

July 2023

STANDARD OPERATING PROCEDURES FOR

West Branch Sportsmen's Club
1888 Engman Lake Road
Skandia, Michigan 49885

Mailing: West Branch Sportsmen Club
P.O. Box 118
Skandia, Michigan 49885

Website: www.uppredatorchallenge.org
www.uppredatorchallenge.com
www.westbranchsportsmensclub.com

Revision 07.03.2023

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West Branch Sportsmen's Club
1888 Engman Lake Road
Skandia, Michigan 49885

CHAPTER 1

PREAMBLE:

The purpose and intent of the West Branch Sportsmen's Club is to promote conservation, education, the shooting sports and sportsmanship.

Provisions:

Social activities can be approved by the executive officers or trustee committee.

The WBSC provides an open, shooting bays adaptable to various shooting activities; a 3 position rifle range, a 5 position trap range, a 4 position pistol range and an archery shooting area.

Purpose of the Range:

The West Branch Sportsmen's Ranges are primarily intended for recreational shooting by its members, guests, and the invited public. It is also used for specialized shooting events as described in range schedule of this SOP, or for special events as determined by the Executive officers or Trustee Committee.

Safety Shall Be the Governing Consideration At All Times

CHAPTER 2

CONSTITUTION / BY-LAWS (2022)

West Branch Sportsmen's Club

www.uppredatorchallenge.org

www.uppredatorchallenge.com

www.westbranchsportsmensclub.com

Toll Free Phone: 877-471-4868

Clubhouse Phone: 906-942-7004

Article 1 Club Identification

1. The name of this organization, a nonprofit corporation, 501 (C) (4), of the State of Michigan, shall be the West Branch Sportsmen's Club Inc., Corporation #848218, Dept. of Treasury, and Employer # 38-3226925.

Article II Purpose

2. The purpose and intent of this Club is to promote conservation, education, the shooting sports and sportsmanship.

Article III Membership

3. Membership shall be open to all races, color, creed, and gender.

New applicants must have attained the age of eighteen (18) years old on or before summing the application for membership to the WBSC.

4. Total membership will be limited to one hundred twenty five (125) members with additions applications being placed on a waiting list until an opening occurs.
5. To become acquainted with the facilities and club members, a candidate applies in person at one (1) meeting for membership. The application will be considered the following month, being approved by the general membership, they will be given full membership upon paying an initiation fee equal to one year's dues, and paying the prorated dues for the remainder of the year. The prospective member must pay these fees within sixty (60) days to become a member in good standing.
6. Membership annual dues will be fifty dollars (\$50). New members joining the club during the year will pay prorated dues of four (\$4.00) per month
7. Members in good standings
 - (A) To be a member in good standing, all dues, fines, assessments or other monies owed to the corporation from the previous year, and dues for the current year are to be paid no later than the first meeting of the membership in January. Members not

paying by the January meeting will be notified by mail, email or phone that they must pay no later than the first meeting in February or their membership will not be renewed. To become a member again refer to Article III paragraph 5.

- (B) All members in good standing of the Club, as carried on the official records of the Club, shall each have one vote for all club business, submitted to the membership vote pursuant to current by-laws of the Club, duly enacted on January 8, 2001. There shall be no other classes of membership, each member having one share
8. A quorum of two (2) officers and twenty five (25) members must be present to hold a regularly scheduled monthly meeting. Meetings involving the club may be scheduled with notification to the executive board members.

Article IV Meetings

9. Regular monthly meetings of the Club will consist of a 5:30-6:30 social hour followed by 6:30-7:00 dinner with the general meeting beginning at 7:00 at the club house on the second (2nd) Monday of each month, except the month of November, when the meeting shall be held on the first (1st) Monday of the month. Members will be notified of meeting changes or special meetings by mail, email or telephone.
10. Members who do not attend regular membership meetings will be assessed one (\$1) dollar fine for each meeting missed.

Article V Club Officers/Trustees

11. Each year members will elect a president, vice president, secretary-treasurer, and a recording secretary, and may elect other such officers as the membership may deem appropriate from time to time. Officers will be nominated at the November meeting, voted on at the December meeting, and take office in January.
- (A) Each office must be voted on separately.
 - (B) Five (5) trustees will be nominated in November and elected in December (the year their term is up), to serve the following terms; three (3) trustees for three (3) years and two (2) for two (2) years.
 - (C) An Assistant Treasurer and Chief Range Officer shall be appointed by the executive board at the January meeting for a one (1) year term.

Article VI By-Laws

12. By-laws will be reviewed each September by the By-laws Committee. Presented to the membership in November, voted on in December and take effect in January.
13. Any articles and by-laws, except By-Law number nineteen (#19), of the corporation may be amended at any time by unanimous vote of members attending the meeting. Members not attending the previous meeting will be notified by proof of mailing ten days prior to the meeting, Articles and by-laws may also be amended at the December meeting of the membership, at which a quorum is present, by vote of at least seventy five percent (75%) of those members present.

