

Huntsville Pistol & Revolver Club

Incorporated March 28, 1960



BY LAWS

115 Gun Club Road, Huntsville, Ontario

BY LAWS

Huntsville Pistol & Revolver Club BY-LAWS

GENERAL

1. The Club shall follow the Roberts Rules of Order as a guideline for governing, where they are deemed applicable to the Club.
2. All members shall pay their dues by December 31st for the succeeding Club year.
3. The Executive, on recommendation of the Range Coordinator, shall produce a set of Range Standing Orders to include the applicable sections of the Constitution and the By-Laws and whatever other rules they shall decide.
4. The Club shall annually purchase liability insurance to cover the Executive, members, and guests.
5. All proceeds from any events are Club funds. A fund-raiser for a charitable organization may be carried out by the Club.
6. Correspondence regarding club business will be delivered through the Secretary of the Club, only.
7. Failure to observe any section of these By-Laws may be cause for dismissal from the Club. Any member so dismissed will forfeit any pre-paid membership dues. . (Reference. Article 2.e)
8. All Club Level Safety or holster training shall be provided by a Club certified instructor authorized to perform the required training and certification.
9. Unless certified and authorized by the Club, members shall NOT provide holster training to other members.
10. Members with holster certification shall pay an annual fee, by December 31st for the succeeding year. Fees will be determined by the Club executive and reviewed regularly.

USE OF CLUB FACILITIES

1. Each member or guest is required to deposit the range use fees into the range box to cover the use of targets.
2. Range fees will be reviewed on a regular basis by the executive.
3. Any donations of property shall be pre-approved by the executive.
4. Shotgun use is not permitted in the indoor range. NO exceptions.

MEMBERSHIP

1. Shall be open to all persons who have a valid PAL/RPAL that are interested in pursuing their interest in the shooting sports.
2. Shall be open to persons of good character who have attained the age of 18 years of age.
3. As the first step of the membership process, applicants shall submit an

online application.

4. A phone or in-person interview shall be scheduled, by a club executive or safety instructor, as the second step in the membership process.
5. If deemed acceptable by the executive(s) the prospective member shall be invited to attend the next available Club Level Safety Course (CLS).
6. In third and final step, the prospective member MUST pass the standard Club Level Safety practical and written testing.
7. The applicant must demonstrate proficiency in the safe handling of firearms (ACTS and PROOF)
8. It is at the discretion of the Club executive(s) whether an applicant is approved.

GUESTS

1. Only members in good standing may introduce guests to the club. A spouse is exempt.
2. All guests shall sign the Sign in Book.
3. It is the responsibility of all Club Members in Good Standing to supervise their guests while on club property.
4. Effectuated Club Members are responsible for any damage to club property due to their guests.
5. It is the responsibility of the effected Club Member to ensure their guests understand and obey all club rules and regulations.
6. It is the responsibility of the effected Club Member to be the Range officer while their guests are shooting.
7. It is the responsibility of the effected Club Member to gain control of a firearm when there is a misfire or other firearm related issue, while their guest is shooting, and take corrective action.
8. It is the responsibility of the effected Club Member to ensure their guests are competent handling a firearm.
9. It is the responsibility of the effected Club Member to report any damage to the range due to their guests, to a club executive, immediately.
10. Members in Good Standing are allowed to have guests attend the club and participate in bulls-eye shooting.
11. Member's guests are NOT allowed to shoot from a holster.
12. If a guest is shooting, the effected Club Member SHALL supervise by standing directly behind the guest, to their shooting side. I.e. if the guest is right handed, the Club Member shall stand directly behind and to the right.
13. The Club Member shall position himself/herself to gain quick access and control of the firearm. If the effected Club Member has more than one guest, each guest shall alternate at the shooting stall and shooting.
14. The Club Member is allowed to supervise only ONE guest shooting at a time. Additional guests shall stay behind the red firing line when another guest is shooting or preparing to shoot.
15. If the effected Club member is shooting, or preparing to shoot, ALL guests shall remain behind the red firing line.

16. Guest shall NOT handle any firearms, either at the stall or at the staging tables, without the direct supervision of the effected Club Member.
17. Only the effected Club Members shall move firearms from the staging tables to the shooting stalls, and back.
18. Participating Club Member's guests shall pay the appropriate range fees. Club members shall pay the appropriate range fees.

