

# **LUNENBURG ROD & GUN CLUB**

## **POLICY MANUAL**

*(Amended June 16<sup>th</sup>, 2016 )*



**LUNENBURG ROD & 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.

### **GENERAL POLICY STATEMENT**

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

**As per the Bylaws of the Lunenburg Rod and Gun Club, "Club" or "LRGC" means the Lunenburg Rod and Gun Club.**

### **DEFINITIONS:**

**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 shall familiarize themselves with the Club's By-Laws, General Operating Policies and Emergency Procedures.

Members will be defined as:

- **Junior** – Up to and inclusive of age 18. They shall not be entitled to vote or hold office and must be accompanied by a parent / guardian 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 he / she 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** - Family membership fee shall be the cost of a senior membership plus \$50.00. 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.

**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. Both members and guests shall sign in on arrival. All Guests to the club shall sign an 'Injury Liability Waiver'.

***MEMBERSHIP CARDS ARE TO BE WORN AT THE CLUB***

Shooters may have their card on their shooting bag.

**NO MEMBERSHIP CARD or NOT A GUEST- NO SHOOTING**

The Club and facilities are deemed as Private Property: Visitors are welcome but are not allowed to shoot unless they are:

- With a member as a guest or attending and shooting under the supervision of a Range Officer or Section Chairperson.  
or
- Participating in a LRGCC sanctioned competition

**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 by December 31st. A Member whose membership dues are not paid by the 1<sup>st</sup> 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 1<sup>st</sup> day of November in each year and continue until the 31<sup>st</sup> 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 MEMBERS**

**New Member Orientation Information:**

The new member orientation is approximately one hour long. Club range rules and basic policy concerning membership will be reviewed. The orientation includes a tour of the ranges, at which time range procedures will be reviewed. New members and members, who have let their membership lapse by one year, are required to take the orientation prior to the issuing of membership card. All applicants holding a valid PAL must complete orientation. With a family membership this means the person(s) who has the PAL.

A PAL is not required for Archery membership applicants. However, archers not possessing a PAL shall be under the supervision of a licensed firearms member to possess and use a firearm at the LRGC.

**Security:**

Club Security has an overall meaning of utilizing any necessary rules, operating policies, security systems/cameras required to make our facilities and ranges safe for Club members from outside interests.

# LUNENBURG ROD & GUN CLUB

## EMERGENCY PROCEDURES POLICY

MEDICAL FIRST-AID KIT.....	In Kitchen
AMBULANCE.....	Phone 911
POLICE.....	Phone 911
CONTACT – President & Vice-President.....	See Phone List
CONTACT – Chief Range Officer.....	See Phone List

### PROCEDURE

- ORDER: Cease Fire - Make Firearms Safe - Clear The Range
- ADMINISTER FIRST AID
- 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
- REQUEST AMBULANCE OR ARRANGE TRANSPORT TO MEDICAL AID
- NOTIFY POLICE / RCMP
- NOTIFY CLUB PRESIDENT AND VICE PRESIDENT
- NOTIFY CHIEF RANGE OFFICER
- MAKE WRITTEN RECORD: (Incident – Time – Location – Witnesses)

## Lunenburg Rod & Gun Club Ranges

The following is a general statement that applies to all Ranges at the Club.

When any Outdoor Range is going to be used, the first safety precaution, which shall be followed before any guns are admitted on the Range, is to hoist the Red Danger Flag up the flag-pole as a caution - ranges in use - reminder. The Range Status Signage (Closed/In-Use), located on the clubhouse, shall be put in place for the range(s) being used.

SAFE FIREARMS HANDLING IS THE RESPONSIBILITY OF ALL MEMBERS. Any person witnessing any unsafe action should (with tact) point out the safety issue to the party involved and / or report it to the Range Officer (RSO) - SAFETY IS EVERYONES RESPONSIBILITY AND OUR # 1 PRIORITY.