Article VII Range/Grounds

14. (A) Use of the rifle, pistol, and archery/crossbow range is free to the members, their spouses, family members, and guests, when accompanied by a member.
- (B) Use of the trap range is limited to members, their spouses, family members and guests, when accompanied by a member. Fees for the use of the trap range will be determined by the range committee each year.
- (C) Members using the trap range are responsible for collecting fees and turning the fees in to the range officer monthly.
- (D) Entrance gate and clubhouse combination will be changed annually on or around February 20th and given to those members in good standing as defined in Section seven (7) (A) and (B)
- (E) Range safety standard operating procedures as approved by the Range Committee, will be posted on the clubhouse bulletin board and at all firing locations
- (F) Alcoholic beverages are prohibited at the range during any shooting.
15. Members must turn in reports and monies with respect to all club activities to the secretary-treasurer in a timely manner.

Article VIII Committees

16. An audit committee of three (3) members shall be appointed each year. The audit will be conducted and reported at the February meeting.
- a. List of committee members will be given upon request listed on the board
 - b. Committee membership can be applied for by any member
 - c. If problem occurs executive board will make final decision

Article IX Facilities/Equipment

17. (A) All personal use of the Club facilities must be approved by the President or Vice-President except as stated in Article VII (Range/Grounds) Section fourteen (14).
- (D) All personal use of club property (equipment) must be approved and recorded by the "Equipment Chairperson" who will be appointed by the president.

Article X Conduct

18. Any member charged with conduct harmful to the purpose or interest of the Club, or who causes or intends to cause injury of embarrassment to the Club, or is in violation of its by-laws or rules, shall be given not less than fifteen (15) days to respond to such a complaint. The Club may revoke the individual's membership by a two-thirds (2/3) affirmative vote of those present.

Article XI Dissolution of the Corporation

19. (A) Use of Revenue: All funds and assets of the Club shall be used only for purposes that are

consistent with the purposes of the Club and for actual administrative expenses in conducting the affairs of the Club under the direction and with the approval of the Trustees. The Trustees may purchase land, building and equipment and operate and maintain the same as required to further the purpose of the Club.

(E) **Dissolution:** Upon dissolution of the club and after paying for payment of all liabilities of the Club, all remaining assets of the Club shall be transferred to (another non-profit or local unit of government per Michigan State Commission Rules).

(F) **Use of Revenue for lawful purpose:** Revenues of the Club shall not be used for the benefit of any individual, member or shareholders of the qualified organization except to further the lawful purpose of the Club.

(Revision (12/9/2019))

CHAPTER 3

ORGANIZATION CHART

Chapter 3 will contain the path to illustrate how our facility is organized. Refer to the bylaws (chapter 2) to follow the organizational information.

Club Organization Chart

Club officers

Officer election and term: see by-law #10

		<u>Committee</u>	<u>Chairperson</u>
-President	*Bill Zintman	-Audit -By-Laws -Buildings/Structures	-Eric Rehorst -Jeff Stevenson -Terry Lane
-Vice-President	*John Conrad	-Club Activities -Event Scheduling -Grounds/Range	- -Steve Lyons -Don Johnson
- Recording-Sec	*Jeff Stevenson	-Information -Hunter Safety Ed.	-Jen Rhymer - Don Johnson
-Secretary-Treasurer	*Bob Frank	-Fund Raising -Membership -Public Relations	-Bob Frank -Jen Rhyner -Mike Prokopowicz

Appointed Positions

-Assistant Treasurer	*John Headman	-fill in for Treasurer when not present at meetings	
-Chief Range Master	*Dean Mallos	-Range/Field -Safety Instructors Education -Schedule of events at the range	-Don Johnson -Bob Belmore -

Club Representatives

- (UPSA) Upper Peninsula Sportsman Alliance	-John Dawydko
- (MUCC) Michigan United Conservation Club	-

Executive Officers

The WBSC rifle, trap, pistol, archery ranges, structures, policies, and operations are administered by executive offices. The executive officers consists of a President, Vice-President, Recording-Secretary, Treasurer-Secretary, Chief Range Master. The executive board is responsible for receiving, screening, and reviewing applicants for potential Club membership.

President:

The President implements Board policy in administering range events, activities, operations and oversees the Audit, By-laws and Buildings/Structure (construction & maintenance) committees.

The President is the Chief Executive Officer of the Corporation, and in this capacity reports information about the club to the general membership.

The President is responsible for all daily operational activities of the club.

The President or his/her designee shall chair all Club business meetings excepting those convened by the trustee committee.

Vice President:

The Vice President shall perform the duties of the President in his/her absence or at his/her request. He oversees the Club Activities/events and Scheduling Predator Challenge, and Grounds/Range (construction & maintenance) committees.

Recording Secretary:

Secretary shall compose and keep a correct and complete record of each proceeding, and shall read the recorded minutes at each meeting. He/she are also to oversee the Newsletter/Website, Hunter Safety Education and Public Relations/Advertising committees.

The Secretary will be the custodian of all Club records.

Secretary-Treasurer:

The Club Secretary-Treasurer will ensure that all financial expenditures associated with operational activities of the Club are properly recorded and accounted for in Club Financial Statements and other documentation as appropriate.

The Club Secretary-Treasurer will present a "Treasurer's Report" at the monthly membership meeting.

The secretary-treasurer is responsible for collection of all fees, fines and dues associated with Club membership

The Secretary-Treasurer will initiate all official correspondence for approval by the President.

