

# Deerfield Fish & Game Club Inc.

11400 Cruikshank Road  
Deerfield, New York 13502

**Established in 1957**



Member Handbook

## Table of Contents

Organization & Operation	3
Range Safety Officers (RSOs)	5
Standard Operating Procedures - All Ranges	7
Standard Operating Procedures - Dynamic Range	13
Standard Operating Procedures - 225 Yard Rifle Range	25
Standard Operating Procedures - 50 Yard Pistol Range	17
Standard Operating Procedures - Shotgun Range	19
Standard Operating Procedures - Archery Range	21
Member's Responsibilities	23
Rules For Use Of The Clubhouse & Kitchen	25
Ten Rules Of Gun Safety	27
Training & Rental	28
Proposed Activities	28
Rules For Use Of Clubhouse & Kitchen	29
Clubhouse & Kitchen Checklist	31
Emergency Report Sheet	33
Injury Report Form	35
Terms & Definitions	37

## **Organization & Operation**

Deerfield Fish & Game Club Inc. (hereafter referred to as "DFGC" or "Club") was founded in 1977 and incorporated in 1978. The Club sits on approximately 187 wooded acres. Neighboring properties are a mix of agricultural land, residences, and the Town of Deerfield Court and Municipal Building. The Club has multiple ranges and supports many shooting disciplines. Our facility consists of a Clubhouse, and four (4) ranges: a primary 225 yard range which accommodates both long guns and hand guns; a 50 yard pistol range; a shotgun/clay bird range; and an archery range which includes a 3D target area.

The Club is run by a Board of Directors and governed by a set of bylaws. The board is comprised of four (4) officers (President, Vice President, Secretary, and Treasurer), and three (3) Trustees. All officers serve a 1 year term, and each Trustee serves a three year term. A new Trustee is elected each year and serves higher term on a staggered basis with the other two (2) Trustees.

Individual shooting disciplines are organized and directed by the Range Managers who are approved by the Board of Directors and are in charge of organizing, scheduling and running matches and practices. They are aided by Range Safety Officers to ensure that all range activities are safe.

The Club hosts a website (<http://deerfieldfishandgame.com>) where members can find a current activity calendar and other information that members need to be aware of including the names and contact information for the Board of Directors.

General membership meetings are held on the second Thursday of each month. All members are encouraged to attend. The Club is handicap accessible.

To be an active member one must attend at least five (5) meetings each calendar

year. One year of prior established active membership is required to serve as an officer, trustee, committee chairman or in any official capacity. Only active members have voting rights.

The Club is wholly supported and managed by volunteer members. Each member is asked to contribute some of their time and energy each year to maintain and/or improve the Club. This can be accomplished by volunteering to help at Club events, at luncheon nights or days, annual range clean-up day, regular Thursday range work days, and/or doing specific jobs that frequently occur. Every member has one or more talents that can be used by the Club. Whatever your talent, it can be used to benefit the Club and the shooting sports.

All Club access is controlled by an RF ID Membership Card containing a photograph and name of the assigned member. Possession of the Membership Card is not only required when on property but is the key to accessing the gate, clubhouse and all ranges. Once assigned, a card is remotely updated when dues are paid or expire. All lost cards must be reported immediately, only then can a replacement card be issued.

Violations of the Club's operating rules and/or safety rules while on Club property will be subject to review and possible suspension or expulsion of your membership with the Club. The same applies to misconduct, vandalism, or destruction of Club property. An extensive security camera system operates 24/7 and is remotely and locally monitored.

Laws, rules and regulations change and can supersede Club Policy and Procedures. Conflicting, unclear wording or mistakes in the rules will be addressed by the on hand BOD and referred to the Board for updating and corrections. Unlawful, unsafe equipment, or use thereof, is not the responsibility of the Club or its Board of Directors. The person breaking the law is fully responsible and accountable for their actions, penalties and fines.

## Range Safety Officers

The Club has established Range Safety Officers (hereafter referred to as "RSOs") who are certified by the NRA to supervise range and shooting activities. RSOs supervise shooting activities as prescribed by the range Standard Operating Procedures (hereafter referred to as "SOPs") and specifically:

- Control the firing line.
- Maintain order on the range.
- Ensure that shooters follow range regulations.
- Enhance the security of firearms and equipment on the range.
- Conduct basic inspection procedures for all ranges, including backing, target carriers and frames, downrange area, communication systems, etc.
- Help educate range users about range and shooting rules and enforce the rules when necessary.
- Conduct range safety briefings for shooting events and orientation briefings for new users.
- Act in charge during an emergency.
- Act to be immediately notified about any range problems or malfunctions immediately.

Range Safety Officers have the authority to expel any persons in violation of the range SOPs from Club property. Members have insurance through the Board of Directors by written request for a review of the grounds for expulsion.

The Chief Range Safety Officer (hereafter referred to as "CRSO") is an NRA Range Safety Officer Trainer that is appointed by the Board of Directors. This position comes with very significant responsibilities. The Club's CRSO has overall responsibility for safe firearm handling and shooting on the ranges. The Club's CRSO is responsible for recommending the Standard Operating Procedures that determine what activities and actions are approved for our ranges as a whole, and on each of our individual ranges. The Club's CRSO is responsible for training Club's members to be RSOs, and is also responsible for scheduling the Club's RSOs for all Club events.

The Board of Directors would like to encourage any member to consider training to become a Range Safety Officer. If interested contact the Club's CRSO for more information.

