

# **STANDARD OPERATING PROCEDURES**

**SNOWSHOE GUN CLUB, INC.**

**40450 SHOTGUN DRIVE**

**PO BOX 125**

**KENAI, ALASKA 99611**

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# CHAPTER 1

## Preamble

### **Brief History of Snowshoe Gun Club:**

The Snowshoe Gun Club (SGC) was first established in 1970 on land leased from the Kenai Peninsula Borough (KPB). The club was initially incorporated and received non-profit status with the IRS, effective March 1971. Through volunteer efforts the facilities grew to include: 4 trap fields, 2 skeet fields and a five stand a 1000-yard rifle range with 16 shooting positions, 10 pistol bays, a tactical rifle bay, and a black powder only bay.

In 2007 the KPB, expressed a desire to “get out of the gun range business.” The Board of Directors approached the borough about buying the land, and through the support of the shooting public and several law enforcement agencies, the borough agreed to sell the land to SGC for below appraised value. With the change in property status the club restated and amended its articles of incorporation with the State of Alaska in April, 2007 and adopted revised bylaws.

Owning the land on which SGC sits has allowed the club to expand its infrastructure without risking losing the investment with the loss or cancellation of the lease. Since the land was purchased a training building has been built, and the pistol range has been expanded significantly. The training building has expanded the club’s involvement in the shooting community and hosts a number of organizations, along with the State of Alaska’s Hunter Education program.

In 2014 the club approached KPB to purchase an additional 77 acres on the north border of the club property. This additional property allowed the rifle range to be expanded to 1,000 yards. In 2017, the club purchased a 160-acre parcel along the east side to provide a buffer from encroachment.

### **Description of Facility:**

The SGC facility is a 423-acre complex, and consists of five separate areas: clays range, rifle range, pistol range, tactical rifle range, and black powder range. It is accessed from the Kenai Spur Highway at approximately mile 6.4 by turning north onto Shotgun Drive and passing through the control gate on the east side of Shotgun Drive.

## Clays Range

SGC Clays Range are located on the West side of the Training Buildings Parking lot.

There are four established clays fields numbered 1- 4. All fields have cement station walkways. Fields 1 & 2 have Pat-Trap - trap machines capable of throwing double clays as well as Trap 2 has a wobble function. Both fields incorporate voice-activated wireless systems.

There are two established Clay Combo fields (fields 3-4), The Combo fields have Skeet as well as Trap houses. Both Skeet fields have GP Trap skeet machines provided by the NRA. In 2019, SGC installed a Promatic ClaysMate card system, completed the concrete walkways and purchased (6) Promatic mobile traps to allow a 5-stand or FITAS clays course to be sent up on any of the fields. A grant for (2) new Pat-Trap machines and wireless voice systems was provided by FNRA and installed in 2021 on field 3&4.

## Rifle Range

The rifle range is accessed by driving north on the range access road, past the clays range.

The rifle range is a 1000-yard range, with berms established every 100 yards out to 600 with one at 800 and 1000 yards and is oriented to the north. The range firing line is on a covered cement slab and has 10 permanent outside shooting benches. A new (2020) enclosed shooting shack is located on the east (right) side of the range firing line. The shooting shack has 6 shooting positions behind a Plexiglass barrier with shooting ports. **Handguns are not allowed to be shot from the shack.** The shack has a wood burning stove for heating during the colder months. Target stands are provided on each of the berms by way of metal frames supporting wooden pallets to which targets can be stapled. A supply of replacement pallets is maintained on the west side of the firing line. Members are allowed to replace pallets as needed. Tannerite or glass targets are not allowed.

For safety purposes, the rifle range firing line has red strobe lights to indicate when the range is cold and people are down range. There are two strobes located above the outside shooting positions and one strobe located in the shooting shack. The switch to activate the strobes is located to the left of the door to the near the shack. **No firearms may be handled/ touched when the cold range lights are on. Anyone caught handling firearms when lights are on will be given a one-time warning and have their membership card hole punched. If caught again, their**

**membership will be suspended for the remainder of the calendar year. Before turning off the lights, positively verify no one is downrange by driving out the target access road if necessary.**

A target access road is established on the east (right) side of the rifle range. The use of ATV's is authorized on the access road.

### Pistol Range

The pistol range is located on the range access road, after it passes the rifle range and turns east. The pistol range is currently composed of 10 individual pistol bays, running in length from 25 to 100 yards. The bays run north, along the east side of the road and are oriented toward the east. For reference, the pistol bays are numbered from the south, 1 through 10. Each bay is enclosed on three sides by earthen berms approximately 16 feet high. A parking lot has been constructed just north of bay 10.

Enclosed shooting shacks are located on bays 3, 4 and 10. The shacks have five shooting positions. Each shooting position has a port that can be closed. The bay 4, 5 & 10 shacks also have a wood burning stove for heat during colder months. A new building was constructed in bay 5 in 2022.

Target stands *are not* provided at the pistol range. Members must bring their own target stands. **The use of pallets for target stands at the pistol range**, either from the rifle range or those brought from outside the club, **is not allowed**. Vehicles are driven into the bays for set up, and pallets leave nails on the ground as they are shot. Tannerite or glass targets are not allowed.

### Black Rifle Range (Tactical Rifle)

North and West of bay 10 is a 200-meter bay for use by modern sporting rifles and law enforcement training. A small, covered area with 2 shooting benches is provided. Tannerite or glass targets are not allowed.

### Black Powder Range

West of the tactical bay is a 180-yard bay dedicated strictly to black powder shooters. There is a covered shooting area provided **Absolutely no modern firearms are to be used in the black powder bay. Muzzle loaders only.** Tannerite or glass targets are not allowed.

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## CHAPTER 2

### Administrative Information

#### Bylaws

#### BYLAWS of SNOWSHOE GUN CLUB, INC.

#### ARTICLE I - GOVERNING LAWS

**Section 1. Adoption.** These Bylaws are adopted by Snowshoe Gun Club, Inc., an Alaska nonprofit corporation having been approved as a section 501(c)(7) entity by the Internal Revenue Service, for the regulation and management of its affairs, thereby revoking any and all bylaws previously adopted. In the event that any of these Bylaws are inconsistent with the Articles of Incorporation or the Internal Revenue Code, the Internal Revenue Code shall govern first and thereafter the Articles shall govern.

**Section 2. Purpose.** The corporation is organized exclusively for the purpose of providing a gun club as a social club with a public purpose under Section 501(c)(7) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law. The corporation shall have the purposes or powers as are stated in its Articles of Incorporation and in these Bylaws, and such powers as are now or may be granted hereafter by the Alaska Nonprofit Corporation Act, or any successor legislation in furtherance of the primary purpose, which are not inconsistent with Section 501(c)(7) of the Internal Revenue Code. The corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of this corporation.

## ARTICLE II - OFFICES AND AGENCY

**Section 1. Principal Office.** The principal office of this corporation shall be located at such place as the Board of Directors from time to time may designate, within the central Kenai Peninsula Borough of the State of Alaska.

**Section 2. Registered Office.** The registered office of this corporation is the corporation's address as registered with the State of Alaska from time to time. The corporation shall continuously maintain a registered office. The registered office of this corporation is the same as the street address of the corporation's registered agent.

