

LUNENBURG ROD AND GUN CLUB

POLICY MANUAL

December 2008

LUNENBURG ROD AND GUN CLUB

The following shall be general guidelines for the day-to-day running of the Lunenburg Rod and Gun Club. It shall reflect the feelings and wishes of the General Membership at any given point in time.

This policy may be changed from time to time. This shall be done as follows:

- a) By the Executive at any Executive Meeting so called for this expressed purpose.
- b) Notice of Motion in Time to be published prior to any General Meeting,
- c) By a majority vote of the General Membership present at a legally convened meeting.

A policy should contain:

- a) Date brought into practice
- b) Authority for its being
- c) Whether original or supersedes previous policy.

No policy shall be enacted which conflicts with our Constitution. If such should occur, the Constitution shall rule.

GENERAL POLICY STATEMENT

MEMBERSHIP:

Each member shall be entitled to take part in any or all Club activities. New Members may be admitted under the categories of Junior, Senior, Life, Family or Corporate/Associate and are expected to familiarize themselves with the Club's By-Laws, General Operating Policies and Emergency Procedures.

Members will be defined as:

Junior - Age 12 to 18 & up, under parental care (living at home), enrolled in an accredited learning facility. They shall not be entitled to vote or hold office and must be accompanied by a parent or Range Officer to be able to use the facilities.

Senior – All those over the age of 18 living under their own roof and shall be entitled to vote and hold office.

Life – As being a Senior member for Life upon payment of Membership Dues in the amount determined from time to time by a Special Resolution of the members at an Annual General Meeting until she/he resigns or is duly expelled. They shall be entitled to all the privileges of the Club and shall be entitled to vote and hold office. All Life membership receipts are to be invested in such form of investment as may from time to time be determined by the Executive. The income therein shall be contributed to the general Club revenues. The Executive may from time to time temporarily borrow from this fund for special purposes.

Family - The Family Membership Fee is based on one (1) Senior Membership plus $\frac{1}{2}$ of the Current Dues for each dependent (in their respective category) desiring membership in the Club. All family members have to live under the same roof, and only one vote per family at all meetings.

Corporate/Associate - The Fees for this category will be developed by the Executive on an individual basis per submission.

Honorary – The Club may elect Honorary Members. An Honorary Member shall not pay annual dues. They shall be entitled to all of the privileges of the Club but they shall not be qualified to vote, but may serve on Committees.

All resignations shall be submitted in writing to the Secretary.

- GUESTS:** Members shall be entitled to bring guests of their choosing into the Club on four (4) Occasions. This limit may be extended at the discretion of the appropriate Chairperson. Members bringing guests into the Club shall be held responsible for the conduct of said guests.
- FUNDS:** All funds generated in the name of the Club shall become property of the Club.
- DEBT:** All debts shall be authorized prior to their occurrence by at least the Executive Members. They shall then become debts of the whole Club.
- KEYS:** The keys to the Club shall be issued to all Executive members as well as those who are designated by various Committee Chairs to run various events at the Club.
- DUES:** Club dues are due the end of December. A Member whose membership dues are not paid by the 1st of February, shall be notified by letter that her/his dues are in arrears and shall cease to be entitled to all the privileges of the Club. Further, allowing the yearly Dues to go unpaid for the month of January the Member becomes liable for a \$20.00 surcharge applicable to the yearly dues.
- FISCAL YEAR:** The Fiscal Year of the Club shall be begin on the 1st day of November in each year and continue until the 31st day of October in the following year.
- MEETINGS:** The Executive shall set the number and dates of general meetings to be held in the upcoming year at the Annual General Meeting.
- AUDIT of ACCOUNTS:** Two Auditors of the Club shall be appointed annually by the Members of the Club two months prior to the Annual General Meeting. These Auditors may be members of the Club.
- NEW MEMBER ORIENTATION PROGRAM:** All new members to the Club shall receive an 'Orientation Program'. Included in this program shall be a copy of the latest By-laws and Operating Policy Manual of the Club and any other information deemed necessary. Further, at a convenient time the new Member shall be asked to come to the Club to meet with a member of the Executive or Committee Chairperson, will be given a tour of the Club and forwarded the written package of all written information.