*Range Managers plan, coordinate, administer, run and supervise range shooting practices and events. They are in charge of the event and with the aid and consultation of CRSG and RSGs, they are the final authority on range conduct and activities during that event. Occasionally certain range WPs are alerted for specific events. NRA-Certified Firearms Instructors in the course of an approved class may also range-ride for instructional purposes, so long as it does not violate safety rules. All concerns encountered during an event should be addressed to the Range Manager, instructor or in the case of an emergency or safety issue, to the CRSG or RSGs.*

## Standard Operating Procedures

### All Ranges

**Safe Observation:** Members must observe all safety rules governing firearm ownership, use, and accept responsibility for their use.

**Range Availability:** At times, the ranges are not available due to training classes, competitions, and special events. Members should check the website calendar prior to coming to the Club to ensure the range they want to use is available.

**Unauthorized Use Of Access Cards:** Members shall not give anyone their access card(s) under the gate, clubhouse or ranges. Each member is required to have their card with them while on property. It is required that each range must be logged in and out of the range. Unauthorized access, providing access to other persons, members or not, is prohibited and can result in revocation of your membership. Once revoked you must submit a written request for review by the Board of Directors prior to reinstatement.

### Alcohol

- Alcohol and/or illegal drugs are forbidden on Club property.
- The consumption of alcoholic beverages and/or use of other intoxicating drugs on Club property is prohibited.
- No member shall be on the property, or using a firearm on the property, while under the influence of alcohol/illegal drugs, or behavior impairing substances.
- Members shall use good judgment when taking prescription and over the counter medications to ensure they are safe when around and using firearms.

### Membership Cards:

- Members are not allowed on Club property without their membership card.
- Members are to display their membership card upon their person or range bag while on Club property.
- Youth members must be accompanied by a parent, grandparent, or legal guardian. Both members must display their membership cards.
- If asked for identification, Club members shall immediately show their membership card.

- A member's refusal to show the membership card is immediate grounds for expulsion from Club property.

#### **Unloaded Firearms:**

- When on Club property, firearms must be unloaded and their actions open at all times except when on designated firing lines and ready to fire. Persons with a valid Concealed Handgun License may carry concealed so long as the firearm remains concealed at all times while on Club property.
- Concealed carry may not be allowed during certain events. Please contact the BOW for specifics.
- Law enforcement personnel in the course of their duties may open carry loaded firearms.

#### **Loaded Firearms:**

- No one shall discharge a firearm that they are not knowledgeable about or capable of operating.
- Do not load any firearm unless it is on the firing line, pointed down range, and the range has been opened for firing (line declared "HOT").
- Loading black powder muzzle loaders requires special handling and procedures. No open black powder containers, powder horns, etc. are allowed on the firing line. NCA black powder methods will be followed.
- **Aerial Firing** - There shall be no aerial firing of any firearm with the exception of designs of allowed ranges (see Shotgun Range SOPs).

#### **Firing Line:**

- The area directly in front of the gun console is the firing line.
- Firing lines may be fixed, movable, and in some situations multiple lines may be laid out.

#### **Hot Firing Line:**

- All persons must remain behind the firing line while the range is "hot", whether others are shooting or not.
- The range is **NOT SAFE/COLD** until it is declared **SAFE/COLD** and lights are flashing.
- Spectators must remain behind all shooters.
- Firearms may be handled, removed or brought to the firing line only during a hot line.



- The terms **Hot** or **Ready** indicate shooting is allowed to start or may start as directed.

#### **Safe/Cold Firing Line:**

- Handling of firearms (including setup and removal) on the firing line is prohibited when the range is safe/cold (lights flashing).
- No person is to be at a shooting bench during a safe/cold range (lights flashing).
- No person is to be in front of the firing line during a safe/cold range unless down range setting targets, setting up a chronograph, or clearly in front of the line and benches picking brass and lights flashing.
- The terms **Safe** or **Cold** indicates no shooting or handling of firearms.

#### **Course Fire:**

- Anyone on any range may call a course fire in the event of any perceived unsafe condition.
- All shooters must abide by a course fire call instantly! **No exceptions!**
- Upon a course fire all shooters are to immediately take their finger off the trigger, keep the gun pointed in a safe direction, and await further instructions from an RSO or the person that called the course fire.
- There is to be no further handling of firearms during a course fire condition.
- **KNOW AND THE ULTIMATE AUTHORITY! THEIR DIRECTIONS ARE ABSOLUTE.**

**Course Firing:** Course firing is not allowed (for example, do not fire from "station 2" to "target 1").

#### **Open Range Hot and Safe/Cold Responsibility:**

- During open range shooting, in the absence of an RSO, it is each member's responsibility to ensure the safety of the range, including declaring "hot" or "safe/cold" conditions. When lights are flashing "safe/cold" condition allows range setup, removal or fire checking/marking.
- Members should work together to ensure one person is responsible to call "hot" or "safe/cold" range conditions.

#### **Here are some key points regarding safety on a cold line for all ranges:**

- Whoever initiates a cold line is responsible to make sure everyone makes their firearms safe and that everyone is off the line before calling for a "cold" line. The same person is also now

responsible to make sure everyone is back and behind the firing line before calling for a "hot" line. If the person calling for a "cold" line is leaving the range before it is ready to go hot, they should specifically pass that responsibility off to another person on the line.

- Just because someone asks you if you are ready to go "cold", it does not mean the line is safe and you can just turn on the red lights or go down range. Wait for the person initiating the cold line to announce a "cold" line and then turn on the red lights as appropriate.
- Too many checks meaning a line makes for a potentially unsafe situation. Only **one** (1) person should be in charge of the line going cold or hot.
- When the line is "cold" do not be at a shooting bench, do not handle or touch a firearm on a bench, do not handle anything on a firing bench, do not take or remove anything from a firing bench, do not probe your brass down under a bench or anywhere around the firing line. Stay away from the firing benches during a "cold" line.