### **Section 3. Registered Agent.**

**A. Purpose and Duties.** The registered agent of this corporation is that person or entity upon whom any process, notice or demand, required or permitted by law to be served upon the corporation, may be served. The registered agent shall immediately forward a copy of any process, notice or demand served on the registered agent to the President of the corporation.

**B. Appointment.** A registered agent shall be an individual resident of the State of Alaska appointed by the Board of Directors and shall serve until a new registered agent is appointed. A new registered agent shall be appointed if the office becomes vacant for any reason, or the agent becomes disqualified or incapacitated to act, or if the corporation, through its Board of Directors revokes the appointment. The Board of Directors shall ensure that notice of a change of the registered agent or registered office is submitted to the appropriate state agency.

## ARTICLE III - MEMBERSHIP

**Section 1. Members.** The corporation shall have two (2) classes of members:

**A. Shooting Members:** Any person who is at least 18 years of age and who is not prohibited by state or federal law from possessing a firearm, who pays the annual fee set by the directors to obtain a gate key and signs acknowledgement of having read and agreed to abide by the club rules shall be a Shooting Member. Shooting Members are also regular members as referred to in these bylaws.

**B. Voting Members:**

1) Any person who is a Shooting Member in good standing may become a Voting Member by:

- i) completing a form approved by the Board which identifies an email or mailing address which the person has designated to be used for transmitting of notices of meetings and the like, whether or not that address is in the name of such person; and
- ii) paying the nominal administrative fee set by the directors to cover the applicable administrative costs associated with being a voting member, including adding the name

of that person together with appropriate contact information to the official records of the Club identifying Voting Members and preparing mail or electronic mailing lists; and  
iii) signing a pledge of good faith and general intent to attend annual and special meetings of the members entitled to vote in person or by proxy.

2) Shooting Members in good standing may become voting members by complying with the above stated requirements at any time before an annual or special meeting or during any such meeting at the time specified in the agenda for that meeting.

## **Section 2. Meeting of the Regular and Voting Members.**

**A. Annual Meetings:** The Board of Directors shall set an annual meeting of Regular and Voting Members for the purpose of making reports of activities and financial or other reports and to present the proposed budget for comment or non-binding advisory vote of all members, and for elections of directors by the Voting Members, and to conduct such other business as may be set forth in the agenda.

**B. Special Meetings:** The Board of Directors may set such special meetings of all regular and voting members or for voting members only, as the Board determines to be necessary or appropriate.

**C. Location, Date and Hour.** The location, date and hour of annual meetings of the members and for special meetings of all members and for special meetings of the voting members, together with the agenda of matters to be put before the members at such meetings shall be determined by the Board of Directors.

## **Section 3. Notice of Meetings of Members:**

**A. Notice of Place, Date and Hour:** Notice stating the place, date and hour of any meeting of regular members, stating whether it is an annual or special meeting, shall published not less than 10 days or more than 50 days before the meeting in a newspaper of general circulation in the central Kenai Peninsula. In the case of special meetings, the published notice shall designate a web site where the purpose or purposes for which the meeting is called may be found.

**B. Notice to Voting Members.** Notice of annual meetings or of special meetings to members entitled to vote shall be given not less than 10 days or more than 50 days before the meeting electronically to the email address or by regular mail to the mailing address provided by that member. Notice to members entitled to vote shall provide a copy of the agenda or designate a web site where such agenda may be found.

## ARTICLE IV - DIRECTORS

**Section 1. Management.** The Board of Directors is vested with the management of the affairs of this corporation.

**Section 2. Qualifications.** Any regular member in good standing who is not an employee of the corporation may become a Director upon election or appointment as provided in these bylaws. Each member of the board must provide an email address of record, whether it is their own email address or the email address of some other person or entity where messages can be taken for that board member.

**Section 3. Number of Directors.** The number of directors of this corporation shall be no less than five (5) and no more than thirteen (13) as established by Resolution of the Board of Directors to be effective at the next annual meeting.

**Section 4. Term of Office.** The directors shall be elected for a term of three (3) years, and shall serve until a successor is qualified and elected; except that the terms shall be staggered so that one-third (1/3) of the members of the Board shall be elected each year. The Board of Directors shall set the seats and staggered terms of the successor Board of Directors by resolution and any resolution by a successor Board of Directors increasing or reducing the number of directors shall set the seats and staggered terms of additional or reduced number of directors.

**Section 5. Nominations.** Any regular member may be nominated from the floor by any regular member for election as a director. The Board of Directors may also nominate any regular member or members for election. Nominations shall be made at the annual or special meeting for election of Directors.

**Section 6. Election of Directors.** Directors shall be elected by the majority of the Voting Members present at the annual meeting, or any special meeting called for that purpose, where a quorum is present, to serve for the term or the remainder of the term for any vacant seat.

### **Section 7. Vacancy.**

**A. Appointment or Election.** Any vacancy occurring on the Board of Directors shall be filled by appointment by the Board of Directors at their next regular or special meeting to serve until the next annual meeting of members, at which time the seat shall be filled by vote of the voting members. The newly elected board member filling a vacant seat shall serve for the unexpired term of that seat. A newly elected Board member occupying a seat created by an increase in the number of directors shall serve the term established for that seat.

**B. Declaration of Vacancy.** At any meeting with a quorum present, by majority vote of the Board members present, the Board of Directors shall declare vacant the seat of any Board member who has four unexcused absences from meetings of the Board within any consecutive twelve-month period. Excused absences would include, but not be limited to, work schedules, vacations, work or profession educational events, medical issues with the member or family, and hunting or fishing trips.

**Section 8. Resignation and Removal.** A director may resign from the Board of Directors, by delivering, mailing, or emailing a letter or notice of resignation to the president, secretary or other director, which shall be effective upon the date specified in the letter or notice of resignation, or upon receipt of the letter or notice of resignation if no date is specified in the letter of resignation, or upon oral notice to any board member. Any director elected or appointed to office may be removed by the majority of Board of Directors whenever in its judgment the best interest of this corporation will be served, which shall be effective on the date of Board action to remove the director.

**Section 9. Meetings of Directors.**

**A. Location.** Meetings of the Board of Directors shall be held at the principal or registered office of this corporation or at the place designated by the Board, except as provided by Section 10(B).

**B. Annual Meeting.** An annual meeting of the Board of Directors shall be held within 30 days of the annual meeting of the members, at a time and place set by agreement of the majority of the Board. The purpose of the annual meeting is elect Officers, and to transact any other business of the corporation.

**C. Special Meetings.** A special meeting of the Board of Directors may be called by the president or vice-president in the absence of the president; or the secretary; or by two members of the Board of Directors.

**Section 10. Notice of Meetings.**

Notice of the time, date and place of meetings of the Board of Directors shall be made by email except where a successor meeting established before adjournment of any meeting of the Board or immediately after adjournment the annual meeting of members.

**Section 11. Board Quorum and Action.**

**A. Quorum.** A majority of the Board of Directors, which includes the President or the Vice President in the absence of the President, shall constitute a quorum for the conduct of all business. The act of a majority of the directors present at a meeting at which a quorum is present, by motion or resolution, shall be the act of the Board of Directors, unless a greater number is required under the provisions of the Alaska Nonprofit Corporation Act, the Articles of Incorporation, or any provision of these Bylaws. The Board may by resolution establish rules to govern the conduct of Board meetings.

