CHEHALEM VALLEY SPORTSMAN CLUB
STANDARD OPERATING PROCEDURE (SOP)
Effective October 1, 2025

Website for SOP, Calendar of Events, Range Information:
https://www.cvsc.us

Rev F September 1, 2025

Dear Members,

On behalf of the Chehalem Valley Sportsman Club Board of Directors, welcome to the Chehalem Valley Sportsman Club (CVSC). Our club goal is to provide a safe and enjoyable range facility for our members. Collectively, we take safety very seriously. Members are held accountable to a high standard of discipline. Compliance with this Standard Operating Procedure is critical. We respectfully request your cooperation to keep our facility a safe and disciplined club.

Thank you,

Fredric Rodley
CVSC President

TABLE OF CONTENTS

STANDARD OPERATING PROCEDURE (SOP)
Compliance Statement
Four Rules of Gun
Safety

SECTION ONE - General Range and Safety Rules
1.1 Acknowledgment of rules
1.2 Use of intoxicants
1.3 Personal safety
1.4 Designated Range Safety Officer
1.5 Display of red flag on an active range
1.6 Safety when hanging targets
1.7 General shooting safety

SECTION TWO - Range Usage and Restrictions
2.1 Targets and Ranges
2.2 Automatic firearms
2.3 Guests
2.4 Organized Shooting Groups
2.5 Oversight of Range Safety
2.6 Range Upkeep
2.7 Range Security
2.8 Commercial Use of the Range
2.9 Rule violations

SECTION THREE – Organizational/Club Role
3.1 Role of the Chehalem Valley Sportsman Club (CVSC)
3.2 Chehalem Valley Sportsman Club (CVSC) definition
3.3 Club Management and Meetings
3.4 Funding Sources
3.5 Operations of the Chehalem Valley Sportsman Club (CVSC)

SECTION FOUR – Membership Eligibility
4.1 Personnel eligible for membership
4.2 Membership and Fee Schedule

SECTION FIVE - Elections
5.1 Nominations
5.2 Elections

SECTION SIX –Member Information/Confidentiality

APPENDIX A – Club Officers
A.1 Club Officers
A.2 Duties of Elected Officers
A.3 Duties of Appointed Officers

Chehalem Valley Sportsman Club
STANDARD OPERATING PROCEDURE (SOP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This Standard Operating Procedure (SOP) implements Chehalem Valley Sportsman Club policy, by providing guidance for the operation of the Chehalem Valley Sportsman Club. Operational procedures, range safety, and member responsibilities are listed in this SOP. These procedures apply to all personnel participating in any activity occurring on the CVSC range complex.

Responsibilities: All Chehalem Valley Sportsman Club (CVSC) members are responsible for ensuring compliance with this SOP. CVSC Range Safety Officers and Board Members will perform periodic spot inspections of the CVSC range complex to ensure this compliance. Club members are responsible for instructing their guests on the contents of this SOP. Violation(s) of this SOP or unsafe firearm handling may result in loss of range privileges, and/or appropriate administrative actions under the provisions of the CVSC Bylaws. The CVSC Board of Directors (BOD) is responsible for ensuring that the SOP and Supplements to the SOP are kept current and accurate.

NOTE: Our ranges are very busy and scheduled events may occur that restrict general range access. To confirm range availability, it is highly recommended members check the daily range schedule before traveling to the range.
The schedule can be found at this web address: https://cvsc.us/calendar

Four Rules of Gun Safety:
1. Treat all guns as if they are always loaded.
2. Never let the muzzle point at anything you are not willing to destroy.
3. Keep your finger off the trigger until your sights are on target and you have made the decision to shoot.
4. Be sure of your target and what is behind it.

SECTION ONE

General Range and Safety Rules

Members are expected to report security issues and safety concerns to the CVSC BOD.

1.1 Acknowledgment of rules:

These rules are to be read and acknowledged by renewing and new members each year upon submission of the CVSC membership application. All members reading these rules will notice the serious tone and content as it relates to safety and discipline. This SOP has been designed and written to impress upon members and guests at our club the importance of overall safety and cooperative effort among shooters to enhance the enjoyment of target and competitive shooting.

1.2 Use of intoxicants:

The use or possession of alcoholic beverages or intoxicants in any form, on the range premises, is absolutely prohibited. Any indication of impairment may result in the violator being ejected from the range premises by the use of whatever means are required, including use of law enforcement personnel.