#### **Probing Brass:**

- Probing of brass in front of the firing line may only be done during a **SAFETY** line and you must stay clearly away from all shooting benches, red lights flashing.
- Probing of brass from under or between benches may only be done during a **HOT** line.
- Do not probe brass in front of benches during a hot line.

**Food and/or Beverage:** Food and/or beverage is prohibited on any firing line. Food and/or beverage must be consumed behind the firing line, preferably not in the area of the range.

**Personal Hygiene:** It is recommended that you wash your hands immediately after shooting.

**Smoking:** Smoking is only allowed in the Range and Clubhouse parking lots.

#### **Eye/Ear Protection:**

- For personal safety, eye and ear protection is mandatory for all shooters and observers on or near any firearm range.
- **Shooters using steel targets, where allowed, must wear eye protection.**

**Ammunition Restrictions:** Tracer, incendiary, armor piercing, steel core and **NOBAC** ammunition are not allowed on any Club range.

### **Firearm Restrictions**

- Full auto and 3 round burst firearms are **not** to be fired in full auto or 3 round burst mode at the Club.
- You may only use full auto or 3 round burst capable firearms in semi auto mode.

**Legal Fire:** You may not fire faster than you can keep all rounds on a standard silhouette size target (20" X 20").

**Shrapnel Firing:** Shrapnel firing or simulated full auto or burst firing is **not** allowed. Shrapnel Firing includes but is not limited to:

- Using grip and/or stance to cause shrapnel or simulated full auto or burst firing.
- Using any homemade device to cause shrapnel or simulated full auto or burst firing.
- Using any commercially made or mechanical device to cause shrapnel or simulated full auto or burst firing.

### **Targets**

- Only paper targets and steel reactionary targets or steel plates are allowed on Club firing ranges.
- There are exceptions to this target rule for some disciplines and some ranges.
- Do **not** use the **target frames**, cans, bottles, plastic jugs, etc. as targets.
- Exploding targets are **not** allowed.
- Non-fired reactionary targets such as cubes, triangles, balls, etc. that are designed to move across the ground when shot are allowed only on the pistol range.
- No targets may be placed on top of an impact beam, all targets must be placed so all rounds impact into the appropriate impact beamline.

**Wild Animals On Ranges:** There are many animals that make the Club property their home. It is absolutely forbidden to shoot at any animal (including birds) on Club property! This does not apply to Club approved legal hunting on Club property.

**Setting Up Equipment:** Setting up equipment such as a chronograph or portable target frames

may be done during a scheduled line. The bench portion of setting up a chromatograph must be done after the line is called back.

**Cleaning Your Area:** All members are required to clean their area. Members are required to pick up all expended cartridges and trash, and remove the same from Club property.

**Conflict Resolution:**

- All members should make a reasonable effort to resolve disputes with other members.
- If such issues cannot be resolved between members then disputes, concerns, or complaints about range conditions, operations or treatment should be directed to the appropriate Range Manager (CRM) or RMC.
- If none of the foregoing are available, or further intervention is requested, a written request should be addressed to the Board of Directors.

## Standard Operating Procedures

### Dynamic Range

Shooting under the direction of a Range Safety Officer forward of several firing lines.

#### Targets Allowed

- Only paper targets or "approved" steel targets are allowed on the Dynamic Range. "Approved" steel means steel reactionary targets that move when hit, e.g. shuffling tires, spinners, plate rack, poppers, etc.
- Any fixed steel targets must have at least a 15 degree down angle. This is to reduce the chance of ricochets and to deflect bullets down.
- Steel targets shall be set up at safe distances from the shooter. Ten (10) yards is the minimum safe distance for handguns, rim fire and shotgun pellets. Fifty (50) yards is the minimum safe distance for center-line rifle and shotgun slugs. RSOs at matches may modify these distances according to the rules of their organization with the concurrence of the Club RSO.
- All other shooting must be in accord with Club distance standards.
- All rounds at paper targets should impact the appropriate impact form.

**Portable Target Stands:** Portable target stands may be used at any distance between the firing line and the impact form. They must hold only paper targets. Target stands are to be returned to the specified area when done.

#### Banches

- Portable benches and barriers may be used on a dynamic range.
- Benches should be positioned forward of the shooting form.
- Benches must be returned to the specified area when done.

#### Shooter Positions

- Shooters using semi-automatic firearms should position themselves to reduce the chance of others being hit with their ejected cases.
- Shooters using "snatch breakers" should distance themselves from other shooters as much as possible.

- Shooters may position themselves at any distance from the 25 yard line back to the 175 yard line when operating on a Dynamic Range firing line.
- All shooters must shoot from the same firing line.
- Common courtesy dictates when a new firing line is chosen. Shooters are to respect the needs of others and not hold the same distance for an inordinate length-of-time. An hour at one distance is reasonable.
- When shooting prone, sitting or kneeling, targets must be placed so that all bullet impacts are into the appropriate impact zone.

#### **Moving While Shooting:**

- If you are the only person shooting you may shoot while moving to the side, up or down range or diagonally while always keeping the bullets in the impact zone.
- When more than one shooter is shooting at a time a Range Safety Officer must be present to oversee the activity if there is going to be movement while shooting.

**Cleaning Your Arms:** It is the members responsibility to police all of their empty cases and used targets. Please discarded brass in the appropriate brass can and take all trash to the appropriate off site trash container. The Club does not have trash service and depends on members for help in removing trash. Return all target stands to firing line.