**B. Action Without Meeting.** Any Board action required by law or under the Articles of Incorporation of this corporation, or these Bylaws, or any action which otherwise may be

taken at any Board meeting, may be taken electronically by a quorum of the Directors, without a meeting, provided that notice of the action to be considered is sent to all directors electronically at least 24 hours prior to the vote on such action.

**C. Resolution Form.** Any Board action required or allowed to be taken by resolution under the Articles of Incorporation, or these Bylaws, shall be reduced to writing in written resolution format for permanent records.

**Section 12. Responsibilities of Board.** The Board of Directors has the following responsibilities and duties:

**A. Corporate Operations.**

1. Review and evaluate the corporation's operations plan and services provided by the corporation during the year and make a report to the members at the annual meeting of members.
2. Develop the proposed operations plan for the next year and Report to and take suggestions from the members at the annual meeting of members and to establish the final operations plan for the new year during the first quarter of the new year.

**B. Budget and Financial Report.**

1. Develop the annual financial report to be presented to the members at the annual meeting of members.
2. Establish a proposed corporate budget for the next year and present to the members at the annual meeting for comment or non-binding advisory vote of all members present, which shall be finalized within 30 days of the annual meeting of the members.

**C. Election of Officers.** Elect or appoint officers as provided in these bylaws.

**D. Policies, Procedures, and Rules Regarding Club Facilities.** The Board shall periodically review and evaluate, and establish, modify or repeal, governing policies, procedures, and rules by Resolution, as appropriate:

1. For the use of club facilities, property, or other assets; and
2. For the construction, maintenance, repair, or modification of club facilities, property, or other assets as appropriate.

**E. Employees.** Employ such employees as may be provided for in the annual budget.

**F. Contract Services.** Engage such contract services as may be appropriate to carry out projects established in the budget or as otherwise may be requested to improve, maintain and protect club property or other assets, or to provide professional services as appropriate.

**G. Other.** Any other duties as may be appropriate or authorized by law.

**Section 13. Executive Committee Of The Board.**

**A. Authority.** There is established an Executive Committee of the Board of Directors which shall have the powers and duties to meet and take action on behalf of the Board of Directors to the extent allowed by law when emergency or time sensitive matters arise and a quorum as required by Section 10(A) cannot be convened.

**B. Composition of the Executive Committee.** The Executive Committee shall be comprised of the following in the order presented below:

1. The President or Vice President in the absence of the President, the Secretary, and two other members of the Board, whether or not officers; or
2. The Secretary and three other members of the Board, whether or not officers.

**C. Report and Ratification.** All actions taken by the Executive Committee must be reported to the full Board of Directors at the next regular Board meeting for ratification or modification as appropriate.

## ARTICLE V - OFFICERS

**Section 1. Officers.** The officers of this corporation shall consist of President, Vice-President, Secretary; and Treasurer, all of whom must be elected from the Board of Directors.

**Section 2. Election/Appointment of Officers/Terms.** The officers of this corporation shall be elected for the term of one year by the Board of Directors at their first meeting after the annual meeting of members. Each officer shall remain in office until a successor has been qualified and elected. In the event of a vacancy during the term of officers, the Board may appoint a successor to serve out that term.

**Section 3. Duties.** The duties of the Officers are as follows:

**A. President/Vice President.** The president's duties are as follows: (a) call and preside at Board meetings; (b) subject to the control of the Board of Directors or Board committees, supervise and control the affairs of the corporation; (c) present a detailed report of the business affairs of the corporation at the annual meeting of members; and (d) perform any other duties incident to such office and such other duties as may be required by law, the Articles of Incorporation, these Bylaws or which may be assigned by the Board of Directors. The vice-president shall perform the president's duties in the absence of the president.

**B. Secretary.** The secretary's duties are as follows: (a) ensure that minutes are kept of all meetings of the board of directors and the annual and special meetings of the members; (b) be the custodian of the corporate records; (c) ensure that membership rolls are established and maintained; (d) ensure that all notices are given as required by law or by these Bylaws; (e) ensure that documentation required by State or federal law for the corporation is filed in a timely and complete manner; and perform any other duties incident to the office of Secretary and such other duties as may be required by law, the Articles of Incorporation, these Bylaws, or which may be assigned by the Board of Directors.

**C. Treasurer.** The treasurer's duties are as follows: (a) be responsible for all funds of the corporation and ensure that such funds are deposited as required by the established

Policies and Procedures or by the Board of Directors; (b) ensure that adequate and correct accounts of the corporation's properties and business transactions are kept; (c) render reports and accounting as required by the Board; (d) complete such accounting or financial documentation as may be required by the firm or person hired or engaged to complete the IRS Form 990 each year; and (e) perform any other duties incident to office of treasurer and such other duties as may be required by law, the Articles of Incorporation, these Bylaws, or which may be assigned by the Board of Directors.

**Section 4. Removal From Office.** Any officer elected or appointed to office may be removed by the Board of Directors whenever the best interest of this corporation will be served. Such removal shall be without prejudice to any contract rights established by the officer so removed. Removal from such office does not constitute removal from the Board.

## ARTICLE VI - COMMITTEES

**Section 1. Committees.** Board committees may be established by these Bylaws or by resolution of the Board of Directors. For each committee so established, the powers and duties, and operating procedures, shall be established in the Bylaw or resolution establishing such committee.

**Section 2. Committee System.** If the Board of Directors establishes committees, the Board may utilize a committee system, meaning that matters to be considered by the Board for action may first be referred to an appropriate committee for consideration and recommendation. Referral to a committee is not required, and the Board may consider and act upon any business without committee referral or may remove any matter from a committee and consider and act upon such matter without committee recommendation.

**A. Assigning Resolution.** The resolution assigning matters to a committee shall identify the existing committee or create such new committee as may be appropriate; shall identify the matters referred as completely as possible; identify resources which may be utilized; designate the committee chair; designate the composition of the committee if a specific composition of the committee is required; and identify the source of information to be reviewed, which may include polling, suggestions or testimony of regular members by shooting preference or age, or other grouping, individually, or at an annual or special meeting of members, as well as research of written material, interviews or otherwise as provided by the assigning resolution.

**B. Committee Reports .** Committees shall make reports to the Board of Directors, advise the Board of Directors, or perform any other duty assigned by the Board of Directors.

**Section 3. Appointment to Committees.** Except as otherwise provided in this Bylaws, the committee chairpersons shall be appointed by the Board when the committee is formed or upon a vacancy of a committee chairperson. All other members of the committee may be appointed by the chairperson from the roster of members unless the



Referral Resolution specifies the composition of the committee. The President may designate any board member to participate as an ex officio member of any committee.

## **ARTICLE VII - GENERAL CORPORATE MATTERS**

**Section 1. Nonliability of Directors, Officers, Employees or Members.** No person or entity, merely by virtue of being a member, director or officer of the corporation, shall be liable for the debts, liabilities or obligations of the corporation.

**Section 2. Nondiscrimination.** The corporation, and its officers, directors, employees and agents shall not discriminate against any person because of race, sex, age, color, national or ethnic origin, handicap or family status.