The use of **Binary Targets**, of various manufacture, that explode when struck by a bullet are expressly **prohibited** on the ranges of the LRGC due to fire hazard and range damages. Any use of exploding targets contrary to this policy shall be subject to review under S. 2(e) of the LRGC By-Laws (Expulsion of Members)

ALCOHOL and DRUGS are strictly PROHIBITED on LRGC property. Anyone bringing alcohol or illegal drugs to LRGC or under the influence of drugs or alcohol is prohibited from shooting and will be expelled from the LRGC property pending review under **2.(e) of the LRGC By-laws (Expulsion of Members)**.

Leave the range cleaner than you found it '**PACK IT IN – PACK IT OUT**'. We urge all members to take home with them what they bring to the range including fired casings, used targets. While garbage cans and containers for your shell casings are available by taking your used things with you saves other members having to pick-up and carry the garbage away later.

*Scheduled shoot times may be adjusted and ranges closed to fit Club requirements at the LRGC for scheduled events of the various sections.*

**Range # 1** - Indoor range for both rifle and pistol.

**Range # 2** - 100 yard baffled range for rifle, shotgun and handgun. Available during daylight hours excluding designated skeet shooting times noted below.

\*\*\* Shotgun usage limited to slugs only \*\*\*

**Range #3 - Skeet Field** - Available Saturday mornings yearly & Tuesday evenings during summer months.

**Range # 4 - Trap Field** - Available Saturday mornings yearly & Tuesday evenings during summer months.

**Range # 5 - Sporting Clays Field** - Available Saturday mornings weather permitting  
\*\*\* This may encompass all property of the LRGC\*\*\*

**Range # 6 - Archery** \*\*\* This may encompass all property of the LRGC\*\*\*



# LUNENBURG ROD AND GUN CLUB

## - Indoor Range -

### **General:**

All persons using a restricted firearm shall possess a valid transport and ownership permit for those firearms and any Range Officer shall be vested with the authority of the LRGC to check such permits at their discretion.

Wednesday evenings normally commencing at 7:00pm, shall be regarded as recreational handgun shooting night for all members. Friday evening at the same time shall be regarded as an evening for competitive practice. Monday evenings shall be regarded as 22 rimfire rifle night. Thursday evenings shall be regarded as Archery night.

The courses of fire will be determined by the wishes of the majority of 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 sections is to build a program including sufficient varied courses of fire to cultivate a large group of interested participants.

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. When more than one shooter is on the range one shall assume responsibility as range officer.

In all aspects of shooting, safety is our # 1 priority. The following safety rules shall be followed when on the range.

### **Range Rules:**

1. Eye and Hearing Protection is Mandatory.
2. All relevant Municipal, Provincial, and Federal regulations shall be closely adhered to by members of the LRGC and their guests while on Lunenburg Rod and Gun Club property.
3. Members and guests shall sign in on arrival and sign out on departure.
4. When the Indoor range is being used the Red Warning Light at the entrance to the Indoor Range must be illuminated and only when switched off will persons wishing to access the range be permitted to do so.
5. At the Indoor Range there will be a fee collected from each shooter to cover the cost of targets and supplies.

6. Only paper targets are permitted on the indoor range. Targets are only permitted at the 20 yard line unless a sanctioned competition or practice is taking place.
7. Air rifle targets may be placed at the ten yard line.
8. Under no circumstances will targets be placed on the building pillars.
9. A predetermined Range Officer shall be responsible for the range whenever the range is active.
10. All firearms must be carried to the firing line with the muzzle pointed in a safe direction once permission is received from the Range Officer to do so. When carrying rifles on range, the bolts or actions must be open. Barrels must be pointed in a safe direction at all times.
11. No loaded firearms permitted anywhere other than on the firing line.
12. Firearms may be loaded only when permission is given by the range officer to do so.
13. Magazines are only permitted to be loaded on the firing line.
14. No firing until command to fire is given by the range officer.
15. 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.
16. No shooter is permitted on the firing line for any reason when shooters are down range. All people must remain behind the safe line.
17. All firearms must be cleared and deemed safe by the Range Officer prior to any person proceeding down range. The use of a empty chamber indicator in the firearm is encouraged.
18. All firearms not in use and not locked in a case or trigger locked must have the action / cylinder open.
19. The Indoor range is approved for handgun ammunition up to the .50 caliber limit. No ammunition above that level that may dent or otherwise damage the catch boxes shall be used on the indoor range.
20. No steel core ammunition allowed on the indoor range due to potential for ricochets.