## Standard Operating Procedures

### 225 Yard Rifle Range

The following is in addition to the Standard Operating Procedures for All Ranges:

**Hours:** Monday through Saturday 9:00 am to legal sunset, Sunday and holidays 9:00 am to legal sunset.

#### Direction of Fire

- Fire only in established directions, with the intended impact beam for a backup.
- Observe proper lanes so that all firing and all bullet impacts are contained to the appropriate beam.
- Do not fire across established firing lanes.
- All rounds must impact the appropriate impact beam.

#### 200 Yard Targets

- Shoot at all targets only from the appropriately numbered benches.
- Use the flashing range light when setting targets and any time down range.

#### Range Light Procedures

- Once the line is called and all persons going down range must let shooters know what they are doing and turn on the red light.
- A switch located at each shooting stall is to be activated by the person in that stall before crossing the firing line and going down range.
- Each person upon returning to the shooting stall must turn their light switch off. This will ensure when the light goes off all people have returned before the line is called back.
- The line should never be made "hot" while there is anyone forward of the firing line.
- If there is doubt as to whether someone is on the range someone must physically go down range and check to be sure.

**Firearms Allowed:** Rifles, shotguns (slugs only) and handguns.

#### **Appropriate Callers:**

- Any rifle, shotgun or handgun caller below .30 BMG is acceptable on this range.
- .30 cal BMG is prohibited and No bird shot.

**Only paper targets are allowed** on the Rifle range unless specifically allowed by the Board of Directors for a special event or match.

#### **Portable Target Stands:**

- They be used at any distance.
- They must hold only paper targets.
- Place targets so that the bullets do not hit any range markers or target structures.
- Target stands must be a minimum of five (5) feet high and placed so that the rounds impact the appropriate form.
- Target stands are to be returned to the correct firing line when done.

#### **Shooter Position:**

- Shooters using semi-automatic firearms should position themselves to reduce the chance of others being hit with their ejected cases.
- Shooters may move portable benches to do position shooting. **Report them when through shooting.**

**Cleaning Your Area:** When packing your area place discarded items, empty cases, and used targets in an appropriate container and remove the same from the range. Return all target stands to firing line.



## Standard Operating Procedures

### 50 Yard Pistol Range

The following is in addition to the Standard Operating Procedures for All Ranges

**Hours:** Monday through Saturday 9:00 am to legal sunset, Sunday and holidays 9:00 am to legal sunset.

#### Direction of Fire

- Fire only in established directions, with the intended impact zone for a backup.
- Observe proper lanes so that all firing and all bullet impacts are contained to the appropriate impact zone.
- Do not fire across established firing lanes.
- All rounds must impact the appropriate impact zone.

#### Range Light Procedures:

- Once the line is called, all persons going down range must let shooters know what they are doing and turn on the red light.
- A switch located at each shooting stall is to be activated by the person in that stall before crossing the firing line and going down range.
- Each person upon returning to the shooting stall must turn their light switch off. This will occur when the lights go off all people have returned before the line is called back.
- The line should never be made "hot" while there is anyone forward of the firing line.
- If there is doubt as to whether someone is on the range someone must physically go down range and check to be sure.

**Firearms Allowed:** Hand guns and Rifles shooting hand gun ammunition. Shotgun are not allowed.

#### Appropriate Calibers:

- Any pistol caliber is acceptable on this range. Rifle caliber handguns are prohibited.
- Shotgun ammunition and all black powder rifle calibers not permitted.

**Only paper targets are allowed** on the firing range unless specifically allowed for a special event or match.

#### **Portable Target Stands:**

- May be used at any distance.
- They must hold only paper targets.
- Place targets so that the bullets do not hit any range markers or target structures.
- **Target standards must be a maximum of five (5) feet high and placed so that the rounds impact the appropriate form.**
- Target stands (tablets) are to be returned to the covered firing line when done.

#### **Shooter Position:**

- Shooters using semi-automatic firearms should position themselves to reduce the chance of others being hit with their ejected cases.
- Shooters may use portable benches to do position shooting. **Remove them when through shooting.**

**Cleaning Your Area:** When pulling your area put discarded forms, empty cases and used targets in appropriate container and remove from range. Return all target stands to firing line.

## Standard Operating Procedures

### Shotgun Range

The following is in addition to the Standard Operating Procedures for All Ranges:

**Hours:** Monday through Saturday 9:00 am to legal sunset, Sunday and holidays 9:00 am to legal sunset.

Each shooter is required to observe and comply with ALL range safety rules. If in doubt ask the Range Safety Officer.

If an emergency occurs fire is called all firearms must be immediately unloaded and placed in a gun rack. Do not handle firearms during an emergency occurs fire.

#### Direction of Fire

- Keep your shotgun unloaded with the action open until you are on a firing position.
- Load only one shell for singles, load only two shells for doubles or continental.
- Always keep your gun pointed in a safe direction.
- Never move from a station with a loaded gun.
- Always keep your finger off the trigger until ready to shoot.
- Fire only in established directions.
- Do not fire across established firing positions.
- All bird shot must be contained within Club property.

#### Firearms and Gauges Allowed

- Only shotguns of 20, 12, 16, 28, 30, and 410 gauges are allowed.
- Use of Club approved shotgun shells is mandatory. The Club may sell shells to shooters.
- Target loads only no loads exceeding 1200 fps allowed.
- No shot larger than 7½ is allowed.
- Big game are fired only on the rifle range.
- No "bird buster", or incendiaries are permitted.
- RSO may restrict or expand the firearm type and caliber/gauge fired during scheduled

matches or practices.