**Section 3. Indemnification.** The corporation indemnifies the current and former directors, officers, employees and members of the corporation against any expenses actually and reasonably incurred by that person or entity in connection with the defense of any action, suit or proceeding, civil or criminal, in which that person is made a party merely by reason of being or having been a director, officer, employee or member, except in relation to matters in which that person was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of corporate duties. The corporation may purchase such policy or policies of 'Cost of Defense' insurance as deemed appropriate by the Board of Directors.

**Section 4. Fiscal Year.** The fiscal year of this corporation is January 1 to December 31.

**Section 5. Corporate Transactions.** No application, bid, contract, transaction or instrument, whether verbal or in writing, or any term therein, shall be executed on behalf of the corporation or shall be effective to bind the corporation, without prior approval by Board Resolution.

### **Section 6. Insurance.**

**A. Liability Insurance Regarding the Use of Firearms.** The corporation shall obtain and keep in full force and effect such policy or policies of liability insurance as the Board may require regarding activities involving the use of firearms, and including archery if applicable.

**B. Liability Insurance for Officers and Directors.** The corporation may obtain and maintain directors and officers liability insurance as approved by the Board of Directors.

**C. Cost of Defense Insurance.** The corporation may obtain and maintain such 'Cost of Defense' insurance as the Board deems necessary or appropriate.

**D. Other Insurance.** The corporation may obtain other insurance policies, as necessary to protect the interests of the corporation.

**E. Budgeted Item.** All insurance policies shall be identified in a specific line item of the budget, with identification and explanation by footnote, except that new coverage

authorized by Resolution of the Board after the annual meeting of members, whether or not included in the adopted budget for that fiscal year, shall be reported specifically during the next annual meeting of members.

### **Section 7. Signature Authority.**

**A. Checks or Payment of Money.** Except as otherwise provided by law, all checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of this corporation shall be signed by the President and Treasurer, however, this shall not prevent the Board of Directors from establishing a petty cash fund or other funds to be managed as directed by the Board.

**B. Contracts.** Contracts, leases, or other such instruments executed in the name of and on behalf of the corporation shall be signed by the President or the Vice President in the absence of the President, and countersigned by the Secretary; and shall have attached copies of the resolutions of the Board of Directors, certified by the Secretary, authorizing their execution.

**Section 8. Corporate Records.** The corporation shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its Board of Directors, individual committees, and members. The corporation shall keep at its principal office a record giving the names, addresses, other contact information, and status (as voting or non-voting member) of its directors, officers and members (referred to herein as the "membership roll").

### **Section 9. Access to Records.**

**A. Directors and Officers.** All books and records of this corporation may be inspected by any director or officer or their agent or attorney, at any reasonable time.

**B. Voting Members.** Voting members or their agent or attorney wishing to inspect any book or record of the corporation regarding activity occurring during the year or years that such member became a voting member at or before the annual meeting of members for the year or years for which inspection is requested, must make such request in writing, identifying the document or documents to be inspected. The official custodian of such document or documents shall establish the time for such inspection. The cost of copies shall be borne by the person making the request.

**C. Regular Non-Voting Members.** Because none of the officers or directors are paid, and all are volunteers, and the time necessary to produce records must be done during such time that the official with such records would otherwise not be engaged in the business of the corporation, regular non-voting members or their agent or attorney and voting members or their agent or attorney seeking inspection of books and records regarding corporation activity occurring during any year or years that such member was not a voting member or who became a voting member after the annual meeting of members, wishing to inspect any book or record of the corporation, must make such request in writing, identifying the document or documents to be inspected and the reason or reasons that the requesting member needs to inspect such records. The Board of

Directors shall determine whether the request is reasonable under the circumstances, and shall determine the reasonable cost and fees to be paid by the person making the request.

**D. Establishment of Time For Inspection.** Except as provided in subsection "C" above, the official custodian of such document or documents to be inspected shall establish the time for such inspection, and the actual cost of copies shall be borne by the person making the request except where cost of copies has been established in the Policies and Procedures.

**Section 10. Stock, Income and Dividends.** This corporation shall not have or issue shares of stock. No dividend shall be paid, and no part of the income of this corporation shall be distributed to its directors, officers or members. However, the corporation may reimburse reasonable expenses incurred by any Director, Officer or member incurred in the furtherance of corporate business as authorized by Resolution in the absence of written corporate policy. The Board of Directors may establish by resolution a corporate policy regarding advancement or reimbursement of such expenses.

**Section 11. Loans.** The corporation shall make no loans to any of its directors, officers, members, employees, agents or any other person or entity.

**Section 12. Code of Ethics Policy.** The Board may establish a code of ethics to govern actions of Board members, officers, committee members, employees and agents of the corporation. Violation of a provision of the written Board-approved code of ethics may be grounds for removal from office, employment or position.

**Section 13. Confidentiality.**

**A. Generally.** Recognizing that confidential matters may from time to time come before the Board, all Board members, officers, and employees of the corporation are subject to the provisions of the Alaska Laws and Board Policy governing confidentiality, to the extent they apply to the corporation and its directors, officers, employees and members.

**B. Membership Lists.** Lists of members or membership lists and personal information contained in such lists is confidential, and shall not be disclosed except to members of the board or special committees for official use. The Board may develop policies and procedures for disclosing to a Law Enforcement Agency whether or not a specifically named individual is a shooting member.

**C. Penalty.** Financial liability established by arbitration, mediation, or the judgment of a court or administrative body, and cost of defense resulting in a finding of such financial liability, resulting from a violation of confidentiality, shall be borne by the person violating this section. A violation of the provisions of such laws or policies may be grounds for dismissal from office, employment or membership, as determined after hearing by the Board of Directors or special Committee convened for that purpose.

**Section 14. Waiver of Notice.** Whenever any notice whatsoever is required to be given under the provisions of Alaska Nonprofit Corporation Act, the Articles of

Incorporation of this corporation, or these bylaws, a waiver of such notice in writing, signed by the person or persons entitled to notice, whether before or after the time stated in such waiver, shall be deemed equivalent to giving of such notice.

**Section 15. Change of Director or Officer.** The Board of Directors shall ensure that notice of a change of director or officer is submitted to the appropriate state agency, if required.

**Section 16. Conflict of Interest.** No officer or board member of the corporation may have any financial interest, either directly or indirectly, in their own name or in the name of any other person, association, trust or corporation, in any business of the corporation of which such officer or Board member may be called upon to act or vote, nor may any officer or board member represent, either as agent or otherwise, any person, association, trust or corporation, with respect to any application or bid for any contract or work in regard to which such officer or board member may be called upon to vote without prior notice to and approval by the remaining members of the Board of Directors. Notice of such act or action shall be included in the annual report to members. No officer or board member may take or receive, or offer to take or receive, either directly or indirectly, any money or other thing of value as a gift or means of influence in their vote or action in their official character. The Board may adopt a conflict of interest policy as necessary to effectuate this section.

## ARTICLE VIII - DISSOLUTION

The corporation may dissolve and wind up its affairs in compliance with the Internal Revenue Code, Alaska Nonprofit Corporation Act, the Articles, and these Bylaws.

## ARTICLE IX - AMENDMENT

**Section 1. Powers.** The power to alter, amend or repeal these bylaws, or to adopt new bylaws, is vested in the Board of Directors.