1.3 Personal safety:

All persons visiting or shooting at our CVSC ranges are required to equip themselves with, and use, appropriate hearing and eye protection. It is the individual's responsibility to take all precautions to prevent ingestion and exposure to lead and powder residue. Personal hygiene while handling firearms, ammunition, and related activities is extremely important.

1.4 Designated Range Safety Officer:

Any time when more than one person is on a firing range, one person assumes, or is designated the Range Safety Officer (RSO) by the group, and that person will be the responsible party to insure safety precautions are observed by all shooters. If this person leaves the range, he or she should make sure that someone takes this place of responsibility. Any and all of our members are capable and authorized to take the responsibility to lead their fellow shooters in the interest of safety on the range. Each person in the group needs to take care to ensure a safe situation for the benefit of all.

1.5 Display of red flag on an active range:

All Shooters must display a RED FLAG in the flag holder on each range while the range is active. "Active" means when firearms are being handled, when live shooting is imminent, actual firing is in progress, and at times of instruction or organized matches when a Range Safety Officer (RSO) is present. Lowering of the flag, or absence of any flag, signifies the "range is clear". It is up to the individuals using the range to make sure that it is safe for persons to go down range, or to move anywhere except safely behind the firing line.

1.6 Safety when hanging targets:

At any time it becomes necessary on an active range to cease firing while the red flag is displayed, ALL FIRING WILL STOP UPON REQUEST. The command is "CEASE FIRE, CEASE FIRE", which should be stated in a volume sufficient to command attention. All firearms must be immediately cleared of ammunition and placed with the action open (clearly visible), chamber empty, and magazine or clip removed, in the provided racks (preferred) on the back wall of the rifle bay structure, or placed unloaded in a case or bag. All handguns will be unloaded, holstered (including concealed carry weapons), cased or bagged, any gun left unattended on the shooting bench, will be unloaded, cased or bagged. For semi-automatic rifles or handguns, the bolt or slide is to be locked open if equipped to do so, or the shooter shall have and use a wooden dowel or other suitable safety flag device to hold open the bolt for ready inspection. The range is then declared inactive by commanding "THE RANGE IS CLEAR", so that all shooters understand firing has ceased and the range is safe. The flag should be lowered during the time that the range is inactive. Be sure that all people in the shooting area are instructed to move away and stay clear of all firearms before and during the time people are down-range. Handling of firearms for any reason while people are down-range is strictly prohibited for the safety of all parties in the shooting area. The acting RSO is responsible for declaring when the range is safe and putting the flag back up.

1.7 General shooting safety:
a) All shooting must be done so bullets or projectiles impact roughly perpendicular to the backstop. Firing at an oblique angle (a sharp angle) to the backstop is prohibited because of the danger of ricochet. Any shooting at aerial targets or at an angle to overshoot the backstops or berms is prohibited. This includes shotgun shooting at clay birds. Shotguns may be fired at the designated range for testing and patterning. The strong intent of this section is that all shooting be done at acceptable targets held in frames, and impact directed at roughly target height toward the berms to avoid ricochet and damage to berms.
b) All common sense rules of weapon safety must be observed at all times. No horseplay involving weapons will be tolerated. No firearms with a barrel with an inner diameter larger than 7/8" can be used.
c) No climbing on berms for any reason. This is for safety and to prevent berm surface erosion.
d) No loaded weapons are to be handled behind the firing line.
e) No hunting is allowed.