- No water for rifle or Black powder firearms are permitted.
- ALWAYS check the gas barrel after any observed discharge.

**Targets:** Targets are clay "birds" expelled by Club trap machines. No other targets paper or otherwise are to be used, except for patterning on a patterning station or by direction of a Range Safety Officer.

**Eye & Ear Protection:** Eye and ear protection is mandatory for all shooters and observers. All police and target scoring staff must wear ear protection and are recommended to wear eye protection.

#### **Traps:**

- No one under the age of 18 is allowed to shoot on the TRAP fields without the supervision of a parent, guardian, or designated adult. The Range Safety Officer CANNOT be that designer.
- Individuals that have never shot TRAP before will be required to shoot their first round on a signal with other experienced shooters or under the supervision of an experienced individual.
- Only individuals that are shooting are permitted on the TRAP field.
- Shotgun(s) must be kept unloaded with action open until you are on a firing position and the TRAP is clear.
- Only authorized personnel are permitted forward of the 10 yard line.

#### **Cleaning Your Area**

- When policing your area put discarded items in the appropriate containers.
- All shells and un-fired shells must be placed in the provided metal box or removed from Club grounds by the owner. Do not leave them on the ground or put them in the trash.
- After shooting is completed pick up all of your empties.
- Remove your trash. The Club does not have trash service.

## Standard Operating Procedures

### Archery Range

**Hours:** Monday through Saturday 9:00 am to legal sunset. Sunday and holidays 9:00 am to legal sunset.

**Firearms:** Firearms are not allowed on the archery range.

**Range Closures:** The archery range will be closed during the following events:

- Sporting clays events until the shooting event is over.
- The RSO for these disciplines are responsible for closing the gate to the archery range during these events and opening it after the event is over.
- Trains of the Archery Range are responsible to be aware of events that might interfere with range use.

**Direction Of Fire:** Shooting is only to occur in the direction of the target.

**Arrow Head Restrictions:** Broadheads are not allowed to be shot at any Club targets. Broadheads are allowable ONLY on director provided targets.

**Safe Exit:** When retrieving arrows from targets shooters must use an "all clear" signal before approaching the target to retrieve arrows and "line hot" signal before proceeding to shoot. **Under no circumstances is anyone to shoot while another shooter is retrieving arrows.**

**No Shooting Indicator:** When retrieving arrows from a target or beyond the director must first hang before bow at the shooting line to display the "No Shooting condition". No shooting is to take place when the no shooting condition is displayed and until absolute verification that no shooter is down range.

**Line Use:** Shoot only in established lanes.

**Conduct:** Conductors are allowed if using personal targets.

**Shoot From Same Line:** All shooters must shoot from the same line at all times.

**Safe Exiting:** When exiting the range, fall back behind shooters that cross the range. Under no circumstances should anyone cross in front of shooters to exit the range.

**Smoking:** Smoking is not allowed on the archery range or surrounding area.

**Clean Your Area:** When packing your area put discarded items in the appropriate containers. Remove your trash. The Club does not have trash service.

**Firing Line:** Archery has a fixed firing line with shooting points from 10 to 60 yards.

There are occasional training and archery events held at the Club.

## Member's Responsibilities

### **Want To Keep This Range? Then Keep This Range Safe!**

The Thornfield Park & Game Club Inc. is an all volunteer organization. It is only through the diligence of its members that we are able to maintain a safe and quality organization. Each member is responsible to follow and uphold all that is contained within this handbook. We must be self governing and self policing. It is each member's responsibility to:

**Be a Game Safety Advocate.** Talk to people about safe shooting, responsible gun ownership, and support of the shooting sports.

**Be Courteous.** We are an incorporated Club. As such, we fall under the New York State Not for profit small business law. We share collectively in this facility and at all times we need to consider other persons. We must respect their rights and needs as well as they should respect ours. Although a member only Club we do serve non-members in several capacities. Some of these come in the form of Hunter safety classes and various forms of shooter training. We need to constantly interact professionally with many groups and individuals.

### **Be Knowledgeable:**

- Know the contents of this handbook.
- Know and follow the "Ten Basic Rules of Gun Safety".
- Know who your Board of Directors are.

**Enhance Membership:** If you observe a trespasser ask them to leave and report it to a Board Member. Remember it is your dues and volunteer time that support this Club.

**Enhance Safety Rules:** It is each member's duty to ensure all members and guests obey all safety rules. Remember we are self policing. If possible, approach the person(s) and ask them to observe the safety rules and get their name(s). Report rule infractions to an RMO or Board Member.

**Report Range Damage/Abuse:** We have beautiful and well maintained ranges. Help us keep them that way. If you observe someone damaging or abusing the ranges or Club property ask the person

to stop their actions and get their names out. Report all damage/theft to an RSO or a Board Member.

**Support the Shooting Sports and Your Rights to Own Firearms**

- Keep informed about current legislation.
- Write and call your elected representatives about your concerns.
- Vote in every election!

**Help out! Volunteer at the Club:** Our Club is supported and maintained by you, our members. Volunteer your time to help keep us a premier Club. There are many ways you can put your skills and talents to good use:

- Work days are Thursday mornings doing general cleanup and maintenance (about afterwards).
- Annual Spring work day (free lunch included).
- Help at home night is easy, friendly, and informative!
- Help for various disciplines over matches and practices.
- Become a Range Safety Officer (help promote safe shooting)
- Special projects - Help with construction and other special projects.