**Section 2. Procedure.** Amendments may be made at any regular meeting of the Board provided that the proposed amendment was presented to the Board at a meeting prior to the meeting at which a vote on the amendment is sought. Amendments may only be adopted by positive vote of not less than two-thirds (2/3) of the Board members serving at the time the amendment is voted on.

**Section 3. Effective Date.** The effective date of any amendment to the bylaws shall be the date of adoption of the amendment or such later date as provided in the amendment.

**ARTICLE X - EFFECTIVE DATE**

These Bylaws are effective as of February 1, 2010.

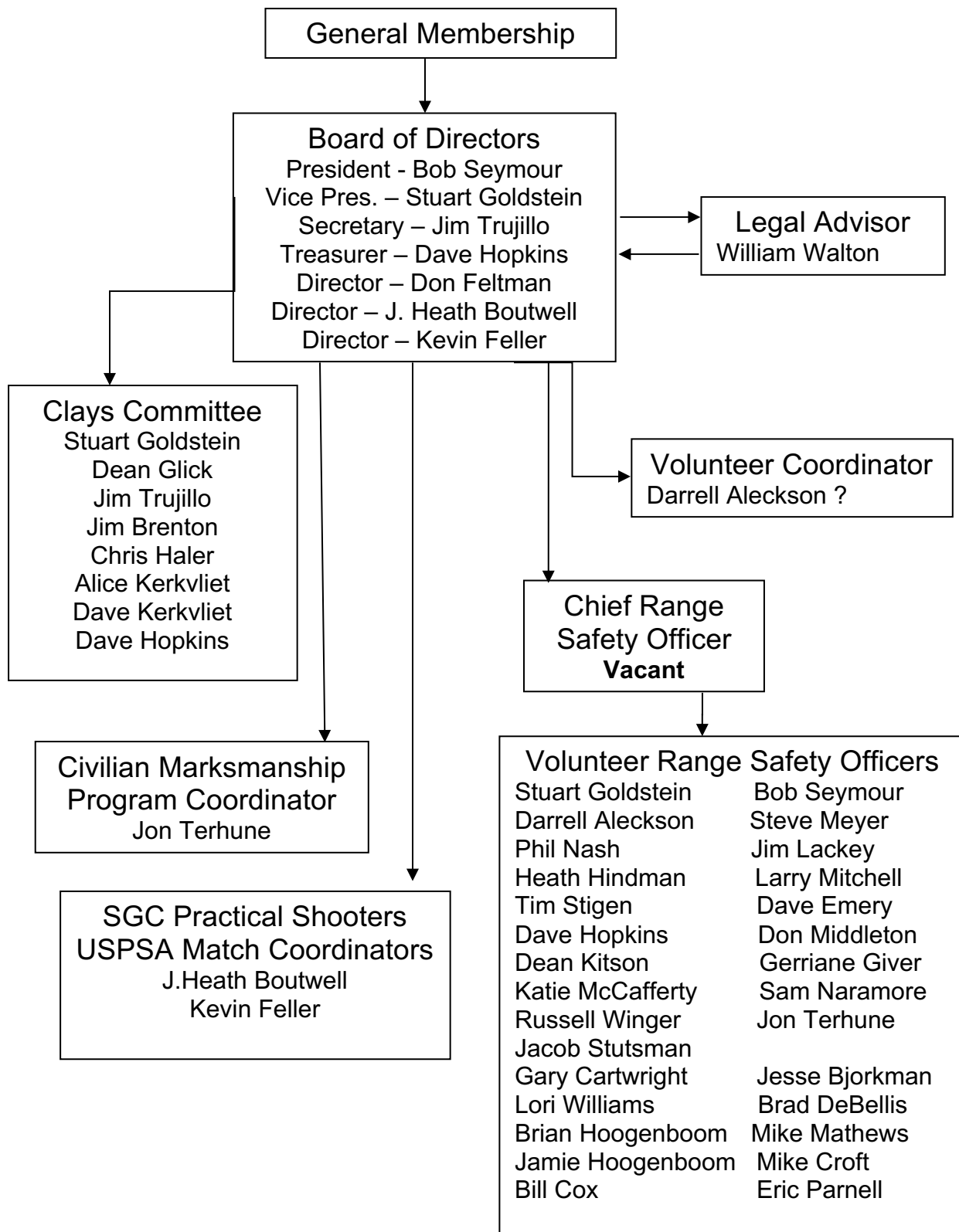
(Signed) Robert L. Seymour, President

**SECRETARY'S CERTIFICATE**

The Secretary of the Corporation hereby certifies that the above Bylaws were adopted by the Corporation's Board of Directors by resolution and affirmative vote of not less than two-thirds (2/3) of the total members of the Board of Directors at the meeting held on February 1, 2010.

(Signed) Alan E. Poynor, Secretary

## Organizational Structure



## **Gate Control:**

### Purpose of Gate Control

Per agreement with the club's insurance carrier, SGC is not required to have a range manager, or RSO's, on-site for members to use the facility. However, the club is required to prevent unescorted non-members ready access to the ranges. This is accomplished through the use of locked gates into the facility, where only members have keys to open the gate. For that reason, members are prohibited from loaning their keys to anyone. Members are required to close and lock the gate whenever they enter or leave the club.

### Location of Gates

There are two gates to control access to the ranges. The first is the main gate at the entrance to the club, off of Shotgun Drive. This is the primary gate used to control and limit access to the entire facility. The second gate is located just past the trap/skeet fields and controls access only to the rifle and pistol ranges. The second gate is normally closed only when the trap/skeet fields are open for public shooting, as described below.

### Open Gates

There are times when the gate(s) need to be left open. Open trap/skeet shooting and USPSA matches are examples of when the gates are left open. In the instance of open trap/skeet shooting, where the public is invited and the main gate is left open, the second gate should be closed and locked to restrict access to the rifle and pistol ranges. For matches that are open to the public at the rifle range, or pistol range, both gates are left open only for those times non-members might be attending the match.

Other examples during which both gates might be left open are law enforcement training, bear guard training, organized activities such as the Alaska High School Rodeo and Women on Target.

Whenever the gate(s) are left open a tag/sign stating why the gate(s) are open is to be posted at the main gate. Tags should be attached to the lock, and signs can either be placed in the sign box to the right of the gate, or attached to the gate itself.

If the main gate is found open without either a tag or sign explaining why the gate is open, members have been instructed, are expected, to close and lock the gate.

### Disciplinary Actions

Safety is the first consideration when using club facilities. All members of the Snowshoe Gun Club have gone through a standardized, club specific safety orientation at least once and have been made fully aware of the range rules. By signing the membership registration card, they are agreeing to follow club firearm safety policy, all firearm and range safety rules. Any member who violates general firearms safety rules, or SGC range rules, puts other members/shooters at risk, or commits acts of vandalism to club property, is subject to expulsion from the club.

The decision to expel a member rests with the Board of Directors. In the interest of expediency and ensuring safety an individual Director can act to revoke a membership. Any member who has their membership revoked can appear before the Board at a meeting and appeal the revocation.

It is the duty of Range Safety Officers to ensure activities on the ranges are conducted in a safe manner in accordance with club safety procedures. Any RSO is authorized to ask any individual who is, in the RSO's good judgment, acting in an unsafe or disruptive manner to leave the club premises. The RSO should report any such incident to a member of the Board so disciplinary action can be considered.