SECTION TWO

Range Usage and Restrictions

2.1 Targets and Ranges:
a) The pistol ranges are for handgun shooting only, no rifle or shotgun shooting is permitted, except for .22 caliber rimfire rifles. Any firearm using a foregrip, shoulder stock, or a stabilizer brace must use the Rifle Range. Law Enforcement can use shotguns with beanbag rounds during their training. Tracer ammunition is prohibited.
b) The conex pistol lanes are for handguns only. 22 Long Rifle, 25 ACP, 32 ACP, .380, 9X18 Makarov, 9mm, .327, 38 Special, 357 Mag, 357 Sig, 40S&W, 10mm, 41 AE, 45 ACP, and 45 Long Colt are the only permissible calibers. All firing takes place behind the bench and shooting from the wood floor of the conex. No shooting from outside the conex. Rapid fire (more than 2 shots in one second) is strictly forbidden on the conex range. Only paper and cardboard targets may be used on the conex range. Targets must be attached to the supplied target carrier system. Drawing from a holster and firing whether concealed or not is not allowed on the conex range. Concealed handguns may be drawn only to place it on the firing bench.
c) The Rifle Range is designed and constructed primarily for rifle use. Any use of the rifle range that interferes with rifle shooting must be by common consent of those present. As a point of clarification, those shooters using hand held, long range, or high-powered handguns commonly used for varmints or longer range target shooting are encouraged to use the rifle range because those firearms are similar to long guns. The velocity and energy of such firearms are such that it is unsafe to risk the chance of bullet splatter, or ricochet on the short pistol ranges and they also tend to have significant recoil and noise characteristics that may distract from other shooters' attention to safety. Similarly, those shooters using carbine type firearms or weapons meant to be fired with two hands for muzzle control must use the appropriate target stands on the rifle range for the above reasons. No explosives outside the chamber of a firearm are to be detonated on this range.
d) Steel targets: The shooter is responsible for knowing and exercising the safe use of any steel targets. As a general guideline, non-reactive steel plates are not to be used as targets. Steel targets must fall or articulate (fall, swivel, rotate, etc.) when stuck.
e) Shotguns are not to be fired any closer than 50 feet from the target frame in shotgun pit and all firing at the 25/50/100 targets is to be done from the rifle firing line. Only rifled slugs may be fired at the 25, 50, and 100 yard rifle range targets.

2.2 Automatic firearms:
Firearms capable of fully automatic fire may not be used at any CVSC range unless the firearm is used with a selector switch that sets the weapon to single or semi-automatic fire. Fully automatic firing of any weapon is prohibited and will result in expulsion from the club. No device intended to replicate fully automatic fire are not allowed (this includes slam-fire and bump-fire types of products).

2.3 Guests:
a) Only regular members may bring up to three (3) guests to the range at one time. Guests will not take priority over regular club members. Guests must be at the same bay or range as the regular member.
b) Members are responsible for the conduct and actions of their guests while on club and range premises. This includes legal minors under the age of 18 years old, including family or friends of said member.
c) Members are urged not to bring young children or pets to the range for safety reasons. Parents or Guardians of children must supervise their children at all times. All shooters must be responsible for safety and respect the rights and concerns of other shooters.
d) Children less than 18 years of age must be accompanied by their sponsors at all times while on CVSC ranges.
e) All guests are subject to the same rules as members while on club premises and members are responsible for their guest's conduct.

2.4 Organized Shooting Groups:
a) Organized shooting groups (IPSC/USPSA, CMP, Newberg/Dundee, Tigard and Yamhill/Carlton law enforcement agencies) shall arrange for matches or training events individually or as recurring events by prior application to the Board of Directors. The primary requirements are that someone is in charge of each use, and that the Board of Directors has time to schedule the event to alert other members.
b) On rare occasions, other groups may be allowed to use the range after obtaining approval from the BOD. Those groups seeking such approval must submit their request in writing. Such permission is for one time only, and will need renewal each time a group is allowed to use the range.

2.5 Oversight of Range Safety:
It is the responsibility of every member and guests, to observe and report unsafe or unusual activity to a CVSC Range Officer or the Board of Directors.

2.6 Range Upkeep:
a) Frames and target backers painted red are "Do Not Shoot Zones". If it is painted red, do not shoot it. This is to minimize damage to target frames and club property, including the Lane Marker signs on the 100-yard rifle range and other range equipment and structures. To preserve the target frames, do not place any objects on top of the horizontal framework. Members must use safe common sense practices when choosing targets, it is absolutely necessary that they place the targets close to the earthen berms to minimize bullet ricochet, and it is also necessary that debris be cleaned up when shooting is finished.
b) To make the decision easy for members on what is considered suitable as target material, any member is encouraged to contact a club director or the range officer. In choosing targets at the range, be aware that target stands and sticks are available at all CVSC pistol ranges. If members choose to bring their own targets, target frames, or stands to the range, please note that the use of any breakable materials as a target is strictly prohibited because of the mess they create (with the exception of stationary clay pigeons).
c) Please staple targets to the 25, 50 or 100 yard rifle range backers. Stick on targets are not easily removed when shooting is completed.
d) CVSC expects all members to remove their expended targets and supplies when they are finished. There is regular garbage service at the range. The provided orange buckets are to be used for trash removal from the shooting bays. Trash is to be dumped in the green dumpster and orange buckets returned to the stack.