GENERAL BEHAVIOUR AND USE

1. The clubs indoor facilities shall be available to members in good standing.
2. No drinking of alcoholic beverages twelve (12) hours prior to admission to the ranges. No use of illegal drugs or prescription drugs that may impair the shooter's ability to safely operate a firearm.
3. There will be no smoking inside the club or on the outdoor firing range, without exception.
4. Member shall sign the Sign in Book, and wear their membership cards at all times. Guests shall wear passes while on the property.
5. All members shall have knowledge of the built in safety features in the range which include warning lights, safety rope, and down range door. All firearms shall be ACTS and PROOF before entering the downrange area. All other procedures shall be followed.
6. In the event of property destruction, vandalism, theft, or abuse from any persons, the license plate number and other details shall be reported to the Ontario Provincial Police. No member is authorized to provoke an argument.
7. The Range Officer shall be obeyed at all times while on the range.
8. Eye and Ear protection shall be worn in the range shooting area at all times.
9. The Indoor range is limited to pistol caliber firearms ONLY, no exceptions.
10. No more than 5 rounds shall be loaded at any one time on (Wednesday) club night.
11. No uncased firearms are permitted outside of the shooting range.
12. Uncased firearms are strictly prohibited in the lobby area.
13. Range floors must be cleaned of spent cartridges after use and targets replaced as a courtesy to the next user.
14. Only paper targets may be used within the club. Paper targets shall be not offensive or racial in any way.
15. Any 'hard target' may only be used by groups that have had range approval for the targets and their proper use.
16. All equipment needed by a shooter shall be taken with him/her onto an active firing line.
17. In the event of a jam or misfire, the shooter shall keep his/her firearm pointed directly down range for at least 60 seconds and then perform ACTS and PROOF to ensure firearm safety and functionality.
18. Anyone may call a cease fire if any of the following are observed: Medical condition, firearm has become defective during course of fire, unsafe range conditions.

19. Safety procedures approved by the Club shall be followed.
20. A good neighbor policy (consideration for residential neighbours) shall be followed when organizing shoots and avoiding any barrage style events.
21. A member in good standing may rent the range for a private event for either a full, or half day rental. See the rental fee schedule for half day (8am-12pm or 1pm to 5 pm) and full day rentals. The Rental fee shall be reviewed on a regular basis.
22. A twenty one (21) day notice shall be given to the executive.
23. During the range rental, the range will be closed to the general membership.

OUTDOOR RANGE USE

1. The outdoor range is closed until posted OPEN.
2. The executive shall determine the opening and closing of the outdoor range as well as hours of operation.
3. Any member planning to use the outdoor range is required to sign in/sign out at the indoor range logbook.
4. The outdoor range is open to members and guests only.
5. Each member shall follow all rules and regulations as posted at the outdoor range.
6. As per CFO requirements, shooting shall take place from the gravel pad area, to a maximum of 25 yards.
7. The range is CFO certified for pistol caliber or shotgun ONLY.
8. Shotgun shall be a maximum of 7 ½ shot only.
9. Rifle, trap or skeet shooting is strictly prohibited.
10. Paper targets are only allowed as per the indoor range.
11. Members shall adhere to the Club's Lead Free Policy.
12. Archery shooting is allowed.
13. Each member is required to wear their ID badge along with all safety equipment at all times.
14. The outdoor range is open during the posted times.

FINANCIAL

1. Expenditures may be approved, by the executive, for club improvements and supplies to a maximum of \$2500.
2. Any NON-EMERGENCY club expenditure over \$2500 will be submitted via e-mail to all club members for review no less than twenty one (21) days before work commences.
3. EMERGENCY expenses will be exempt from the \$2500 limit.
4. The treasurer will be empowered to pay all utility bills as a payee on electronic banking.
5. All receipts shall be referenced to a cheque or method of payment,
6. No club funds will be dispersed to any party before a proper receipt or invoice is submitted to the treasurer.

7. The club shall maintain a reserve of \$10,000 as a legal defense contingency fund.

MATCH/ACTION SHOOTING

The purpose of this bylaw is to define clear and concise lines of responsibility and controls for all Club matches and practices.

1. It is the responsibility of the Action Shooting Liaison or alternate to provide proposed Action Shooting dates to the club executives no later than 1 month prior to the scheduled date. Club Executive have the final decision in regards to approval for Match dates, practice times, materials allowed, props etc.
2. All requests from the Action Shooting Liaison shall be submitted in written form. Emails are acceptable
3. All materials, props, walls, targets etc. used for Matches and Action shooting practices are the responsibility of the Action Shooting Liaison or alternate.
4. Shrouding for all steel targets shall be maintained, as per CFO requirements, by the Action Shooting Liaison or designate.
5. All recycled materials (plastic, paper etc. shall be removed from the range after each Match by Action Shooting liaison or designate.
6. Any scheduled outdoor matches will have use of the outdoor range, if weather is not permitted to use the outdoor range, the indoor range will be available for their use.

Scheduling

1. One approved Match per month will be allowed.
2. One Action shooting practice will be allowed per week.
(Thursday's from 1900-2100 hours).
3. There is a maximum of 16 participants allowed at a Match. Precedence is given to CLUB members
4. Bull's-eye shooters take precedence at all times/days, except practice evenings (Thursday's 1900-2100 hours) or during approved scheduled matches.