The Board will also review reports of unsafe actions from general members to determine if disciplinary action is warranted.



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## CHAPTER 3

### Safety

#### Range Operations Guide

**1. General.** Live firing conducted at the Snowshoe Gun Club (SGC) facility is intended to provide authorized personnel access to a facility where they can become proficient with privately owned firearms.

**2. Facilities for Use.** Live-fire shooting is normally limited to the following ranges and equipment:

- a. Rifle Range/Tactical Range - Modern rifles up to .50 caliber; pistols and shotguns any caliber or gauge; black powder firearms any caliber (no cannons).
- b. Pistol Range - Pistols any caliber; modern rifles up to .50 caliber; tactical shotguns, black powder firearms any caliber (no cannons).
- c. Clays Range - Shotguns only with # 6 or smaller shot. No slugs are allowed.
- d. Black Powder Range – Black powder only, no modern firearms.
- e. Full auto firearms may only be used at pistol bay 10 or the tactical range.

**3. Range Limitations and Safety Requirements.** Shooters will:

- a. Fire only authorized firearms and ammunition. Tracer ammunition is allowed only when no fire danger exists. If burn permits are required, no tracer ammunition is allowed.
- b. Fire at authorized targets only. If metal targets are used, they must be placed far enough away to prevent any splash back from reaching the firing line - 7 yards minimum for .22 LR and centerfire pistols and 50 yards minimum for centerfire rifles.
- c. Direct their fire so that projectiles impact within the club property.
- d. Ensure the safety strobe lights on the rifle range are turned on anytime people are down range.
- e. Call “Cease firing” and make all firearms safe before any shooter moves forward of the firing line, or if any unsafe condition exists.

- f. Use appropriate and adequate ear protection. (In some situations double hearing protection is necessary.)
- g. Wear appropriate eye protection.
- h. Notify CRSO or Board members of any safety infractions.
- i. Dispose of used targets and trash in containers provided.
- j. Exercise muzzle control whenever handling firearms, ensuring the muzzle is always pointed in a safe direction.
- k. Ensure all firearms out and not in use are placed in a visibly “no fire” condition - actions open, removable magazines out, cylinders open, etc..

**4. Authorized & Prohibited Firearms and Targets.** Cannons, thunder mugs, spud guns or other unconventional firearms are prohibited. Reactive targets, such as spinners and bouncing plastic targets (such as top hats and hex-cubes) are permitted. Glass targets are not allowed. Steel targets are allowed, but shooters must ensure the targets are placed far enough away to prevent splash back or ricochets. Use of any exploding targets, such as Tannerite, is strictly prohibited.

**5. Authorized Personnel.** The following persons are authorized to use SGC facilities:

- a. Current members of SGC
- b. Guests accompanied by current members. The member assumes full responsibility for the conduct of his or her guests.
- c. Non-members shooting in SGC sponsored events, such as rifle and pistol matches, or open trap/skeet shoots.
- d. Non-members who are receiving sanctioned training on a reserved range, such as law enforcement agencies, Hunter Ed classes or bear guard training courses.

## **6. Responsibilities.**

### **a. Board of Directors**

- (1) Manage, maintain and develop the facilities and ranges at SGC.
- (2) Schedule matches and events sponsored by SGC. Maintain a schedule of reserved ranges.
- (3) Establish RSO training using the NRA Range Safety Officer Training Program, and continually evaluate the effectiveness of the range safety program at the club.

b. Chief Range Safety Officer

- (1) Conduct the training for RSO's using the NRA Range Safety Officer Training Program.
- (2) Ensure each RSO understands and can execute live-fire procedures in accordance with this chapter.
- (3) Provide each RSO with a card identifying them as a club RSO, and ensure a list of all RSO's is maintained.
- (4) Provide each RSO a copy of Chapter 3 for their use and reference.

c. Club RSO's Anyone desiring to become an RSO for the club must be approved by at least one member of the Board and the CRSO. RSO status is accomplished by attending an RSO class given by the CRSO. Information on dates and times for these classes can be obtained by contacting the CRSO, Larry Rogers at 283-4048.

- (1) Verify the following are available: first aid kit, range binder and any special instructions.
- (2) Greet shooters as they arrive on the range to let them know the activities are being directed by an RSO. Be prepared to present club RSO identification card whenever working on the ranges.
- (3) Conduct range inspection, if the range is inactive, using the appropriate checklist.
- (4) Check to ensure that all shooters are current club members, or are accompanied by a current member.
- (5) If necessary, conduct a range safety briefing. Any special situations/conditions on the range warrant a range safety briefing. New or inexperienced shooters should be given a range safety briefing to familiarize them with how the range operates under the direction of an RSO - range commands, etc.
- (6) Conduct live fire in accordance with section 6(d) of this chapter. Failure of shooters to abide by the rules listed in section 6(d), or the posted range use rules, will result in immediate eviction from the range and possible revocation of club membership. Report all incidents to the CRSO, or a Board member.

#### d. Club Members

- (1) All shooters must follow the directions of the RSO, if present, while at the range.
- (2) Shooters will conduct themselves in accordance with range rules and must ensure any guests are aware of and follow range rules.
- (3) All shooters are responsible for the security of their guns, gear and ammunition while on the SGC facility.
- (4) Firearms brought to firing line that are not in use must be placed on the bench or in a rack in a safe condition: action open and facing up, chamber empty, muzzles pointing downrange (or up in the case of guns in the rack), and safeties on.
- (5) Firearms are to be loaded only on the firing line, and only after the RSO has declared the range to be “hot.”
- (6) Do not point firearms at anything other than authorized targets located downrange.
- (7) Fire only at your own target.
- (8) Give the command “Cease firing!” if an unsafe condition exists.
- (9) Follow all instructions from the RSO.
- (10) Dispose of your used targets and trash in the appropriate containers before leaving.

**7. Hours of Operation and Scheduling.** The normal hours of operation for the Snowshoe Gun Club are the same as those for the City of Kenai’s noise ordinance. Light permitting, those hours are 6:00 am until 10:00 pm. It is recommended that during the work week shooting stop by 9:00 pm to maintain good relations with the club’s neighbors. Scheduled/reserved range use times, listed on the Match and Reserved Dates list on the club’s website, takes precedence over shooting by members.

**8. Alcoholic Beverages and Drugs.** Alcoholic beverages are not allowed on the facility. The use of any drug, including prescription and over-the-counter medications that could impair a shooter’s ability to function safely, is not allowed before or during live firing. The RSO will deny range access to anyone in violation of this alcohol and drug policy. If required, the RSO will notify the Alaska State Troopers of such a situation and the member will be banned for life.

**9. Medical Emergencies.** In the event of a medical emergency, call 911 and initiate the emergency procedure as outlined later in this chapter. The main gate to the ranges has a Knox Box to allow entry by emergency medical personnel, but if possible someone should be sent to the gate to open it and direct the responders. Notify the CRSO, or any Board member, of the emergency as soon as the situation permits.

### Range Safety Briefing

The range safety briefing presented here is to be used for general, recreational shooting by members only. For match or special shooting events range safety briefings specific to the discipline/match will be used, as provided by the governing rule book or other guideline.