**Get Involved!** Attend our monthly general membership meetings. Let your voice be heard. Help make this Club even better than it is.



## Rules For Use Of The Clubhouse & Kitchen

Casual use of the Pavilion, Clubhouse, kitchen and commons are part of your membership privileges. Meetings, rentals and training activities add further responsibility to the use of these facilities.

Use by members (casual use) requires cleanup of areas used. Wash all of the Club's pots, pans, plates and all utensils after use and return them to their proper places when finished. Remove your trash and do not leave any open food items at the Club. Donations for coffee, tea and other Club items help to keep cost down. There is a coffee machine in the pavilion for general use and some water in the kitchen refrigerator. The coffee and water in the refrigerator are a dollar each and money can be left in the refrigerator.

### Rentals, training and group activities:

1. No persons under the age of 17 years old should be exposed to or allowed to operate kitchen appliances. Therefore, the kitchen is OFF LIMITS to children.
2. Wash all of the Club pots, pans, plates and all utensils after use and return to their proper places when finished using the kitchen.
3. Paper products, tea, and coffee are furnished for Club events only. List on the sign-out sheet located in the pantry what you need as it can be re-ordered. All other functions or events should furnish their own paper products and supplies.
4. DO NOT leave any dirty dishes of any kind sitting anywhere in the Kitchen or Clubhouse. If someone in your group leaves behind a dish, kindly wash it, and hold on to it until you are able to return it to the owner. Do not assume someone else will do this.
5. DO NOT leave behind any leftover chips, crackers or opened soda bottles from your event. Either take these food items home with you or discard. DO NOT put on the dishes in the Pantry area or in the refrigerator.
6. All surfaces must be wiped clean. This includes cleaning the dining tables as well as the serving tables.
7. Sweep and mop the Kitchen after your event. If there is excessive food on the carpet area, please be respectful and clean up first by picking up the food then vacuuming when practical. Vacuum cleaners are in the storage closet.
8. All the trash cans must be completely empty and re-lined with clean trash bags before you leave. Return the trash cans to the Kitchen area and replace liners. DO NOT leave even one item of food in the trash cans.

9. Please be respectful of the entertainment equipment that is kept in the Clubhouse. Children must not tamper with the equipment.
10. Upon exiting the area, the Kitchen entry doors and the pantry door must be closed. The lights must be turned off. Pay particular attention to the gas range to be sure that all surface units and the oven are off.
11. Bathrooms and the Kitchen/Clubhouse should be checked to ensure faucets are off, no trash is on the floor, and the lights are turned off.
12. During the winter months when heat is on in the restaurant the doors must be closed when event is over. Also, the thermostat in the meeting room set at 55 degrees.
13. Turn in the completed and signed check list to the Club when you are finished.
14. Members are required to adhere to both the above rules and additional rules required in the rental agreement.
15. Large groups need to ensure the meeting room is clean and orderly when leaving. All trash removed and floor swept (washed if needed).
16. Information regarding the usage of the kitchen, meeting room and restaurant is available to ensure compliance with Club rules and regulations.

## Ten Rules of Gun Safety

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded until ready to use.
4. Be sure the gun is safe to operate.
5. Know how to use the gun safely.
6. Use only the correct ammunition for the gun.
7. Know the target and what is beyond.
8. Wear ear and eye protection as appropriate.
9. Never use alcohol or drugs before or while shooting.
10. Store guns so they are not accessible to unauthorized persons.

## Training & Rental

**Education:** The Club offers/hosts a variety of classes including hunter education, Ladies Beginner pistol, reloading, and various NRA pistol, rifle, and shotgun classes. Check our website for more information.

**Specialty Ranges:** A specialty pistol range located off the main parking lot is a rental only facility. Police, Security and individual shooting instruction can be conducted here. A flat fee of \$75.00 is charged with no other classes of any other ranges. The Clubhouse may be rented at the same time by payment of the normal fee of \$100.00.

### **Personalized Rentals:**

- Personalized individual training.
- Law enforcement training or recertification.
- Security guard training or recertification.
- IRR/CR training or recertification.
- Other not specified training/competitions.

## Proposed Activities

**Hunter Night-In:** Hunter Night-In is offered to the public on three weekends in September and one weekend in October. Any legal hunting gun and hunter is welcome to bring one or more guns for the purpose of sighting in. We have a Range Officer who runs the line, several RSOs who are in charge of safety, and coaches who help the shooters with target spotting and getting the shooters' shots on target. We also have a bear righter who can help with that pesky scope.

**Ladies Night:** Every other Wednesday night is Ladies Night at HPSC. We primarily shoot handguns. Beginners as well as experts are welcome at this non-competitive event. Instruction is available. Dates and times are subject to change, please check the website.

**All Club shooting is under the direction of the range safety officers.**

## RULES FOR USE OF CLUBHOUSE & KITCHEN

Casual use of the Pavilion, clubhouse, kitchen and restrooms are part of your membership privileges. Meetings, rentals and training activities add further responsibility to the user of these facilities.

Use by members (annual fee) requires cleanup of assets used. Wash all of the club pots, pans, plates and all utensils after use and return to their proper places when finished. Remove your trash, and do not leave any open food items at the club. Donations for coffee, tea and other club items help to keep cost down. There is a soda machine in the pavilion for general use and some sodas in the kitchen refrigerator, the sodas and water in the refrigerator are a dollar each and money can be left in the refrigerator.