LUNENBURG ROD AND GUN CLUB
EMERGENCY PROCEDURES POLICY

BEFORE ASSUMING THE DUTIES OF RANGE OFFICER; KNOW WHERE OR HOW THE FOLLOWING CAN BE SUMMONED OR LOCATED:

- | | | |
|---|---|----------------|
| 1 | MEDICAL FIRST-AID KIT..... | In Kitchen |
| 2 | AMBULANCE..... | Phone 911 |
| 3 | POLICE..... | Phone 911 |
| 4 | CONTACT – President & Vice-President..... | See Phone List |
| 5 | CONTACT – Chief Range Officer..... | See Phone List |

PROCEDURE

- 1 ORDER: Cease Fire - Make Firearms Safe - Clear The Range
- 2 ADMINISTER FIRST AID
- 3 DIAL 911 Give 911 Operator the Following Information:

Type of Emergency: Medical
Fire
Police

Location: Lunenburg Rod & Gun Club
336 Fish Peddler Road
Riverport, Nova Scotia

Telephone Number: (902) 766-4100 (Riverport)

LUNENBURG ROD AND GUN CLUB

EMERGENCY PROCEDURES POLICY - Continued

- 4 REQUEST AMBULANCE OR ARRANGE TRANSPORT TO MEDICAL AID
- 5 NOTIFY POLICE/RCMP
- 6 NOTIFY CLUB PRESIDENT AND VICE PRESIDENT
- 7 NOTIFY CHIEF RANGE OFFICER
- 8 MAKE WRITTEN RECORD:
 - Incident
 - Time
 - Location
 - Witnesses

LUNENBURG ROD AND GUN CLUB

- HANDGUN SECTION -

Handgun facilities presently include one outdoor range and one indoor range.

The Handgun courses of fire will be determined by the wishes of the majority of handgun members shooting on a regular basis. It is hoped that this will encourage interest and participation by shooters of all skill levels. The intention of the Section is to build a program including sufficient varied courses of fire to cultivate a large group of interested participants.

Section Policy:

1. Eye and Hearing Protection is Mandatory.
2. When the Indoor or Outdoor ranges are going to be used, the first safety precaution which must be followed before any guns are admitted on the Range, is to either illuminate Red Warning Light at the entrance to the Indoor Range, or hoist the 'Red Danger Flag' up the flag-pole(s) as a Caution - Ranges in Use - reminder.
3. The Handgun Chairperson shall determine who shall be responsible for targets and financial records.
4. The Chairperson or her/his appointee shall order targets and other items required by the Handgun Section.
5. At the Indoor Range there will be a fee collected from each shooter for the operation of the Generator and to cover the cost of targets and supplies.
6. A predetermined Range Officer shall be responsible for the range whenever said range is active.
7. The Indoor range is approved for ammunition up to the .50 caliber limit. No ammunition above that level, or that may dent or otherwise damage the catch boxes shall be used on the indoor range.
8. All Handgunners shall possess a current handgun transport permit and any Range Officer shall be vested of the authority by the Handgun Section to check such permits at her/his discretion.

9. Wednesday evening, normally commencing at 7:00 p.m., shall be regarded as recreational handgunning night for all members. Friday evening at the same time shall be regarded as an evening of a competitive practice.
10. All relevant Municipal, Provincial, and Federal regulations shall be closely adhered to by members of the Handgun Section and their guests while on Lunenburg Rod and Gun Club property.
11. No person shall have a firearm in a holster anywhere but on the firing line under the supervision of a Range Officer unless during a competition or practice where a holstered firearm is required; i.e. I.P.S.C./CAS/IDPA. Shooters must be members of said organization or in training to become members, because of specialized holster training.
12. Indoor and Outdoor Ranges require ongoing maintenance. Volunteers are always needed to help repair and maintain the ranges. Please contact the Handgun Chairperson if you are able to help out in this area.

LUNENBURG ROD AND GUN CLUB

- RIFLE SECTION -

The Rifle Section of the Lunenburg Rod and Gun Club promotes rifle shooting in all aspects: Smallbore, Indoor and Outdoor, Big Bore-Outdoor, Benchrest, Black Powder and Air Rifle.

Section Policy:

1. The Rifle Chairperson shall determine who is responsible for ordering targets and maintaining financial records for the section. The Chair or her/his appointee shall be responsible for the collection of all Rifle related fees and shall remit them on a regular basis to the Treasurer.
2. Monday evenings, normally commencing at 7:00pm shall be regarded as recreational .22 rifle shooting night for all members.
3. At the Indoor Range, there will be a fee collected from each shooter for the operation of the Generator and to cover costs of targets & supplies.
4. Indoor and Outdoor Ranges require ongoing maintenance. Volunteers are always needed to help repair and maintain the ranges. Please contact the Rifle Chairperson if you are able to help out in this area.

