

- I. STAFF INTRODUCTIONS AND WELCOMING REMARKS
- II. SAFETY
 - a. **IS ANYONE CARRYING A LOADED FIREARM RIGHT NOW?**
 - i. **Cold Range:** Unless otherwise directed, cold range procedures are followed at Metro West Tactical events. Firearms may not be loaded unless the shooter is on the firing line and under the direct supervision of a Safety Officer (SO). Empty magazines may not be stored in the pistol.
 - b. **Shooter's Responsibilities If a Round Escapes Range:**
 - i. Every shooter is responsible for all their rounds. Should a round escape the range the shooter will be disqualified from the match, and, the shooter should remain at the range to speak with any authorities that may respond to investigate any injuries or damage.
 - c. **Safe Direction:** On the indoor range, the muzzle must be kept pointed downrange pointed at the black blocks. Pointing the muzzle toward the ceiling, floor, side or rear walls will constitute an unsafe act and result in disqualification. On the outdoor ranges, the muzzle must be kept pointed at the berms, and, within any designated safe muzzle points designated by the Safety Officer (SO)
 - i. EXCEPTION: Revolver shooters removing spent cartridges during reloading and loading fresh cartridges. When closing the cylinder the muzzle should be pointed in a safe direction and your finger should be off the trigger.
 - d. **Safe Area:** On the indoor range, the table in the back corner of the range near the entrance door is where shooters may gear up, dry fire, clean or repair firearms. On the outdoor ranges, clearly marked safe tables are available for use. (Safety Briefer – point out safe tables). NO LIVE AMMUNITION IS ALLOWED IN ANY SAFE AREA.
 - e. **Handling Firearms:** with the exception of the safe area procedure described above, no person may handle a firearm unless on the firing line and under the direct supervision of a Safety Officer (SO).
 - i. FINGER OFF THE TRIGGER: all shooters must keep their finger off the trigger at all times unless they are ready to fire. This is especially true while moving during a course of fire;
 - ii. HOLSTERING: You will not be required to holster a firearm “on the clock” and all holstering should be done slowly and carefully to ensure that nothing causes the trigger to be engaged, especially your finger. Be conscious of your clothing obstructing the holster, and, be careful of the muzzle direction when holstering.
 - f. **Handling Magazines:** magazines may be loaded anywhere.

- g. **Emergency Protocol:** In the event of a medical emergency, cell phones will work in order to call 9-1-1. There is a landline telephone located on the ground level of the clubhouse next to outside door leading to the indoor range. The direct line to contact EMS servicing the Harvard Sportsmens Club is (978) 263-2628.
 - i. **POSTING OF GUIDES:** A Safety Officer (SO) will designate someone to proceed to the club entrance on Littleton County Road to flag down emergency personnel and direct them to the site of the emergency.
 - 1. **Clubhouse:** if the incident occurs at the clubhouse a second person will be designated to stand by in the parking lot to direct emergency personnel.
 - 2. **Action Pits:** if the incident occurs at one of the action pits a second person will stand by at the intersection of the main entrance road and the road to the action pits.
 - ii. **FIRST RESPONDERS:** Ask the shooters if there are any people with medical training who would be willing to be a first responder to a medical emergency.
 - 1. **Location of Emergency Supplies:** Identify where emergency supplies, i.e. first aid kits, are located.

III. MISCELLANEOUS

- a. Restrooms: Men's room on ground level of clubhouse; Ladies Room on second level of clubhouse; Portable Toilet at action pits.
- b. Food: Thank the food vendor for their service and announce meal availability for purchase. Match will not stop for lunch.
- c. Administrative: At practices announce the practice fee (if any) and ask that all shooters have signed in.
- d. Scores Posted: MWT website, www.metrowesttactical.com
 - i. Protest Procedure for Sanctioned Matches
- e. Lost Brass Match? All shooters to tape and brass.
- f. Squad Assignments & Starting Locations

IV. NEW SHOOTERS

- a. Are there any new shooters? Ask for volunteers to mentor any new shooters during the match.
- b. Range Command Review (ONLY NECESSARY FOR NEW IDPA SHOOTERS):
 - i. LOAD & MAKE READY
 - ii. SHOOTER READY
 - iii. STANDBY
 - iv. UNLOAD & SHOW CLEAR
 - v. SLIDE DOWN or CYLINDER CLOSE
 - vi. HAMMER DOWN
 - vii. HOLSTER
 - viii. RANGE IS SAFE
 - ix. STOP
 - x. MUZZLE
 - xi. FINGER
 - xii. COVER