### **Rentals, Training and Group Activities**

1. No persons under the age of 17 years old should be expected or allowed to operate kitchen appliances. Therefore, the kitchen is OFF LIMITS to children.
2. Wash all of the Club pots, pans, plates and all utensils after use and return to their proper places when finished using the kitchen.
3. Paper products, tea, and coffee are furnished for Club events only. List on the signpost sheet located in the pantry what you need so it can be re-ordered. All other functions or events should furnish their own paper products and supplies.
4. DO NOT leave any dirty dishes of any kind sitting anywhere in the Kitchen or Clubhouse. If someone in your group leaves behind a dish, kindly wash it, and hold on to it until you are able to return it to the owner. Do not assume someone else will do this.
5. DO NOT leave behind any leftover chips, crackers or opened soda bottles from your event. Either take these food items home with you or discard. DO NOT put on the shelves in the Pantry area or in the refrigerator.
6. All surfaces must be wiped clean. This includes cleaning the dining tables as well as the serving tables.
7. Sweep and mop the Kitchen after your event. If there is excessive food on the carpet area, please be respectful and cleanup first by picking up the food then vacuuming when practical. Vacuum cleaners are in the storage closet.

8. All the trash cans must be completely empty and re-lined with clean trash bags before you leave. Return the trash cans to the Kitchen area and replace liners. DO NOT leave even one item of food in the trash cans.
9. Please be respectful of the entertainment equipment that is kept in the Clubhouse. Children must not tamper with the equipment.
10. Upon exiting the area, the Kitchen entry doors and the party door must be closed. The lights must be turned off. Pay particular attention to the gas range to be sure that all surface units and the oven are off.
11. Bathrooms and the Kitchen/Bathrooms should be checked to ensure faucets are off, no trash is on the floor, and the lights are turned off.
12. During the winter months when heat is on in the restaurant the doors must be closed when event is over. Also, the thermostat in the meeting room set at 70 degrees.
13. Turn in the completed and signed check list to the Club when you are finished.
14. Renters are required to adhere to both the above rules and additional rules required in the rental agreement.
15. Large groups need to ensure the meeting room is clean and orderly when leaving. All trash removed and floor swept (washed if needed).
16. Information regarding the usage of the kitchen, meeting room and restaurant is available to ensure compliance with Club rules and regulations.

## CLUBHOUSE & KITCHEN

### CHECK LIST

Check List - After use, please help the Club by making sure the following items are completed, as it is our desire to make the use of the Club's facilities both convenient and safe for all. Please turn in completed items to the Club after use.

Organization/Group using the facilities: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

What equipment and supplies did you use?

Refrigerator

Range

Microwave

Dishwasher/Drain

Other equipment

Other Supplies: \_\_\_\_\_

Use any quantities of paper goods (plates, bowls, disposable utensils, napkins, coffee/tea/drink cups, etc.) \_\_\_\_\_

Plates, serving pieces and utensils have been cleaned and returned to their proper place.

Excessive food/drink has been thrown away/taken home. Do not leave in the pantry.

All personal dishes have been washed & taken home, nothing is left in the clubhouse.

All surfaces have been wiped clean, including tables, chairs.

Kitchen has been swept and mopped.

All trash has been taken removed.

Use range: surface units and oven are off.

Doors are locked and lights are turned out. (Building Security)

Bathrooms and kitchen checked to ensure faucets are off, no paper is on the floor, and lights are off.

Check List - After Kitchen Use form is completed and returned to the club.

Date: \_\_\_\_\_ Signed by Responsible Person: \_\_\_\_\_





## Emergency Report Sheet

Effective Date: \_\_\_\_\_ (Please take cell phone photographs, if possible.)

### EMERGENCY CONTACT NUMBERS

Contact	Primary Phone	Secondary Phone	Primary Frequency	Secondary Frequency
EMS				
Police				
Fire				
Personnel Contact Center				
Range				
Cellular Phone				

### IMMEDIATE RESPONSE FOR INJURED OR ILLNESS

- Call a crew chief if the injured is near the string line or downrange. Ensure that all gates are unlatched and clear.
- (Squad name and position) will coordinate stopping or pulling of targets, if possible, and securing the scene and the injured person's gun.
- (Squad name and position) will notify EMS at (squad contact number/frequency) from the nearest telephone/hotel located at \_\_\_\_\_ and provide the following information:

1. Specific Location or Address of Incident with Directions

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

2. Telephone number that you are calling from: \_\_\_\_\_

3. Your name: \_\_\_\_\_

4. What happened and possible hazards to rescuers: \_\_\_\_\_

5. Number of people injured or ill: \_\_\_\_\_

6. Condition of people injured or ill: \_\_\_\_\_

7. First aid provided: \_\_\_\_\_

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.

## NOTES

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## Injury Report Form

(Please take all photos, photographs, if possible.)

Date of Injury \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Time of Injury \_\_\_\_\_

Telephone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Describe nature and extent of injury (specify parts of body) \_\_\_\_\_  
\_\_\_\_\_

Describe how the injury occurred \_\_\_\_\_  
\_\_\_\_\_

Describe first aid given \_\_\_\_\_  
\_\_\_\_\_

First aid was provided by (include names and phone numbers) \_\_\_\_\_  
\_\_\_\_\_

Disposition (specify name of hospital, telephone numbers, time of transport, etc.) \_\_\_\_\_  
\_\_\_\_\_

Notification of next of kin (specify time, person contacted, and methods) \_\_\_\_\_  
\_\_\_\_\_

Location of incident and conditions of area \_\_\_\_\_  
\_\_\_\_\_

Was protective equipment worn (if applicable)? \_\_\_\_\_  
\_\_\_\_\_

Describe steps taken to preserve the scene (equipment, photographs, etc.) \_\_\_\_\_  
\_\_\_\_\_