Range Rules:

In all aspects of rifle shooting, safety is the most important part. For the above reasons, the following safety rules should be followed when on the range:

1. Eye and Hearing Protection is Mandatory
2. At the Outdoor Range, there should be two people present when firing, with one person acting as Range Officer. At the Indoor Range, a predetermined Range Officer must be present for Range to be active. All shooters must sign in at the time of their arrival and sign out when leaving at both ranges.
3. When the Outdoor range is going to be used, the first safety precaution which must be followed before any guns are admitted on the Range, is to hoist the 'Red Danger Flag' up the flag-pole(s) as a Caution - Ranges in Use - reminder. At the Indoor range, the "Red Warning Light" must be illuminated prior to firing. This light must remain illuminated until all firing has ceased. Ventilation fans must be turned on before firing commences.

4. When carrying rifles on range, the bolts or actions must be open or, in the case of Muzzleloaders, no caps placed on nipples or loads put in until on the firing line. Barrels must be pointed in a safe direction at all times.
5. Always be sure of your backstop or know where your bullet is going to stop.
6. No caliber rifle other than .22 Rimfire or Air Rifle to be used on indoor range. Single loading of rifles only.
7. On the outdoor range, do not use any target at the 25 or 50 yard ranges that the bullet might ricochet from.
8. Do not put target on ground so bullet will ricochet off the ground. If solid targets must be used, put them at the 100 yard line or against the backstop.
9. The Range Officer will advise when it is safe to take the firearms to the line. Bolts or actions must be open, and barrels pointed down range.
10. Firearms on the firing line are only to be loaded on the Range Officer's command. No loaded firearms behind the firing line.
11. No firing until command to fire is given by the Range Officer.
12. When loading and mounting firearm to shoulder, make sure the muzzle is always pointed horizontally downrange towards the backstop – never tip the muzzle as a ricochet could occur.
13. No one must go down range until all firearms are unloaded and actions open, and have been verified "Safe" by the Range Officer. No firearms are to be handled when anyone is down range.
14. In the event of a "cease fire" all firearms are to be unloaded with actions or bolts open and pointed downrange, then step back behind the firing line.
15. There is usually someone from the Section who will be willing to offer advice, do some coaching or help, if needed.
16. If you are a new member and need any help, call the President or Rifle Chairperson of the Club.

LUNENBURG ROD AND GUN CLUB

- SKEET, TRAP & SPORTING CLAY SECTION -

Section Policy:

1. The Chairperson of the Section shall determine who shall hold keys to the Skeet, Trap and Sporting Clay Buildings.
2. The Chairperson shall do all the purchasing for the section, as required. Members, singly or as a group, have the right to inquire as to the financial condition of the section.
3. It shall not be the duty of the Chairperson to provide the people required to run the Sporting Clay machines or Skeet and Trap Ranges.
4. The Ranges require ongoing maintenance, including mowing of the grass. Please let the Chairperson know if you are able to help out in this area.
5. Shotgun shooting is normally scheduled for Sunday afternoons in the winter months and Saturday mornings in the spring and summer months. Please contact the Chairperson if you wish to be added to our email list to confirm shooting dates and times.

Range Rules:

1. Eye and Hearing Protection is Mandatory
2. When the Outdoor range is going to be used, the first safety precaution which must be followed before any guns are admitted on the Range, is to hoist the 'Red Danger Flag' up the flag-pole(s) as a Caution - Ranges in use - reminder. A pre-determined Range Officer shall be present whenever Ranges are active. This person is responsible for enforcing all regulations. All shooters must sign in at the time of their arrival and sign out when leaving.
3. The charge for non-members is the member fee plus an additional \$3.00 per round to cover the cost of mandatory shooting insurance.

4. All guns, when off a station, must be broken down or have the ejections port open. Barrels must be pointed in a safe direction at all times. It shall be the duty of the Range Officer of the Day, to enforce this regulation. However anyone, seeing a gun not as described above, is to report it immediately to the Range Officer or any member of the Executive Committee.
5. No gun shall be loaded until both feet of the shooter are on the station.
6. A shooter may load one or two shells in his/her gun as wished; however, the above # 4 Rule must apply before he/she leaves the station.
7. If shooting is interrupted, a shooter's gun must be unloaded immediately, even if the shooter remains on the station.
8. No person shall shoot at targets missed by the shooter on a station (see Rules # 4 and # 5 above).
9. NSSA Skeet and ATA Trap Rules shall be followed at all times.
10. At the end of the day, it is the responsibility of all shooters to help clean up the ranges prior to leaving.