21. 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.

Ranges require ongoing maintenance. Volunteers are always needed to help repair and maintain the ranges. Please contact the section chairperson if you are able to help out.

# LUNENBURG ROD AND GUN CLUB

## - Outdoor 100 Yard Baffled Range -

### **General:**

All persons using a restricted firearm shall possess a valid transport and ownership permit for those firearms and any Range Officer shall be vested with the authority of the LRGC to check such permits at their discretion.

Wednesday evenings normally commencing at 7:00pm, shall be regarded as recreational handgun shooting night for all members. Friday evening at the same time shall be regarded as an evening for competitive practice. Monday evenings shall be regarded as 22 rimfire rifle night.

The courses of fire will be determined by the wishes of the majority of 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 sections is to build a program including sufficient varied courses of fire to cultivate a large group of interested participants.

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. When more than one shooter is on the range one shall assume responsibility as range officer.

In all aspects of shooting, safety is our # 1 priority. The following safety rules shall be followed when on the range.

### **Range Rules:**

1. Eye and Hearing Protection is Mandatory
2. All relevant Municipal, Provincial, and Federal regulations shall be closely adhered to by members of the LRGC and their guests while on Lunenburg Rod and Gun Club property.

3. All firearms must be carried to the firing line with the muzzle pointed in a safe direction once permission is received from the Range Officer to do so .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.
4. Always be sure of your backstop or know where your bullet is going to stop. No loaded firearms permitted anywhere other than on the firing line.
5. Only paper or plastic targets are permitted for use with center fire rifle Steel targets designed for air rifle/pistol or .22 rifle/handgun are permitted but these targets must be placed in such a manner to avoid ricochets.
6. Use of targets other than noted above is prohibited. Under no circumstances will targets be placed on nor hung from the range baffles or support pillars.
7. Do not put targets on the ground as bullets will ricochet off the ground.
8. 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 in a safe direction. All firearms not in use and not locked in a case or trigger locked must have the action / cylinder open.
9. Firearms on the firing line are only to be loaded on the Range Officer's command. No loaded firearms behind the firing line.
10. No firing until command to fire is given by the Range Officer.
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. No one shall 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. No shooter is permitted on the firing line for any reason when shooters are down range. All people must remain behind the safe line.
13. 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. If you are a new member and need any help, call the President or Rifle Chairperson of the Club.

Pick up your fired brass after your shooting session and remove your used targets from the stands. If the garbage can is full remove the bag and place it in the shed and put a new bag back in the can.

Ranges require ongoing maintenance. Volunteers are always needed to help repair and maintain the ranges. Please contact a section chairperson if you are able to help out.

# **LUNENBURG ROD AND GUN CLUB**

## **- SKEET, TRAP & SPORTING CLAY SECTION -**

### **Section Policy:**

The Chairperson of the Section shall determine who shall hold keys to the Skeet, Trap and Sporting Clay Buildings. 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.

Shotgun shooting is normally scheduled for Saturday mornings starting at 1000 Hours with afternoon/evening skeet and trap shooting in the summer months (June – August) on Tuesdays starting at 1800 Hours. All members and guests wishing to participate in Sporting Clays on Saturdays are expected to arrive early and assist with the course set up.

In all aspects of shooting, safety is our # 1 priority. The following safety rules shall be followed when on the range.

### **Range Rules:**

1. Eye and Hearing Protection is Mandatory
2. 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 shall be double that of a member of the LRGC.
4. All guns, when off a station, must be broken down or have the action 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. No shot shell larger than 7.5 may be used on the Skeet, Trap and Sporting Clays fields
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.

9. All unbroken 'birds' are to be considered Club property and not removed from the premises.
10. A patterning board adjacent to the skeet field is available.

Ranges require ongoing maintenance. Volunteers are always needed to help repair and maintain the ranges. Please contact the Shotgun Chairperson if you are able to help out.