CONTROLS

1. ALL match or Action Shooting participants shall be Holster certified. Sign-in is mandatory for all Match or Action Shooting practice participants.
2. Guests shall be signed in with the effected Club Member.
3. Members and non-members shall register online for all upcoming matches with precedence given to CLUB members in case of maximum registrants.
4. Online Match registration shall remain open until four (4) days prior to the scheduled Match. The Match organizer will collect a minimum of \$3 from each participant to be remitted to CLUB after each match. Remittance shall be placed in the Range Fee box. Any fees above the required \$3/participant will be kept by Action Shooting Liaison/organizer for Action shooting funding purposes.

5. The Match coordinator shall maintain a financial report of Action Shooting income/expenditures. This report shall be submitted to the club treasurer prior to the AGM.
6. Building, assembly and/or erection of all props, walls etc. related to a Match or Action Shooting practice shall be approved by club executive prior to being allowed into the Indoor range. Matches or Action Shooting practices held at the Outdoor range shall not start before the posted hours for the range. The Outdoor range is Open from mid-June to early October. No matches shall be scheduled for the Outdoor range before or after the posted OPEN and CLOSING dates.
7. Early setup of scenarios/props for Action Shooting matches shall leave two (2) lanes, with RTS, open for bulls-eye shooters.
8. All materials, targets, walls, props SHALL be stored in the designated Action shooting storage confinement area (Lane 1 roped area) or cupboards. Materials, walls etc. SHALL NOT protrude past the cordon rope.
9. All materials, walls etc protruding into Lane 2 shooting area will be removed from the Indoor range. All props, Match or Action shooting practice materials shall be returned to the designated storage areas.
10. All Match or Action Shooting practice targets/materials shall be removed from the range.
11. A RANGE CLOSED sign shall be posted on the Indoor range main entrance prior to the commencement of a match and removed at the end of the Match.
12. Club Executive shall be provided with duplicate keys/combinations for all locked cabinets drawers used for Action Shooting materials, targets, etc.

SCHEDULE A – Lead Control Plan

The Club includes the following in the Lead Control Plan:

1. Control and contain lead bullets and bullet fragments.
2. Prevent migration of lead to sub surfaces.
3. Remove the lead from the range and recycle.
4. Ensure air exchange and exhausting during shooting/range events.
5. Elimination of black powder shooting from the indoor range.
6. Adequate signage to promote personal hygiene while shooting at the club.
7. Introduction of hand washing soaps and wipes to reduce lead contaminant migration.

Lead Control Plan

1. Control and contain lead bullets and fragments

- Control and containment of lead bullets and bullet fragments is handled by vertically hung rubber matting and a baffled backstop. This dual stage backstop substantially reduces lead bullets and fragments from migrating onto the range floor. An inspection of the rubber matting and baffles will be completed on a regular basis by a qualified club member(s).

2. Prevent migration of lead to sub surfaces
 - Replacement of carpet mats at shooting stalls and tables will reduce the amount of lead migrating to other surfaces and club member's clothing/equipment. A range cleaning program has been implemented in 2014 for the bi-monthly cleaning of the indoor range, ceiling baffles being cleaned every 4 months and floor mopped annually. To further reduce the migration of lead, the floors will be painted after the first annual mopping. All cleaning, mopping will be performed by a qualified cleaning contractor with all safety precautions practiced. A NO dry sweeping policy will be implemented to further reduce the lead migration.

3. Members using lead bullets due to exclusions (i.e. unable to obtain bullets of specific caliber or firearm limited to lead bullets) will not be permitted to shoot during weekly club night hours and/or practice hours (action shooting practice etc).

4. Remove the lead from the range and recycle.
 - A remove and recycle program was implemented in 2014 for the annual cleaning and removal of lead by a qualified contracted service company.

5. Ensure air exchange and exhausting during shooting/range events
 - Air exhaust and air exchange fans will be available for the indoor range. Review of the air circulation and exhaust will take place on a regular basis.

6. Elimination of black powder shooting from the indoor range.
 - To further promote items 1 and 2, the Club will not allow any form of black powder shooting at the indoor range.

7. Adequate signage to promote personal hygiene while shooting at the club.
 - Signs will be posted and visible in the range and foyer reminding members to practice safe personal hygiene while at the club. This includes washing hand thoroughly after every visit to the club, avoid dry sweeping and ensuring air exhaust/circulation system is ON while the range is active.

8. The Club has introduced lead control hand soap and hand wipes to further reduce the migration of possible lead contaminants to hands and clothes.
 - These products will be available to all members for wash up during/after shooting and allow members to wipe down shooting stalls, firearm mats and safe tables prior to use.

These bylaws were adopted on 2018-06-19 (yyyy-mm-dd) and most recently revised on

_____ (yyyy-mm-dd).