"IF YOU CARRIED IT IN, CARRY IT OUT."

2.7 Range Security:
a) The CVSC Gate is to remain locked at all times, except when the range is open to the public, or at the discretion of the Board of Directors or the Range Officer. Members must lock the gate each time they pass through. Ensure "tailgaters" following you through the gate are current members. Trespassers must be reported to the CVSC BOD as soon as possible.
b) Other than public events, uninvited persons not accompanied by a member, or part of a recognized group, are considered trespassers, which may be punishable by law. Trespass with a firearm is a serious issue and could result in a fine or imprisonment.
c) The Member's Key to the range gate is not to be copied, loaned, or given to any other person, including other family members. Members violating this rule will be expelled upon review by the Board of Directors.
d) Members must carry photo ID. Driver's License, Pilot's License, Oregon ID Card, Carry permit, etc will be accepted. Members and Guests, if asked, must cheerfully exhibit such ID upon request, by any member, to verify their identity.

2.8 Commercial Use of the Range:
The Range is not to be used for any commercial purpose. No firearms training classes are allowed whether for profit or non-profit basis. The only exceptions to this are events authorized by the BOD such as the CVSC Youth Program, USPSA safety orientation training and prearranged Law Enforcement training with either Newberg/Dundee, Carlton or Tigard police departments.

2.9 Rule violations:
If any member observes a violation of the above rules by any person on the premises, the violator should be immediately shown the applicable item on these range rules, which will be posted nearby and issued to all members. If the infraction is flagrant, and a deliberate violation of safety issues or rules, the violation, name of the person, and time/date should be reported to an officer, a director, or a senior club member as soon as possible as stated above.

SECTION THREE

Organizational/Club Role

3.1 Role of the Chehalem Valley Sportsman Club (CVSC):
The primary purpose of this organization shall be the encouragement of organized rifle and pistol shooters and the furtherance of their knowledge of the safe and proper handling and care of all firearms, and the improvement of their marksmanship. It shall be our further objective and purpose to help the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.

3.2 Chehalem Valley Sportsman Club (CVSC) definition:
a) CVSC ranges and facilities are utilized by the membership known collectively as the Chehalem Valley Sportsman Club (CVSC). Other groups or organizations are authorized range access provided specific approval is granted by the Board of Directors of the Chehalem Valley Sportsman Club (CVSC).
b) Club membership is a privilege and all members and authorized guests must exercise strict adherence to this SOP to ensure standardized and safe operations.
c) Any member demonstrating a lack of discipline, safe conduct, professionalism, regard for the safety of fellow members or found to be in violation of the SOP, will be evaluated by the CVSC BOD for disciplinary action.
d) Members may have membership privileges revoked by the CVSC BOD in accordance with the bylaws of the club.

3.3 Club Management and Meetings:
a) CVSC operates 1 Rifle range of 100 yards, 6 pistol bays, and 2 conex pistol lanes.
b) CVSC is administered by a Board of Directors and elected officers.
c) A monthly newsletter is published and sent to members via e-mail. Each newsletter has current range information and notes on upcoming calendar of events.

d) A monthly membership meeting may be held at the Newberg Police Department in Newberg the third Wednesday of each month.
e) Visit our website at **https://www.cvsc.us** for map, application form and other important information.

3.4 Funding Sources:

The Chehalem Valley Sportsman Club (CVSC) is a non-profit organization governed under the IRS 501(c)7 rules and is supported by annual membership dues, special events, and non tax-deductible donations.

3.5 Operations of the Chehalem Valley Sportsman Club (CVSC):

a) Daily operations and maintenance of ranges and facilities are the responsibility of all CVSC members. CVSC is totally member-supported. Part of each member's responsibility is to contribute some of his or her time and energy each year to maintain and/or improve the club. This could be accomplished by volunteering to help at club events (e.g. competitions), range clean-up days periodically, and/or doing specific jobs that frequently occur. Every member has certain talents that can be used by the club. Whatever you can do, it will benefit the club and our shooting sports.
b) The Club facilities are accessible by all club members via the lock on the access gate during daylight hours from sunrise to sunset.
c) All club members are provided a key when initially joining the club or while renewing their annual membership.