# LUNENBURG ROD AND GUN CLUB

## - ARCHERY SECTION -

### Section Policy:

1. Archers not possessing a Fire Arms License shall only participate in archery shoot activities unless under the supervision of a licensed firearms member.
2. All Lunenburg Rod and Gun Club safety policies shall be followed. Eye protection is mandatory (prescription glasses or safety glasses). Hearing protection is exempt unless firearms are being discharged in close proximity.
3. The archery Chair Person shall determine who shall hold keys to the indoor range and outdoor storage shed.
4. The Archery Chair Person shall delegate the coordination of supplies and the purchase of supplies for the indoor and outdoor ranges.
5. The Archery Chair person shall organize or delegate the maintenance of targets and range facilities.
6. All archery competitions and club shoots shall be supervised by a Lunenburg Rod and Gun Club Range Officer or a Canadian Federation of Archery Range Officer.
7. All sanctioned shoots shall follow Canada Federation of Archer Rules. Any Lunenburg Rod and Gun Club Shoots shall follow rules set by the Archery Committee.
8. All Archers shall assist in range clean-up after a Club shoot or any archery competition.
9. Crossbows shall follow all Archery policies.
10. Archery shoot times shall be adjusted to fit Club requirements by Lunenburg Rod and Gun Club Executive.
11. There shall be a \$ 3. target fee for members (\$ 5. Non members) during outdoor Club shoots.

### Indoor Archery Range Rules

1. All Archers (members and Non Members) must sign in before any Club shoot.
2. All Archers shall be positioned on the firing line before firing.

3. Firing line must position all Archers in clear view of acting Range Officer.
4. All Archers shall draw the bow at the target (down range); when preparing to shoot, cock a crossbow this must be done at the direction of the target (down range).
5. All Archers shall place bows at rest after 'Cease Fire' is called.
6. Archers can only proceed down range after range is called 'Safe'.
7. All Archers in training will be required to use the backing net.
8. All Archers adjusting equipment shall notify the acting Range Officer; backing net shall be positioned as required.
9. All judgment calls during competition or league shoot shall be made by acting Range Officer.
10. All arrows or bolts shall be inspected and in good condition before use.
11. All bows or crossbows shall be in good operational shape and inspected by the Archer before use.
12. Any equipment unsafe for use will be suspended from the range by the acting Range Officer until repaired to good operational condition.
13. Any Archer requiring assistance can contact any member of the Archery Committee or Executive of the Club.
14. Any Archers not following the safety regulations of the Lunenburg Rod and Gun Club shall be subject to review under S. 2(e) of the LRGC By-laws ( Expulsion of Members )

### **Outdoor Archery Range Rules**

1. All Archers (members and Non Members) must sign in before any Club shoot or entering the field/3D range.
2. All Archers shall be positioned on the firing line before firing.
3. Firing line must position all Archers in clear view of acting Range Officer.
4. All Archers shall draw the bow at the target (down range); when preparing to shoot, cock a crossbow this must be done at the direction of the target (down range).
5. All Archers shall place bows at rest after 'Cease Fire' is called.

6. Archers can only proceed down range after range is called 'Safe'.
7. Archers on field/3D course shall stay on marked unless retrieving arrows from butt.
8. Archers shall stay at staging mark while lead group are shooting; they may only proceed after lead group has finished shooting and returned to shooting stake.
9. No firing stake shall be positioned so Archer will fire across any travel path. No firing shall be repositioned once set by the Archery Committee/Range officers.
10. Any Archers not following the safety regulations of the Lunenburg Rod and Gun Club will have shooting privileges suspended appropriately as deemed by the acting Range Officer.
11. All Archers adjusting equipment shall notify the acting Range Officer; backing net shall be positioned as required.
12. All judgment calls during competition or league shoot shall be made by acting Range Officer.
13. All arrows or bolts shall be inspected and in good condition before use.
14. All bows or crossbows shall be in good operational shape and inspected by the Archer before use.
15. Any equipment unsafe for use will be suspended from the range by the acting Range Officer until repaired to good operational condition.
16. Any Archer requiring assistance can contact any member of the Archery Committee or Executive of the Club.

Ranges require ongoing maintenance. Volunteers are always needed to help repair and maintain the ranges. Please contact the Archery Chairperson if you are able to help out.