The Secretary-Treasurer will notify the Officers of all meetings and in coordination with the notification of all members of special and changed meetings as directed by the President.

The secretary-treasurer will oversee the Fundraising, Membership, and Public Relations/Advertising committees.

Chief Range Master:

The Chief Range Master is responsible for scheduling Safety Range Officer on all days when the Range is open to club members and for sanctioned events.

The Chief Range Master is responsible for all initial certification and recertification training of all WBSC Safety Range Officers. The Chief Range Master may delegate the training to qualified WBSC Safety Range Officers

The Chief Range Master is responsible for ensuring that all Range Safety Rules are prominently posted at the range.

The Chief Range Master is responsible for ensuring that current Range SOPs are provided on the Range for all Safety Range Officers and that they are provided a copy of current Range SOPs during Safety Range Training.

The Chief Range Master is responsible for maintaining a current list of all Sanctioned Club Events/Activities that are regularly scheduled on WBSC Ranges.

The Chief Range Master in coordination with the various committee chairpersons is responsible for researching and coordinating all Club events.

Trustee Committee

Trustee committee election/appointment (by-law #10 (A) in by-laws). It was established to make quick decisions for the club when the entire club membership cannot be contacted.

<u>Members</u>	<u>Assigned committees</u>
#1-Don Johnson	-Newsletter/website -Hunter Safety Education
#2-	- Audit/By-laws - Club Activities/Events schedule - Grounds/Range
#3-Terry Lane	-Building/Structures -Public Relations/Advertising
#4-	-Fund Raising/Donations -Membership
#5-	-Field Instructor Safety -Safety for Grounds/Range

Committees

1. Audit

Executive person:-President

Trustee: -

Purpose:- An audit committee of three (3) members shall be appointed each year. The audit will be conducted and reported at the February meeting.

2. By-Laws

Executive person:-President

Trustee: -

Purpose: By -By-laws will be reviewed each September by the By-laws Committee, presented at the November meeting to the general membership. Voting on new and changed by-laws will be voted on at the December meeting.

Members: -Jeff Stevenson chairperson

3. Building (Structures (construction & maintenance)

Executive person:-President

Trustee: -Terry Lane

Purpose: -This committee is to oversee and make recommendations for the planning, construction, maintenance of the structures and buildings of the club facilities.

Members: -Terry Lane* chairperson

4. Activities (Club Events & Scheduling)

1. Range Schedule Committee

Executive person:-Vice President & Chief Range Master

Trustee: -

Purpose: -To establish the dates times and locations for club activities for the year.

Members: -Jeff Stevenson chairperson

-

2. Predator Challenge

Executive person:-Vice President

Trustee: -Terry Lane

Purpose: -To oversee the planning, organization, and operation of the U.P. Predator Challenge activity.

Member: -Dave Durocher

3. Turkey Shoot

Executive person:
Trustee:
Purpose:
Members: chairperson

4. Round Robin

Executive person:
Trustee:
Purpose:
Members: chairperson

5. Family Picnic

Executive person:
Trustee:
Purpose:
Members: chairperson

6. Trap/pistol shooting

Executive person:
Trustee:
Purpose:
Members: chairperson

7. Sight-in Days

Executive person:
Trustee:
Purpose:
Members: chairperson

8. Hunter Safety Education

Executive person:
Trustee:
Purpose:
Members: chairperson

9. CPL Classes

Executive person:
Trustee:
Purpose:
Members: chairperson

5. **Fundraising**

Executive person:-Treasurer

Trustee: -

Purpose: -To develop and implement fundraising activities to promote the financial growth of the club and club supported activities.

Members: -

6. Range (Grounds, construction & maintenance)

Executive Person: -Vice President / Chief Range Master

Trustee: -Don Johnson

Purpose:

Members: Dean Mallos chairperson

7. Hunter Safety Education

Executive person: -Secretary

Trustee: -Don Johnson

Purpose: -To provide the opportunity to educate the youth and community on hunting and gun safety.

Members: -Don Johnson* chairperson

8. Membership

Executive person:

Trustee:

Purpose:

Members: chairperson

9. Information (Newsletter/Website)

Executive person:

Trustee:

Purpose:

Members: chairperson

10. Public Relations / Advertising

Executive person: -Secretary/Treasurer

Trustee: -

Purpose: -To promote the club and its' activities to the public, oversee the needs of the current members and the recruitment of new members.

Members: - chairperson

11. Range Safety Field officers

Executive person:-Chief Range Officer

Trustee:

Purpose: The certified club members are to oversee the safety and well being of the club members, guests and participants at range activities.

Certified Members:- Bob Belmore chairperson

2023 NRA Certified Range Safety Officer's

John Headman

Jack Ford

Eric Rehorst

John Conrad

Club volunteers

Club Roster (members)

CHAPTER 4

Authorized Uses and Operations of the Range:

General

The West Branch Sportsmen's Club operates the rifle, pistol, trap and archery ranges for the safe enjoyment of shooting sports by its members and guests.

The ranges are not to be used for any non-sanctioned commercial activity. The Range Officer, under the direction of the President, the Chief Range Safety Officer, and the Executive officers have the responsibility for the administration and safe operation of these ranges.