**Witness Statements:** Interview witnesses separately. Use attachments if needed.

Witness (Name) \_\_\_\_\_ Statement Attached: Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_

Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Witness (Name) \_\_\_\_\_ Statement Attached: Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_

Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Witness (Name): \_\_\_\_\_ Statement Attached: Yes \_\_\_ No \_\_\_  
Address: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Witness (Name): \_\_\_\_\_ Statement Attached: Yes \_\_\_ No \_\_\_  
Address: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Witness (Name): \_\_\_\_\_ Statement Attached: Yes \_\_\_ No \_\_\_  
Address: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injury report completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Disposition and follow up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>Terms</b>	<b>Definitions</b>
Admission	Rate and respective range shooting practices and events.
Alcohol or Drugs	No alcohol and drugs (legal or not) do not mix with safe gun use. If you drink don't drive or shoot!
Assessment/Restrictions	No ball shot or the rifle or pistol ranges. NO BB is not acceptable on any range.
Archery Ranges	Area with 3D targets and used for competition. Practice area with bag targets.
Banches	Shooting platforms, benches are to remain at the firing line.
Barra	Fire barriers built high enough to contain shooting and prevent bullets leaving the safety of the range.
Black Powder match loads	Generally treated the same as modern firearms but require more attention, loading handling and shooting.
Bump Firing	No form of automatic, bump stock trigger adapter or similar devices permitted.
Course Fire	Unconditional command to stop shooting and make guns and range safe - must be called if unsafe conditions occur while range is live.
Clearing Your Area	Self explanatory.
Cold Firing Line	Condition when lights are on, weapons down/range. No handling or firing of guns.
Coordinate	Process, direct, manage or set up event.
Course firing	Shooting targets set in line with your shooting position, shooting at another person's target.
Course	Special type of fire.
Direction of Fire	All ranges are setup to place the shot into the barra. Shooting is always down range of the firing line.
Eyeball Protection	Mandatory, no further information needed.
Firearm Restrictions	No ball automatic or 7 round burst allowed, NO BB is not acceptable on any range.
Firing line/Shooting bench	Front line where a gun is shot, fired or discharged.
Food or Drink	Eating on the range is unhealthy and can make the area messy. Alcohol prohibited.
Hot Firing Line	Condition when lights are off, no one down range. Safe to handle and fire guns.
Loaded Firearms	Any gun containing ammunition in the chamber and/or magazine.
Membership Card and ID	Device controlling access to the Club and all ranges.
Moving While Shooting	Moving while shooting is not permitted. Rentals and training classes often have multiple shooting positions and move to them as needed. These are controlled by an RIF or instructor.
Open Range Hot and Safe/Cold Responsibility	When an RIF is on the range, one shooter should take charge and control the range.
Permitted events	Shooter education, firearms related training, firearms certification and recertification classes, training related to hunting and fishing.
Personal Hygiene	Washing up after shooting is a health issue, lead is not healthy for children and pregnant women.
Picking Up	Reloading your spent casings also known as picking up or clearing up after yourself.
Portable Target Stands	Shooting may use your own stands but they must be removed when you leave.

<b>Range</b>	Area where shooting takes place and includes the shooting line/back, backstop (blow, target-catcher and frame, downrange area, and communication systems, etc.
<b>Range Availability</b>	All ranges and the Club house open to flow are closed and ranges are closed accordingly.
<b>Range Light Procedures</b>	Flashing and lights on, no shooting or handling of firearms, lights off and stand -back down range imply range safe to shoot.
<b>Range Management</b>	Members controlling maintenance and operation of Club ranges and activities.
<b>Range regulations</b>	Rules for use of the ranges and discharging of firearms.
<b>Range Safety Officers (RSOs)</b>	Are certified by the NRA to supervise range and shooting activities.
<b>Range Use</b>	Only properly aimed (sight) shooting, no rapid fire or shooting while at or over the home.
<b>Ready Line - Firing Line</b>	Condition when lights are off, no one down range, safe to handle and fire guns.
<b>Safe - Firing Line</b>	Condition when lights are on, someone down range. No handling or firing of guns.
<b>Security camera system</b>	14 these systems monitoring activities at the Club and on the ranges.
<b>Firing /y Equipment</b>	Downrange using during range activities, guns and related hand equipment only during range use.
<b>Shooting Positions</b>	Fixed shooting area, watch and training chairs often shoot forward of the normal firing line and may have multiple shooting positions. These are controlled by an RSO or instructor.
<b>Shooting</b>	See club's website on the ranges or in situ at the buildings.
<b>Specialty Range</b>	Range built for rental and training to keep rifle and pistol ranges open for members.
<b>Standard Operating Procedures (SOP)</b>	Rules for range and facilities use.
<b>Steel targets</b>	Generally used in competition shooting, training and for shoots meet meet (with conditions for use).
<b>Target backboard</b>	Generally, a wooden target holder.
<b>Targets</b>	Paper targets only. Other targets need approval before using.
<b>The Board of Directors</b>	All elected Club officers.
<b>Trap/Shot</b>	Trap launchers refer to devices which launch a clay block into the air for shoot shooting.
<b>Unauthorized Use of Access Card</b>	Members are not allowed to share or loan their cards. Possession of your card is your only authorization to be on Club property and it must be used for only your own access and identification.
<b>Unloaded Firearms</b>	Unloaded means unloaded, no ammunition in the chamber or magazine. Only to be loaded when on the range and ready to shoot.
<b>Wild Animals on Ranges</b>	We exist in a rural area and share with wild life. These animals are not targets, do not shoot them.