While all shooters arriving at the range should be greeted by the RSO, unless unusual circumstances exist that need explanation, not every person or group who arrives at the range will need to be given a full range safety briefing. As an RSO, and club member, you will know many of the shooters personally, or will have seen them at the range before, and will be aware of how familiar they are with the SGC range rules and protocols. However, those who are unfamiliar to the RSO should be greeted and assessed. If, in the RSO's good judgment, the person(s) are inexperienced or unfamiliar with the range and its protocols, they should be given a safety briefing to ensure they are familiar with how activities on the range are conducted. This is particularly true of guests. Safety is paramount. It never hurts to review the safety rules.

The following range safety briefing should be used as a guide. The RSO should rely on his or her own good judgment as to how closely the briefing presented below should be followed.

## 1. Greet and Introduce Yourself.

- Introduce and identify yourself as the RSO. Be prepared to show your RSO card. If there are more RSO's than yourself, point them out.
- Explain your role as RSO is to ensure safety and smooth operation of the range.
- Ask for proof of membership, a membership card or facsimile is required.
- Explain that in the event of an emergency, such as an injury, shooters may be asked to assist by taking notes or acting as a guide for emergency response. Ask about medical training.

## 2. Conduct a Range Orientation.

### ❖ Pistol Range, Black Rifle Range, Black Powder Range

- Explain the layout of the bays and how the different bays have different lengths.
- Note that all shooting in the bays is to be conducted inside the confines of the berms; shooting from outside the bay enclosure is prohibited.
- Explain targets are to be kept low in the bay, no targets are to be set on top of the back berm and climbing the berms is not permitted.
- Explain the use of the shooting shack on bay 4 and 10.
- Identify the outhouse and ask that the door be kept closed when not in use.
- Request shooters clean up their targets, stands and other trash before leaving.

### ❖ Rifle Range

- Identify the outside shooting points and the shooting shack on the east side of the firing line. Explain the use of the shooting shack.
- Explain the use of target stands within the 100 yard berm.
- Point out the target stands on the berms and explain the use of pallets for tacking targets. Show where additional pallets are stored, and explain the shooter is authorized to replace pallets.
- Explain that access to any targets placed beyond the 100 yard berm must be made by driving down the access road, not walking.
- Explain and demonstrate the location and use of the strobe lights.
- Identify the outhouse and ask that the door be kept closed when not in use.
- Request the shooters pull and dispose of their targets and pick up any trash before leaving.

### ❖ Clays Range

- Identify clays fields 1 thru 4, and note if the trap machines are set to throw doubles or wobbles.
- Point out the high/low houses and shooting stations for skeet on fields 3 - 4 and 5-Stand stations used on field 4.
- Explain all hulls are to be picked up after shooting a round.
- Explain/demonstrate the trap activation for both the trap, skeet, and 5-Stand Equipment.
- If the training building is open, explain the restroom can be used. Otherwise point out the outhouse and ask that the door be kept closed when not in use.

## 3. Safety Rules

### ❖ Fundamental Safety Rules

- *Always* keep the gun pointed in a safe direction, so that if it did discharge it would not cause injury.
- *Always* keep your finger off the trigger until ready to shoot.
- *Always* keep the gun unloaded until ready to use.
- Be sure the gun is safe to use.
- Know how to use the gun safely. Have you read your instruction manual?

### ❖ General Range Safety Rules

- Know and obey all range commands.
- Be aware of others around you, both their location and their actions.
- Shoot only at authorized targets.
- Be sure of your target and what is beyond.
- Explain that if assistance from the RSO is needed due to a malfunction, or failure, the shooter should raise his or her non-shooting hand.
- Stop shooting immediately upon the command **“Cease firing.”**
  - Stop shooting.
  - Repeat the command “Cease firing” to ensure others nearby have heard the command.
  - Stay in place and wait further instructions from the RSO.
- Explain that anyone can call “Cease firing” whenever a safety issue is encountered. After a cease firing only the RSO can call the range hot again.
- Explain the three common ammunition stoppages.
  - Misfire - when a cartridge does not fire after the primer has been struck by the firing pin



- Hangfire - a perceptible delay in the ignition of the cartridge after the primer has been struck
- Squib load - when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may, or may not, exit the barrel. Squib loads are identified by the difference in recoil or noise.
- Describe the normal procedure for handling misfires and hangfires.
  - Notify the RSO by raising your non-shooting hand.
  - Keep the gun pointed down range.
  - With misfires wait at least 30 seconds with modern cartridge guns in case it is a hangfire. With muzzle loading guns wait at least two minutes.
  - Clear the chamber.
- Describe the normal procedure for handling squib loads.
  - Notify the RSO by raising your non-shooting hand.
  - Keep the gun pointed down range.
  - Unload the gun and make sure the chamber is empty.
  - Insert a cleaning rod, or dowel, down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

#### ❖ Snowshoe Gun Club Range Rules

- Point out the SGC range rules posted in conspicuous locations.
- Ask the shooters to review them quickly.
- Explain all firearms are to arrive and leave the firing line unloaded. The exception is concealed carry. If concealed carry firearms are not used, and remain holstered, they may remain on the person and loaded.
- Explain that eating, drinking and smoking on the firing line are discouraged due to potential lead exposure.
- Ask if there are any questions.

#### 4. Firing Line Commands

- “Is the line ready?” allows a shooter with problems to raise their hand to indicate they are not ready.
- “Ready on the right?”, “Ready on the left?”, “Ready on the firing line!” is the sequence of commands, with a slight pause between each command, that gives shooters their last chance to indicate they are not ready.
- “The firing line is ready, the range is hot!” indicates all shooters are ready, no personnel are downrange, firearms may be handled and firing may commence.
- “Misfire” is called by a shooter to inform the RSO and other shooters that a gun failed to fire and a hazardous condition may exist.
- “Cease firing!” notifies shooters to stop firing immediately and await further instructions. *Anyone* on the firing line can call “Cease firing!” if an unsafe condition is observed.
- “Is the line clear on the right?”, “Is the line clear on the left?” means shooters indicate all firearms have been unloaded, the actions are open and the chambers are clear. The RSO should look up and down the line and check inside shooting shack to verify all firearms have been made safe before declaring the line is clear.
- “The line is clear, step away from your firearms. The range is now cold.” Indicates all firearms are made safe and it is safe to go downrange. The RSO will activate the strobe light to indicate people are downrange.

## Emergency Procedures

In all emergencies the RSO is expected to take control of the situation and ensure the safety of personnel on the range. The RSO will assign responsibilities to others present as needed to efficiently respond to the emergency. Examples of duties that could be assigned are: providing entry and guidance to responders, rendering aid (within capabilities and training) to injured persons, taking notes and recording names of witnesses, and calling 911.

### **FIRES:**

Fire response is provided by the City of Kenai Fire Department.

- Immediately call “Cease firing!” and direct that all firearms be made safe.
- Make sure all shooters are aware of the situation and everyone is accounted for.
- Call 911 and report the fire.
- Provide any information the dispatcher requests.
- Direct someone to go to the gate to open it and act as a guide for the responders.
- Fill out the emergency report form and notify CRSO or a Board member.

### **ILLNESS/INJURY:**

Emergency medical response is provided by the City of Kenai Fire Department.

- Immediately call “Cease firing!” and direct that all firearms be made safe.
- Determine seriousness of injury or illness and whether emergency response personnel (EMS) should be contacted.