Range Usage

Overall range availability is at the discretion of the executive officers.

Normally live fire recreational shooting for all members and their guests takes place at any time that there is not an activity scheduled.

The Range is under the control of the Chief Range Master (CRM) and an additional Duty Range Officer (DRO) if assigned.

All decisions as to Range operation and safety are at the discretion of the Chief Range Master and range committee, but must follow the guidelines put forth in the SOPs.

The CRM and DRO have the authority from the executive officers to shut down the Range if he/she deems it necessary.

In extreme cases, such as an accident or an unruly person as defined in Chapter, of these SOPs, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or County Sheriff) notified. The President, Chief Range Master, and the club officers should also be notified as soon as possible.

Range Requirements

All guests, including non-member relatives, must be accompanied by their member host when shooting on the ranges.

The requirements for shooters are:

- Display of a current WBSC membership card
- Completing all information requests on the member/guest log book after reading and signing the indemnification waiver.

Specialized Events

WBSC maintains active programs in firearm education and safety and in hunter safety. These courses may include live firing at the Range. These special events, which are listed on the WBSC web site, usually occur on weekends, and take priority over open Range usage. The course instructor should work with the DRM for the day to ensure the safety of everyone at the Range. The assigned DRM for the day has control of the Range and is responsible for its operation.

Specialized range events include but are not limited to:

- NRA sanctioned rifle and pistol courses
- DNR Hunter Safety Education classes
- Sanctioned Group Events
- Shooting Matches
- Events approved by the Club Officers.

The points of contact for these various events are posted at the club house and on the WBSC web site.

Range Closures

The Range will be closed for all shooters for special events approved by the Executive Officers.

Range Limitations and Safety Requirements

Live fire shooters will:

1. Fire only while a qualified WBSC member is present.
2. Fire only authorized firearms and ammunition.
3. Fire at authorized targets only. Firing at cans, bottles, etc is strictly prohibited.
4. Ensure that all projectiles impact designated areas and stay within the established Range safety limits.
5. Ear protection is mandatory while on the firing line and eye protection is recommended.
6. Ear protection is required for all personnel in the range house when the range is hot.
7. Obey all commands of the Range Masters in charge.
8. Notify a Range Master if any unsafe practices are observed.
9. Recover all brass, paper, and other debris that accumulates on the Range and dispose of it in the appropriate containers provided.
10. Fire only from the established firing line.

Authorized and Prohibited Firearms and Ammunition

Shooters are permitted to fire all legally owned center fire or rim fire rifles and pistols up to and including .50 caliber firearms. Fully automatic firearms are not permitted on the Range.

Shooters are permitted to fire all legal muzzle loading rifles and pistols and smoothbore muzzle loading rifles and pistols. Shotguns firing rifled balls/slugs or sabots are permitted.

Under no circumstances will any shooter fire tracer, armor piercing, or other exotic ammunition.

CHAPTER 5

SAFETY PLAN

Overview

The safety plan provides guidelines for planning, designing, constructing, and maintaining shooting range facilities. It reiterates that it is not a substitute, under any circumstances, for a thorough professional evaluation of a shooting range, but only a set of things to consider when building and operating a shooting range.

The Safety Plan

The West Branch Sportsmen Club range should have a clear and concise safety plan. The plan will be signed, published, and reviewed at specific intervals and distributed to all range users to study and use. It will stipulate how, when, why and by whom the facility can be used. Exceptions to these rules should be carefully defined to avoid confusion. The plan will include a section that spells out the consequences of safety violations, which can range from issuing a warning to banning violators from the facility. These rules and regulations will be posted in a conspicuous location.

Gun Handling Rules

Gun handling rules will always appear first in the safety plan and be prominently displayed at the shooting range. At a minimum, the plan includes the following safety rules:

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the action open and firearm unloaded until ready to use.
4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct Ammunition for your gun.
8. Never use alcohol or drugs before shooting.
9. Store guns so they are not accessible to unauthorized persons.
10. Be aware that certain types of guns and many shooting activities require additional safety precautions.

General Range Rules

A shooting range includes the following general range rules.

1. Know and obey all range commands.
2. Know where others are at all times.
3. Shoot only at authorized targets.
4. Ground level targets are not authorized without a proper backstop.

5. Designate a range officer when none is present or assigned.
6. Unload, open the action, remove the magazine and ground and/or bench all firearms during a cease-fire.
7. Do not handle any firearm or stand at the firing line where firearms are present while others are down range.
8. Always keep the muzzle pointed at the backstop or bullet trap.

Specific Range Rules

The shooting ranges rules and regulations are tailored to the West Branch Sportsmen club. They include:

NRA Firearm Safety Rules

Fundamental Rules for Safe Gun Handling:

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded until ready to use.

Rules for Using or Storing a Gun

- Know your target and what is beyond
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting (**LPGAC has a zero tolerance policy regarding alcohol on the property. Refer to page 5 of 31, Alcoholic Beverages and Drugs, of this SOP**)
- Store guns so they are not accessible to unauthorized persons
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

General Range Rules

- Know and obey all Range rules

-The Duty Range Master is responsible for all operations of the Ranges. Obey all of his/her commands or those assigned to help him/her

-Know where all persons on the range are at all times.

