

Standard Operating Procedures (SOP)

of the

**EARLTON FISH AND GAME CLUB
56 POTIC CREEK RD.
Earlton N. Y. 12058**

Organized March 27, 1953

earltonfishandgameclub@gmail.com



Approved & Adopted By the Executive Board 12/26/2014

PREAMBLE

The **Earlton Fish and Game Club** was incorporated on March 27, 1953 and is located on approximately 36.2 acres on 52 Potic Creek Road in Greene County, New York.

This document provides the “STANDARD OPERATING PROCEDURES” for all club facilities including Range, Facility and Grounds.

The **Earlton Fish and Game Club** is operated by its Officers and the Executive Board for the purpose of providing a facility where current members, their guests and any other users authorized by the Executive Board can enjoy recreational informal and competitive shooting of firearms and bows in a private and friendly atmosphere. In order to conduct these activities in a safe manner, members, guests and any other authorized users must possess a reasonable knowledge of the shooting disciplines in which they are involved, the operation of the firearms they are using and the safety rules that apply to them, including the frequently used commands and procedures that apply at the range.

For the purposes of this document:

- “Club” refers to the Earlton Fish and Game Club
- “Facility” means any physical improvement to the lands owned and operated by the Club
- “Board” means members of the Executive Board of the Club
- “Member” means any individual who has been accepted as a member of the Club and who is current in his/her dues
- “Non-Members” and “Guest” denote individuals who are not Members of the Club
- “Range” means any formalized setting for established on Club property for one or more of the authorized disciplines
- “Live Range” is a range in which organized or informal shooting activities are either occurring or about to begin
- “Firing Line” is the area of the range from which shooting takes place
- “Hot Range” is a range in which shooting activities are underway
- “Cold Range” is a range where a ceasefire has been declared and where all weapons are unloaded and actions are open
- “Scheduled Events” are shooting activities placed on the Club calendar
- “Plinking” is defined as informal shooting at legal targets placed below the vertical center of the berm and at least 18” from its base.

Amendments: The Board reserves the right to amend these SOPs, as appropriate to be voted on by Members in good standing at any regular or special meeting.

SAFETY PLAN

Each Range Will Have a First Aid Kit On Hand at All Times

First aid kits will be mounted in a clearly marked central location on the range. It is the responsibility of the Board members to replace used supplies to the First Aid Kit. Members using and/or noticing that supplies have been used must report this to a Board member as soon as possible.

Immediate Injury Response

1. Call an immediate cease-fire on the range where injury occurred. Ensure that all firearms are unloaded and clear with all actions open.
2. **CALL 911 IMMEDIATELY**
3. Provide immediate first aid within your capabilities to the injured person.
4. Absent of any Board members any member can take charge and will coordinate the securing of the scene and the injured person.
5. If able, assign a person to meet EMS, Sheriff or State Police at the front entrance to the Club and escort them to the scene.
6. Information to provide to 911 dispatch:
 - Location Address – 56 Potic Creek Road, Earlton, New York
 - Your Telephone number
 - Number of people injured
 - Condition of injured
 - First aid provided
 - Answer any other questions dispatch may ask
 - Wait for dispatch to hang up – do Not disconnected the telephone call until instructed by 911 dispatch
7. If no Board members are present notify one as soon as possible and inform them of the incident.

Fire Safety and Fire Response

1. In the event of a fire, **CALL 911 IMMEDIATELY**.
2. Observe all Greene County and New York State fire regulations, burn ordinances and burn bans.
3. All Facilities will have at least 1 fire extinguisher per level and mounted in a central location.
4. Smoking inside the confines of the Club House is strictly prohibited.