For minor injuries/illness not requiring EMS response:

- Render minor first aid, if requested. (Do not administer aspirin or other medications.)
- Get pictures of the injury, if possible.
- Fill out the injury report form and provide it to the CRSO or a Board member as soon as convenient.

For injuries/illness requiring EMS response:

- Call, or direct another person to call, 911 and provide any information the dispatcher requests.
- Evaluate the situation for any additional hazards, protect the injured and render first aid within your capability and training by:
  - Identify self to injured.

- Inform injured of training (Red Cross Standard First Aid & CPR)
- Inform injured of aid offered.
- Receive verbal permission from injured (if adult), or parent/guardian (if child) before giving care.
- Do not provide care to any conscious person who objects.
- Assume implied permission if the injured is unconscious or unable to respond.
- Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present.
- Move the injured *only* if life is endangered.
- Check injured for life threatening condition before providing care.  
*Provide care only within your level of training.*
- Only dispense aspirin or other medications if directed by EMS personnel.
- Stay with the injured person until relieved by EMS personnel.
- Direct someone to meet emergency responders and provide directions to the injured.
- Direct someone to take notes and write down the names of witnesses.
- If the injury involves a gunshot, preserve the scene as it appeared at the time of the incident. Take pictures, if possible.
- Once injured has been transported, or treated and released by EMS personnel, fill out the emergency report form and the injury report form.
- Notify the CRSO or a Board member of the emergency as soon as possible.

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## CHAPTER 4

### **Range Safety Officer (RSO) Training Requirements**

Any individual who wishes to become a Range Safety Officer at the Snowshoe Gun Club must be approved by the club CRSO and a Board member. All RSO's should possess adequate knowledge and experience with firearms to be capable of assisting shooters on the firing line and maintaining a safe environment at the range.

All Range Safety Officers for the Snowshoe Gun Club must pass the NRA Basic Range Safety Officer Course and maintain their certification with the NRA. Training to become an NRA certified RSO will be offered by the club. Any NRA certified RSO who has been certified through training at other facilities can become a Snowshoe Gun Club RSO by providing verification of their training and certification to the CRSO and Board of Directors. Those individuals will receive additional, site specific training for Snowshoe Gun Club by the CRSO before assuming duties as a club RSO.

Additional training, such as first aid and CPR training, is encouraged but not mandatory. Such training may be made available to the club RSO's through the club. If such training is made available, current RSO's of the club should make every effort to attend.

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## CHAPTER 5

### Forms and Reports

Range Safety Officers will use the following forms and reports:

The checklists do not need to be filled out, simply used as guidelines. Any damage and/or needed repairs should be noted on the Damage/Repair Report and submitted to the CRSO or a Board member.

Pistol Range Inspection Checklist

Rifle Range Inspection Checklist

Shotgun Fields Inspection Checklist

Damage/Repair Report

Emergency Report Form

Injury Report Form



## **Pistol Range Checklist**

If shotgun fields are open to public, secondary gate closed or tagged

Bays clear of trash and debris

Berms in good repair, no damage/sloughing

Frame boxes (where provided) in good repair

Shooting benches/tables/spools in good repair

Shooting shack:

- Door functional
- Shooting port doors functional
- Lights functional (if wired)
- Wood stove/chimney in good repair
- First aid kit present and stocked
- Range SOP book is present

Range rules posted

Burn/trash barrels present and serviceable

Outhouse in good repair

Road conditions acceptable (if flooded or mushy, block off)

## Rifle Range Checklist

If shotgun fields are open to public, secondary gate closed or tagged

Road into rifle range is not flooded/mushy

Strobe lights functional and signs are in good condition

Firing line and range clear of trash and debris

Range rules posted on benches and overhead, and are in good condition

Benches are in good repair and have serviceable chairs

Berms and target stands are in good repair

Pallets on berms are serviceable (replace if needed)

Replacement pallets are available

Shooting shack

- Door is functional
- Lights work
- First aid kit is present and stocked
- Shooting bench is in good repair
- Wood stove/chimney is in good repair
- Lexan is in good repair; port covers in place and serviceable
- Range SOP book is present

Gun racks are serviceable

Trash/burn barrels are available, dumpster is not full

Outhouse in good repair

## Damage/Repair Report

Fill out the form with as much detail as possible, then contact the CRSO, **Vacant**, club President, Bob Seymour (283-3315 or 394-5188) or any other Board member if the CRSO and president are not available.

Date of report: \_\_\_\_\_ Date damage noted: \_\_\_\_\_

Person filling out report: \_\_\_\_\_

Person reporting damage (if different): \_\_\_\_\_

Range involved: \_\_\_ Rifle Range \_\_\_ Pistol Range \_\_\_ Shotgun Field

Damage was: \_\_\_ Deliberate \_\_\_ Accidental \_\_\_ Normal Wear

List name of individual(s) responsible if the damage was due to negligence or deliberate actions, if known.

\_\_\_\_\_

Does damage create an unsafe condition? \_\_\_ Yes \_\_\_ No

Description of damage and/or needed repairs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Emergency Report Form

Fill out the form with as much detail as possible, then contact the CRSO, **Vacant**, club President, Bob Seymour (283-3315 or 394-5188) or any other Board member if the CRSO and president are not available.

Date of emergency: \_\_\_\_\_ Time: \_\_\_\_\_

Name of person filling out form: \_\_\_\_\_

RSO on duty (if different): \_\_\_\_\_

Emergency type and contact with:

\_\_\_ Medical/ EMS      \_\_\_ Fire/ Fire Dept.      \_\_\_ Police/Troopers

Phone number used to call 911: \_\_\_\_\_

Name of person who made contact: \_\_\_\_\_

Time responders arrived: \_\_\_\_\_

Specific location of emergency: \_\_\_\_\_

Number of individuals injured: \_\_\_ First aid provided? \_\_\_ Yes \_\_\_ No  
(If injuries/illness were involved, fill out an injury report form.)

Is photographic documentation available? \_\_\_ Yes \_\_\_ No

Names and contact numbers of witnesses:

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## Injury Report Form

Name of injured: \_\_\_\_\_ Date of injury: \_\_\_\_\_

Address: \_\_\_\_\_ Time of injury: \_\_\_\_\_  
\_\_\_\_\_

Telephone number(s): \_\_\_\_\_

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

How did injury occur? \_\_\_\_\_  
\_\_\_\_\_

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

Name and phone of person(s) giving first aid: \_\_\_\_\_  
\_\_\_\_\_

Disposition of injured (transported to hospital, treated and released, etc.): \_\_\_\_\_  
\_\_\_\_\_

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

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

Describe steps taken to preserve/record the scene (photos, equipment, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

A. Witness name: \_\_\_\_\_ Statement attached? \_\_\_ Yes \_\_\_ No

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

Phone number(s): \_\_\_\_\_

B. Witness name: \_\_\_\_\_ Statement attached? \_\_\_ Yes \_\_\_ No

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

Phone number(s): \_\_\_\_\_

C. Witness name: \_\_\_\_\_ Statement attached? \_\_\_ Yes \_\_\_ No

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

Phone number(s): \_\_\_\_\_

Notes and comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injury report completed by:

Name and title: \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_

Name and title: \_\_\_\_\_

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