-Shoot only at authorized targets.

-At non-scheduled times where more than one shooter is on-line, a Duty Range Master must be designated.

-Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.

***Stop shooting immediately upon the command "Cease Firing".**

-Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age

-Ear protection is mandatory for all shooters and spectators. Eye protection is recommended.

-No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter

-Each shooter may have more than one firearm at a time available to his firing point. Firearms not in use will be stored in the gun racks or in a pistol box, cleared of all -----ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the Range Officers.

All firearms carried from the parking lot to the range house must be unloaded. When entering the range house, long guns must have their actions open or otherwise be made safe. Pistols may be carried in their cases or brought in to the range house with their actions open or otherwise be made safe.

Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the range complex.

Site Specific Rules

Permitted:

Single shot center fire and rim fire rifles and pistols up to and including .50 caliber.

Bolt action or lever action, magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Semiautomatic magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Magazines loaded with more than 10 rounds provided the magazine is exempted by CA Penal Code sections 12020 or 12079.

Black powder muzzle loading rifles and pistols.

Black powder muzzle loading smoothbore muskets.

Shotguns firing rifled slugs or sabots.

Not permitted:

Incendiary, armor piercing, or explosive ammunition

Shot shells; unless approved for special events

Fully automatic firearms; may be sanctioned for Law Enforcement training

Shooting at unauthorized targets (cans, bottles, etc)

Loaded firearms carried on or off the firing line. **Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the firing line.**

Dry firing or aiming behind the firing line

Loading muzzle loading firearms directly from a powder horn or powder container

GENERAL RANGE SAFETY RULES

1. Except for Club sponsored activities or events, all members and guests must sign the sign in shooters book located on the Clubhouse porch and pay the required fees.
3. Weapons must be used on designated ranges ONLY.
4. Know and obey all range specific rules.
5. Members are directly responsible for their guests and their actions.
6. The Duty Range Master is responsible for all operations of the ranges. Obey all of his/her commands.
7. Members must possess a valid Club membership card and present it upon request.
8. Eye and Ear protection is required on any active shooting range for shooters and nonshooters alike. Archery is exempt from this requirement.
9. SAFE FIREARMS HANDLING RULES TO LIVE BY:

- a. Treat every gun as if it were loaded (It's always the "unloaded" gun that "accidentally went off".)
 - b. Never point at anything except your intended target. (BB, air, and pellet-guns count too.)
 - c. If you have a malfunction, direct the muzzle toward the ground in front of the firing line and call for a CEASE FIRE.
 - d. Keep your finger off the trigger and out of the trigger guard unless firing.
 - e. Always be sure of your backstop. Know your target and what is beyond.
9. Horseplay will not be tolerated on the Club grounds.
10. Failure to follow any and all Club rules will result in disciplinary action.
11. Shooting hours on any range are 8 AM until dusk. Some exceptions apply.
12. No more than 2 persons are at a firing point on the firing line: one shooter and one coach/spotter.

13-Each shooter may have more than one firearm at a time available to his firing point. Firearms not in use will be stored in the gun racks or in a pistol box, cleared of all -----ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the Range Officers.

Site Specific Rules

Permitted:

Single shot center fire and rim fire rifles and pistols up to and including .50 caliber.

Bolt action or lever action, magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Semiautomatic magazine fed, center fire and rim fire rifles and pistols up to and including .50 caliber.

Magazines loaded with more than 10 rounds provided the magazine is exempted by CA Penal Code sections 12020 or 12079.

Black powder muzzle loading rifles and pistols.

Black powder muzzle loading smoothbore muskets.

Shotguns firing rifled slugs or sabots.

Not permitted:

Incendiary, armor piercing, or explosive ammunition

Shot shells; unless approved for special events

Fully automatic firearms; may be sanctioned for Law Enforcement training

Shooting at unauthorized targets (cans, bottles, etc)

Loaded firearms carried on or off the firing line. **Active or Retired Law Enforcement Officers and CCW holders with current credentials may carry a loaded firearm in a holster on or off the firing line.**

Dry firing or aiming behind the firing line

Loading muzzle loading firearms directly from a powder horn or powder container

PISTOL RANGE SAFETY RULES

1. General Range Safety Rules apply.
2. All shooting must be conducted from the designated firing line/bay. The 7 ½ yard line/bay shoots at 7 ½ yard targets, the 15 yard line/bay shoots at the 15 yard target, and so on. Cross firing is not permitted.
3. All shooting must be directed at paper targets fastened to the permanent backboards, except for Club provided metal targets. All bullets must enter earthen backstops. Firing at the wooden framework is expressly forbidden.
4. There is to be no handling of firearms, magazines, or ammunition when any individual is down range.
5. All rifle and/or pistol actions must be opened, chambers empty and magazines removed (if possible) at all times when persons are downrange. Pistols unattended behind the firing line must also have actions opened and magazines removed (if possible). A cased firearm meets these criteria.
6. If a malfunction of a loaded firearm occurs, the person having the malfunction must call for a "CEASE FIRE". All firing will cease until the firearm is cleared. Any attempts to clear the firearm must have the muzzle pointed in a safe direction, downrange and directed to the impact area and/or the ground. No one is to go forward of the line while a firearm is being cleared.
7. When aiming, loading or unloading, all muzzles must be at target level or lower.
10. Armor piercing or incendiary cartridges are not permitted.
11. Rapid firing is not permitted at any time. All shooting must be controlled. You may fire one shot every three seconds.
12. Holstering / unholstering of firearms are not permitted. All firearms must be unloaded and cased when brought to the range.