SECTION FOUR

Membership Eligibility

4.1. Personnel eligible for membership:

As stated in our bylaws, any individual who may lawfully possess a firearm may become a member of this organization upon payment of the current dues, fees, successful completion of a current orientation, and is a member in good standing of the National Rifle Association.

4.2 Membership and Fee Schedule:

Club dues are $175 annually ($160 for 62 and over) as of October 2025. New members shall pay a $125 initiation fee. Only current members may renew for the upcoming year.

SECTION FIVE

Elections

5.1 Nominations

Nominations for elected officer and director positions are accepted only at the December meeting.

5.2 Elections

Elections for all elected officer and director positions take place at the annual meeting in January.

SECTION SIX

Member Information Confidentiality

Members' contact information is considered private. The only people authorized to have and use this information are current officers and directors, the person appointed by the CVSC BOD to send newsletters and the person appointed by the CVSC BOD to be responsible to confirm membership for website participation.

APPENDIX A: CLUB OFFICERS

A.1 Club Officers: Club Officers include both elected and appointed positions.

A.2. Duties of Elected Officers

The President is the primary oversight and management authority of the Chehalem Valley Sportsman Club and Board.

The President will:

a) Preside over meetings of the Club and of the Board of Directors.

b) Represent the BOD and general membership to the community.

The Secretary is the secondary oversight and management authority of the Chehalem Valley Sportsman Club and Board.

The Secretary will:

a) In the absence of the President, assume the duties of President.

b) Maintain official club daily operations records and minutes for BOD and club meetings.

c) Be responsible for all public relations activities with other local shooting clubs and businesses.

The Treasurer is responsible for financial record keeping, planning, and submitting annual tax return, receipt and disbursement of funds. Financial information will be disseminated only at the direction of the BOD.

A.3 Duties of appointed officers:

Appointed positions are at the discretion of the BOD.

The Program Director is responsible for the scheduling, promotion, and conduct of all matches and competitions.

The Program Director will:

a) Act as the point of contact for all club sponsored competitions.

b) Publish match results on the club web site as required and will post upcoming matches.

c) Make a quarterly report to the BOD on matches held and upcoming events.

d) Appoint a Competitions Committee as needed upon approval of the remainder of the CVSC BOD.

e) Serve as the primary point of contact for Office of the Director of Civilian Marksmanship Program (ODCMP) programs and certification.

The Range Officer interfaces directly with the CVSC BOD to accomplish routine organization, management and maintenance activities. The Range Officer or his designee will:

a) Administer range orientations.

b) Ensure that printed Club correspondence and announcements are posted on the range when required

c) Direct all clean-up sessions and ensure documentation is completed.

d) Inspect all range facilities and coordinate repairs as necessary, and will coordinate with the Board to organize volunteer work parties and maintenance.

e) Report to the BOD on potential safety issues.

The Youth Program Chair is responsible for the scheduling, promotion and conduct of all youth related events. The Youth Program Chair will:

a) Maintain all required equipment for use in youth shooting activities.

b) Schedule all youth matches, training and events and will coordinate all matches.

c) Coordinate with other youth groups in the local area for use of CVSC ranges to promote youth shooting.

d) Make a quarterly report to the BOD.

e) Be a qualified club and NRA-certified coach (Rifle and Pistol).

The Environmental Stewardship Plan Administrator is responsible for executing the CVSC ESP (including testing and record keeping) and proposing possible updates to that document. This position will make an annual report to the CVSC BOD.

Revisions:

Revision A – March 7, 2015 -- clarified wording on section 4.2 and removed current and former contact info from the front page.
Revision B – October 3, 2016 – added conex pistol lane rules, removed spouse key and changed membership dues to reflect $125 annually.
Revision C – December 27, 2017 – Removed Section 7 about 200 Yard Range.
Revision D – September 9, 2019 – Clarified what is permitted to be used on Pistol Bays. Updated dues rate to $150 annually.
Revision E – November 23, 2020 – Removed provision for Associate Member, no provision for other weapons allowed at range, no hunting allowed.
Revision F – September 1, 2025 – Revised President's greeting, gun safety rule reduced to essential four, various clarifications (3.2c 3.3d), website address revisions.