLOSED" or;
    - 5.7.4.2. CEASE FIRE has been called
  - 5.7.5. The green flag (or no flag) is to be flying at all times when the range is closed.
  - 5.7.6. Areas to the rear of the firing line and running/cross country ski trails are accessible to all members and guests when the range is open—based upon the direction of the QRS. NTD - delete *or designate*.
- 5.8. Hearing and Eye Protection: The decision to utilize hearing and/or eye protection is at the discretion of individuals.
- 5.9. Range Safety Orientation: The Club shall develop and maintain a Range Safety Orientation protocol and supporting material for use as described in this document

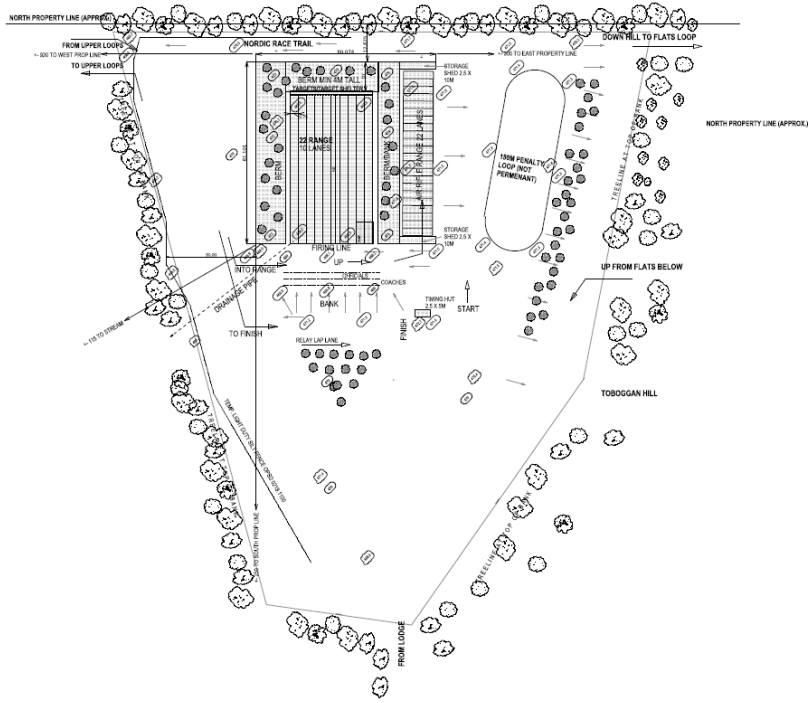
## SECTION 6: EMERGENCY INFORMATION

- 6.1. EMERGENCY NOTE: YOU ARE LOCATED AT THE HIGHLANDS TRAILBLAZERS RANGE, 1182 NOTTAWASAGA ROAD CONCESSION 10 SOUTH, ~400 METERS NORTH OF THE MAIN **HIGHLANDS NORDIC** SKI CHALET 44.3819° N, 80.2271° W – GPS Coordinates
- 6.2. AMBULANCE, FIRE, OPP - DIAL 911

## SECTION 7: QUALIFIED RANGE SUPERVISOR INFORMATION HIGHLANDS TRAILBLAZERS BIATHLON RANGE

- 7.1. All those who undertake the role of QRS at the Highlands Trailblazers Biathlon Range are required to read and sign these Range Safety Operating Instructions:
  - 7.1.1. prior to undertaking the role, initially
  - 7.1.2. (and) annually
- 7.2. All those who undertake the role of QRS must:
  - 7.2.1. possess a valid Canada Firearms Possession and Acquisition License (for .22 range – not required for Air Rifle Range)
  - 7.2.2. undertake a Range Safety Orientation session with the Range Operations Manager or designate

# SECTION 8: SITE PLAN



**RANGE & STADIUM  
PLAN  
UPPER FIELD  
HIGHLANDS NORDIC  
1:1000  
JAN. 16, 2018**



**LEGEND**

- ◊ EXISTING ELEVATION
- PROPOSED ELEVATION
- ⊗ TREE (EXISTING)
- ⊙ TREE (TO BE PLANTED)
- DIRECTION OF SLOPE