COVERED RIFLE RANGE SAFETY RULES

1. General Range Safety Rules apply.
2. When a Range Officer is present, all firing will be under his/her supervision.
3. When the adjacent Supervised CMP range is in use, an orange traffic cone will be placed in front of the covered range benches along with the 'Cease-Fire'/Checking Targets sign. If you see the orange cone in front of the benches, it means someone is downrange and both ranges are to remain cold (no firing), until that shooter has returned. If in doubt, CONFIRM that no one is down range. When the supervised range is in use, the person(s) using that range are in control of both ranges.
4. Magazines / clips may be loaded to five rounds capacity maximum. Armor piercing or incendiary cartridges are not permitted. 50 caliber BMGs are not permitted

5. When shooters are forward of the firing line checking or setting up targets, all rifle and/or pistol actions must be opened, chambers empty, and magazines removed (if possible). Handling of firearms is not permitted. Rifles and/or pistols unattended behind the firing line must also have actions opened and magazines removed (if possible). A cased firearm meets these criteria. (Note: Use of an Open Bolt Indicator O.B.I. is recommended to designate compliance).
6. If a malfunction of a loaded firearm occurs, the person having the malfunction must call for a "CEASE FIRE". All firing will cease until the firearm is cleared. Any attempts to clear the firearm must have the muzzle pointed in a safe direction, downrange and directed to the impact area and/or the ground. No one is to go forward of the line while a firearm is being cleared.
7. All shooting must be directed at paper targets fastened to the permanent backboards. All bullets must enter earthen backstops. Shooting at the wooden framework is expressly forbidden.
8. Rifles, pistols and shotguns (slugs only) may be used on the rifle range. Fifty caliber centerfire firearms are not permitted.
9. Diagonal shooting (cross firing) is not permitted.
10. When finished firing, all targets are to be removed and placed in the proper receptacle. Spent brass should be taken home or placed in the brass buckets provided. Absolutely no live ammo or misfires are to be placed in the burn bins or trash barrels.
11. Semi-automatic and manually operated rifles, pistols, shotguns, and muzzleloaders are permitted.
12. Metallic swinging targets are permitted and must be used for rim fire shooting only. They must be placed in front of the backstops (no farther than 18 inches) to adsorb the bullets. All targets must be removed when you are finished shooting. No other personal portable targets are permitted.

MUZZLELOADER RANGE SAFETY RULES

1. General Range Safety Rules apply.
2. Single barrel primitive styled flintlock or cap lock rifles are permitted.
5. Muzzleloaders are permitted to fire round balls only.
6. Loading directly from horn or flask is not permitted. Measurer must be used.
7. The testing of priming powder and / or snapping of caps will be done at target area only. Weapons must be pointed at target area.
8. Black powder MUZZLELOADERS ONLY, may place a REMOVABLE target frame down range not on the 25 yards targets

OUTDOOR ARCHERY RANGE SAFETY RULES

The outdoor archery range is divided into two (2) halves of 14 targets each. Targets 1-14 begin at the practice range behind the barn (indoor range) and run parallel to the club road toward Coal Valley Road. Targets 15-28 begin across the club road and wind back ending across the road from the barn.

The archery practice range is one firing point with several targets at various distances. Archers may practice at any distance where targets are located, but must fire from a common point. The archery metric practice range is for F.I.T.A. METRIC shooting and equipment only. There is one line of targets that may be shot from marked distances of 15 to 90 meters. This range is located across the Club road from the barn. It will be used during the spring and summer months at which time the broad-head range will be closed. The broad-head range will re-open September 1st.

1. Sky drawing is not permitted.
2. Walk the ranges forward only. Travel the course in ascending numbers, so as not to emerge midway of a target lane.