SAFETY RULES & REGULATIONS

1. The handling of any firearms after consuming alcohol and/or drugs is strictly prohibited on Club property.
2. All Guests and Members with Guests are to sign a non-member liability release form before the Guests are allowed to shoot on any range. The Release Forms are located on every range and must be placed in the box provided at each range.
3. **Always point the muzzle of all firearms in a Safe Direction.**
4. All pistols and rifles must be kept at a low ready position when preparing to fire and never pointing in the air.
5. Always wear eye and ear protection while on a Live Range.
6. **Keep your finger off the trigger until ready to shoot.**
7. A "Cease Fire" may be called by anyone on the range at any time for any reason.
8. All members and guests must be sure of their target and what is behind it; all bullets will impact the rear berms only.
9. No ground level targets, cross-firing or ricochets are allowed (Excluded Trap and Sporting Clays).
10. All members and guests must make every effort that all bullets and shot fired on Club property remain on Club property.
11. All members and guests will never load or fire a firearm if there is any doubt of its ability to operate safely and reliably.
12. All members and guests will never attempt to load or fire any firearms unless they are familiar with their operation.
13. A loaded firearm will never be left unattended.
14. All members and guests will be sure that their firearms and ammunition are compatible.
15. All new members of the Club will undergo an orientation by the sponsoring members on facilities, By-Law and Standard Operating Procedures prior to receiving their club identification.
16. All members of the Club are designated Safety Offices and must ensure that all club Safety Rules and Regulations are followed.
17. All members are responsible for their guests and must have them under direct supervision at all times including minors under the age of 18.
18. The shooting of glass, non-approved steel, cans or rocks is prohibited on Club property.
19. While downrange shooting on any of the established ranges all shooters must immediately yield to any new shooter that comes to the formal firing line and any downrange shooters must safely retreat back to the established firing line before any further firearm handling or shooting may take place.
20. All members' and guests' firearms are to be used only on the designated ranges at designated targets with safe ammo. They must also conform to all specific rules posted on each range.
21. Members are to have their membership card on their person and present it to any member asking to see it. Members may not lend their membership card. Lending your membership card to a non-member is cause for immediate disciplinary action by the Executive Board.
22. All members and guests will pick up all shell casings when finished shooting and dispose of them in the proper receptacles.
23. All members and guests will take all unfired ammo home. Do not dispose of unfired ammo on club property.
24. Clean up all range trash when you are finished.
25. No smoking while actively shooting on any range.
26. Only club members with a State of New York Concealed Carry Permits may carry loaded concealed firearms on club property.
27. Shooting during rifle season is prohibited on club property. Bow hunters are required to put up the sign indicating that the "Bow Hunting in progress, no use of the range" that you are bow hunting and to take it down when completed.
28. Every member of the club has the authority and responsibility to inform any other member or guest of any rule or regulation violation and to offer them guidance on rectifying the situation.

29. If member does not rectify the situation and continues to violate the club rules and regulations please submit the member's name with a written complaint to the Board or a Board member.

Any violation of the Range Safety Rules or Regulations may result in disciplinary action as determined by the Executive Board and in compliance with the By-Laws of the Club.

Protective Equipment

Eye protection is required on all ranges at all times.

Ear protection is required at all times while on the firing line or within 20' (twenty feet) of any live fire event. This rule applies to non-shooters as well as to shooters.

Acceptable eye protection includes any shooting glasses, goggles or eyeglasses with shatterproof lenses.

Range Control

All members and guests must obey all instructions given by the Board or identified certified Range Safety Officer when shooting on any range. In the absence of any of the above the first member on the range assumes the duties of a Safety Officer. All members and guests must agree that the firing line is active "HOT" and that downrange is clear before handling any firearms – NO EXCEPTIONS. The clearing of the downrange is done visually where possible, but must be cleared around all obstacles. Likewise all shooters must agree the firing line is inactive "COLD" all firearms will have their magazines removed, actions open, bolts removed or open slides locked back, cylinders open, flint hammers down and firearm unloaded and on the bench or racked before going downrange.

Do not depend on other people's implied agreement. **All members and guests will verbally acknowledge that the line is cold.** Some shooters may not notice that you want to go downrange or may not hear you. Remember they are wearing hearing protection.

Range Cold

Firing line is not active. Shooters may go forward of the firing line only after the following has been completed and verified:

1. All firearms are unloaded; lying on the bench with their bolts open, magazines out, slides locked back cylinders clear and open, and flint hammers down. All firearms are to be unloaded and on the bench or racked before going downrange.
2. Absolutely no handling of firearms is allowed at this time.
3. All shooters must verbally acknowledge that the range is safe by clearly stating "Range is Cold".

If just arriving at the range during a "range cold" period only encased firearms are allowed to be brought to the range and must stay encased until the range is declared "hot". Targets, ammo, loading magazines, and other materials can be handled during Range Cold periods.

Preparing to go Range Hot

1. All firearms must remain unloaded, lying on the bench or on a rack with their magazines out, bolts open slides locked back, cylinders clear and open flint hammers down, and all personnel are behind the firing line.
2. All shooters must verify that all personnel are behind the firing line and verbally acknowledge their concurrence to go “range hot” by clearly stating “Range is Hot” to all parties on the firing line.

Legal Targets

1. Targets can only be placed on the inside of the target shooting frame.
2. No shooting cross range at other targets, only targets directly in front of your line of fire.
3. The target holder/frame must keep the target level with your gun so that after the bullet passes through the target, it will hit the **berm**.
4. No ground targets are permitted on any ranges. Ground targets are only allowed during sporting clay or trap events.
5. All targets must be placed such that bullets hit the **berm**. Proper backstops are the berms at the far end of each range.

Illegal Targets

Illegal Targets include but are not limited to:

- Glass
- Non-approved steel
- Cans
- Rocks
- Wildlife

Summary

The failure of any Safety Rule including “Common Sense and Good Judgment” listed in this SOP does not exclude it from being a good practice and being required on the ranges. It should be the goal of every member of this club to not only shoot safely all of the time but to help others shoot safely all of the time as well. For additional information rules or regulations please refer to the Club By-Laws, the NRA (National Rifle Association), and New York State & Greene County Ordinances.

GENERAL RULES

Vandalism

Vandalism at the club **will not be tolerated** and will be handled with potential serious consequences. Vandals may lose their membership and the Club may initiate both criminal prosecution and civil action to recover damages.

It is the responsibility of all members who witness and/or have knowledge of any form of vandalism to report it to a Board member immediately. Member(s) who do not report vandalism may also face the same potential serious consequences as the Vandal himself.

Code of Conduct for Meetings

The intent of the following Rules of Conduct is to create and foster a culture of open and honest communication. Everyone has the responsibility to contribute, not to leech off the group's collective brain and/or be stifled in their opinions. All persons are encouraged to be frank, honest and candid where appropriate.

1. Come to the meeting on time and with a positive attitude.
2. Consumption of alcoholic beverages during any meeting is strictly prohibited.
3. Present yourself in a positive manner demonstrating good judgment.
4. Be respectful of other people's ideas or situations when they talk. If there must be criticism, make it constructive. Avoid value judgment and always try to suggest alternatives.
5. Always treat members with respect, both during and outside of the meeting.
6. Everyone is to take a seat and remain seated during the meeting (unless they have the floor) as long as there are seats available.
7. Be patient when listening to others speak and do not interrupt them.
8. Use of profanity will not be tolerated.
9. Talk one at a time. If sidebar conversations are necessary they are to be kept to a minimum and conducted in a whisper as not to interfere with the meeting. It's thoughtless, rude and distracting to engage in parallel conversation.
10. Speaking/Contributing to the Meeting:
 - a. Persons wishing to speak to contribute to the meeting shall raise their hand and be recognized by the Presiding Officer. Outbursts will not be tolerated.
 - b. Once recognized the person has the floor and should stand (if physically capable) while presenting their ideas.
 - c. Having control of the floor does not give an individual the right to dominate the conversation or as an opportunity to impress. Speak freely but remember that rationing comment can often establish expectation for what you are about to say next. As always quality tends to be valued more than quantity.
 - d. Members need to stay on the topic being discussed.
 - e. There should be no whining be positive in your comments. If there must be criticism make it constructive. Avoid value judgments and always try to suggest alternatives.
 - f. If others have questions of the person in control of the floor, they shall raise their hand and be recognized by the presenter who has the floor.
 - g. Persons having the floor will return control of the floor to the Presiding Officer. Only the Presiding Officer has the ability to give control of the floor to any party.
11. It is the Presiding Officer's job to bring the meeting to order and to maintain control of the meeting and its participants. Therefore, he/she should try to limit their personal opinions and contributions to a minimum and focus on running the meeting.
12. Any person having concerns about the discussion or the meeting shall address this with the Presiding Officer by stating "Point of Order". "Point of Order" notifies the Presiding Officer of your observance of infraction of the rules, or improper decorum in speaking. "Point of Order" must be raised immediately after the error is made for the Presiding Officer to render a judgment.

Breach of Code of Conduct

1. If a Member of the Club or of the public does not abide by the Code of Conduct, the Presiding Officer will warn that if they break the code again they may be asked to leave the meeting.
2. The Presiding Officer, at their discretion, may give the individual two (2) further warnings, a maximum of three (3) warnings in any one meeting and/or three (3) consecutive meetings.
3. If the individual continues to ignore the code then the Presiding Officer will ask the individual to leave the premises immediately.

4. Individuals who are disruptive, unruly or in a temporary state of loss of good judgment will be asked to leave the meeting immediately by the Presiding Officer.
5. If the individual does not or will not leave, the meeting will be adjourned and no further business will take place.
6. The Executive Board also reserves the right to impose additional punitive penalties from nominal fines to termination of membership.
7. Any individual receiving additional punitive penalties has the right to appeal this decision at the next Executive Board Meeting.

Non-Members

Non-Members may participate or observe activities at the Club as a guest of a member or as a participant in a scheduled club event that is posted on the Club Calendar. Individual guests are limited to 3 visits per year excluding immediate family of members. This visitor limitation does not apply to participants in scheduled competitions for which a fee is paid.

Shooting Hours

The Club ranges are open for live fire from 8:00am until sunset Monday – Saturday. On Sundays the club ranges are open for live fire at 9:00am until sunset.

Scheduled Activities

A calendar of events is published and posted on the bulletin board in the Club House. All scheduled events have priority in the use of the ranges, Club House and/or and other club facilities. **All scheduled events have priority in the use of the club facility. There are no exceptions.**

Speed Limit

The speed limit on the club property is 10 MPH (miles per hour). Repeated failures to maintain the appropriate speed while driving on club property can result in disciplinary action as determined by the Board.

Prohibited Ammunition

The following is **not allowed** on any range at any time:

1. Any caliber for rifled barrels used on any range greater than .45 caliber except for shotguns which may not be larger than ten (10) gauge excluding all Black Powder firearms.
2. 50 BMG (Browning Machine Gun) caliber center-fire cartridges.
3. Shot shells with larger than #7 ½ lead shot or #7 steel shot.
4. Incendiaries or armor-piercing ammunition.
5. All explosive or pyrotechnic devices excluding binary targets.

Use of ATVs, UTVs or Snowmobiles

The usage of ATVs, UTVs or Snowmobiles is permitted on any part of the club property as follows:

1. All vehicles must be properly insured and registered. Non-insured and/or registered vehicles are prohibited at all times.

2. A Vehicle Liability Release Form must be signed by members and/or non-members and submitted to the Secretary each year prior to vehicle usage on club property. This does not apply to individuals using these vehicles only for club sponsored work or events.
3. Non-Members must be accompanied by at least 1 Member for each Non-Member.
4. No vehicles will be allowed to operate on the ranges during any scheduled event on the Club Calendar or when shooter(s) are on the ranges.
5. Valid Handicap Permit holders are allowed at all times the usage of these vehicles for transportation purposes to and from the ranges.

Damage or destruction of any club property by any member or non-member using any vehicle will be seen as vandalism and will be handled with potential serious consequences. Vandals may lose their membership and the Club may initiate both criminal prosecution and civil action to recover damages.

Membership

Options for Obtaining Active Membership – The Bylaws allow working two (2) authorized club functions can be substituted for one (1) meeting during the same twelve (12) month period. Authorized club functions can include but not be limited to:

1. Scheduled club events
2. Committee participation
3. Grounds and property upkeep (snow removal, mowing, etc.)
4. Clerical tasks