3. Broad-heads (hunting tips) are to be used only on the broad-head range located above the metric archery range.
4. Shooting is to be at paper target faces only on hay bales. There is to be no shooting at any object or animal, except during 3D target shoots.
5. When searching for a lost arrow, stand your bow crossways in front of the target to indicate your intent.
6. When you arrive at a target and seeing a bow standing in front of the target, hold your position. Someone is searching for a lost arrow. Do not shoot.
7. No member of a shooting group is to step forward of the position until all members have completed shooting at that particular target.
8. The range is open to all members during legal shooting hours, except during an organized shoot. During these times the ranges are for only those participating in the event.
9. When a tournament director or a range officer is present on the range, all shooting will be under his/her supervision.
10. Shooting is permitted from the Club elevated structures during the 3-D shoots. Only one adult or one adult and one youth are permitted at a time. Personal tree stands are not permitted.
11. Pistol crossbows are not permitted.
12. Safety rules for crossbows follow the same rules. Note: Draw weight of crossbows is limited to allowable limits as set by Game Commission as legal for hunting.
13. Destroying any hay bale to retrieve a buried arrow or bolt is forbidden.
14. All shooting will be from the 20 yard marker unless otherwise stated by the director of shooting for the day
15. Shooters must straddle the designated shooting line.
16. All shooting shall be at targets affixed to bales directly in front of the shooter. Cross firing is not permitted.
17. A maximum of six (6) arrows per round are permitted unless otherwise specified by the range officer. Broadheads are not permitted.
18. Only equipment authorized by the director of shooting for the day will be permitted on the range. Any equipment in question shall be restricted from use until such time as to have been determined safe for use on the indoor range. Pistol crossbows are not permitted.
19. The director of shooting will have the authority to restrict any equipment from the range that appears to be in such condition as to pose a danger to others. For example, a bow with a badly frayed string will be restricted.
20. Archers are not to have an arrow in his/her bow unless they are in a proper shooting position at the assigned distance and the range is cleared for shooting.
21. Youth archers or archers under the age of 16 are not permitted to use the range unless accompanied by an adult member.
22. Shooter may not handle, move, or tamper with, in any way, other shooters equipment, unless consent is given, by the owner.

CROSSBOW ARCHERY RANGE SAFETY RULES

1. Archery Range Safety Rules apply.
2. Target faces will be same, but shooter must reinforce back of target to limit loosing bolts (arrows) in bales.
3. The crossbow and parts must be of safe materials.
4. Crossbow shooters shall stand to shoot from the offhand position or a shooting stick
5. Bolts may be of any material, but must not be of such design as to unreasonably damage target faces, butts or backstops.
6. Optical aids may be used in locating hits on targets.

7. Draw weight is limited to legal limits as defined by Game Commission.
8. Crossbows must be equipped with a safety device on the firing mechanism (i.e. a trigger safety).
9. The bow limbs are not to exceed 38 inches strung. The bolt must extend beyond the bow limbs.

TRAP RANGE SAFETY RULES

1. General Range Safety Rules apply.
2. Shooting is only permitted from Stations 1 through 5, from the 16 yard line through the 27 yard line, and at clay targets thrown from the respective trap house.
3. When moving between stations or when moving around Club grounds, carry shotguns with the action open, unloaded, and with the muzzle pointed in a safe direction.
4. Shotguns shall not be loaded until the shooter is properly positioned on a shooting station. Loading is defined as putting a shell into any part of a firearm.
5. When preparing to leave a station, open the action and unload the shotgun with the muzzle pointed downrange.
6. Shotguns may be loaded with one shells when shooting events.
7. Loading of more than one shells is not permitted.
8. Only shotguns are permitted. Shot larger than 7 ½ is not permitted.
9. If delays occur while shooting, all shooters shall unload their shotgun and open the action until the delay has been resolved.
10. Empty shell casings shall not be retrieved until the round is completed.
11. Shooting squads larger than five are not permitted when other shooters or squads are waiting to shoot.

HAND THROWING OF CLAY TARGETS

1. General Range Safety Rules apply.
2. Trap Range Safety Rules apply.
3. Hand throwing and shooting of clay targets may be performed next to the Trap house
6. The thrower shall be positioned off to one side of and behind the shooter.
7. Only one shooter is permitted at a time.

Administrative Rules

Parking

All users of the Range must park in the parking area immediately to the rear of the Range House

CHAPTER 6

RANGE OPERATIONS

Range operations guide

1. General

2. Faculties for use (includes designed use)
3. Range limitations and safety requirements
4. Authorized and prohibited guns
5. Authorized personnel
6. Personnel responsibilities
7. Hours of operation and scheduling
8. RSO check-in/out and range operational procedures
9. Alcohol / drugs (including prescription and over-the-counter medications)
10. Emergency Action Plans (bad weather, illness, injury and medical support)
11. “Hold Harmless “ agreement form

RANGE OPERATIONS GUIDE

1. General

Live firing conducted at the West Branch Sportsmen’s Club is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned guns.

2. Facilities for use

Range availability is at the discretion of the club manager (CM). Live-fire shooting is normally limited to the following ranges and equipment:

CHAPTER 7

Emergency Procedures

Emergency Response Sheet/Checklist:

Emergency Response Sheet/Checklists are located in Appendix of this SOP.

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note “NA” to indicate it was not overlooked.

Injury Report Form:

Injury Report Forms are located in Appendix of this SOP.

Designate one of the Range Masters to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the “Date of Injury” and “Time of Injury” boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible.

Collect “Witness Statements” and attach them to the Injury Report Form when completed.

Witness Statements are located in Appendix of this SOP behind the Injury Report Forms.

Accidents:

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

1. Duty Range Master should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report accident (Call for help).
4. Station people to direct emergency vehicles to the Range.
5. The President, Chief Range Master, and the Board of Directors should also be notified as soon as possible. Unruly Persons:

For the purposes of these SOPs an unruly person is anyone who refuses to follow the commands of the DRM.

Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the Chief Range Master.
2. Close down and secure the Range Complex and evacuate the area.
3. Notify the Marquette County Sheriff's Office and request assistance.

Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the Duty Range Master should close down the Range and evacuate the area. The Duty Range Master and Range Masters should decide what to do if the weather clears.

Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if not handled correctly. Range Masters need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Range Masters should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. **Feeding:** The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. **Chambering:** The bolt continues forward and pushes the cartridge into the chamber.
3. **Locking:** As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. **Firing:** The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. **Unlocking:** As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. **Extracting:** As the bolt moves rearward, the extractor withdraws the cartridge case from the chamber.
7. **Ejecting:** As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. **Cocking:** As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

Range Masters on duty must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid. If the shooter starts to do something incorrectly, the range master must be prepared to step in.

Be in control and in a low, but firm, voice say: STOP! POINT THE MUZZLE DOWNRANGE! At this stage let the shooter clear the firearm and bench it. If the shooter experiences problems in doing this, try to talk him/her through the clearing process. Only as a last resort should the range master take control of the firearm. To do this approach the shooter from the left side (for a

right handed range officer), grasp the barrel of the firearm behind the muzzle with the weak hand, control the direction of the muzzle so that it points in a safe direction, and have the shooter step back. Use the strong hand to control and reposition the firearm if necessary. Determine the stoppage and clear it. Explain to the shooter what went wrong and how to prevent it from happening again.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty range officers. All Range Masters should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

Whenever a stoppage or malfunction occurs, range masters must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.

Chapter 8

WEST BRANCH SPORTSMEN'S CLUB

RANGE SAFETY OFFICER GUIDE/RANGE STANDARD OPERATING PROCEDURE

A. Range Safety Officer (RSO) Duties

1. Ensure you are wearing your "RSO Vest", ear and eye protection. "LEAD BY EXAMPLE"

2. Ensure all shooters read and understand all RANGE RULES as posted.
3. Ensure the "SIGN" is posted that requires "SIGN-IN" with the RANGE OFFICER.
4. PERIODICALLY TRAVERSE THE RANGES AND ENSURE:
 - a. All shooters are obeying all Range Rules.
 - b. All actions are opened and all firearms are cleared when shooters are down range.
 - c. No firearms are being handled when shooters are down range.
 - d. If there are 3 or more shooters on any of the firing lines, a Range Officer will be on the firing line to ensure range safety.

5. Range Commands

When it becomes necessary for the RSO to take positive control of the firing line, the commands should be given in a loud clear voice. The commands are such that all shooters should have no doubt what the command means and know what the proper response is. The following are given as an example of typical commands.

- a. **"Shooters" "Man the firing line, you have 1 minute preparation time"**
This prep time allows the shooters to load and make all the preps for live fire.
- b. **"Ready on the right?"** Receive some acknowledgment from the shooters on your right.
- c. **"Ready on the left?"** Receive some acknowledgment from the shooters on your left.
- d. When all shooters are ready. **"All's ready on the Firing Line."**
- d. **"Commence Fire"**
- e. **"Cease Fire"**
- f. **"Lay your firearms down, unloaded, with the action open and up."**
- g. **"Shooters step back from the line and make the range safe."** Inspect the firearms and the firing line, and ensure the line is safe.
- h. **"The Range is Safe."**
- i. **"Shooters may go forward and post or retrieve targets."**

These commands should be given in a loud clear voice. If for any reason, there is a problem on the firing line that you feel warrants your intervention, call **CEASE FIRE**. “It’s better to call cease fire than call 911.”

6. The RSO’s word is **LAW** on the range.

7. If any RSO has a question, contact the Chief Range Safety Officer, the Club President or one of the Board Members. (Refer to latest Club Roster for current phone numbers }

8. EQUIPMENT NEEDED: to be staged in Range Office

- a. sign in sheets.
- b. Club membership applications.
- c. pens, pencils and markers
- d. First Aid kit
- e. Targets, for use and for sale
- f. Hearing protection/ear plugs for use or for sale
- g. Eye protection for loan
- h. Fire extinguisher
- i. Staple gun and staples

B. Targets

- 1. Only paper targets will be used.
- 2. Other type targets may be used by specific groups during authorized competition shoots that are on the CLUB CALENDAR and authorized by the BOARD.
- 3. No EXPLOSIVE TARGETS will be used.
- 4. IF IN DOUBT, REFER TO RULE B.1.
- 5. All targets will be placed on the backings provided by the CLUB. Target frames/supports may only be used if the point of impact is still on the berm.

C. FIREARMS ALLOWED ON RANGES.

25 YARD LINE

- a. .22 Rim Fire Pistols

- b. .22 Rim Fire Rifles.
- e. NO OTHER FIREARMS ALLOWED!

100 AND 150 YARD LINE

- a. Pistols
- b. Any rifle
- c. Any black powder
- d. Shotguns firing slugs, 00 Buck or 0 Buck, may be fired from the designated station for sight in.

Pistol Range

- a. Pistols/revolvers
- b. Muzzle loading pistols.

NOTE: No firearm chambered for .50 BMG is allowed to be fired at this range, due to the damage caused to the impact area of the berms.

Trap Range

- a. Any shot guns firing size 6 shot or smaller.

D. WHO CAN SHOOT

(All shooters will sign in before shooting.)

1. Any member paid in full. (If membership is in question, a membership card must be shown.) Members without a card will be required to pay the current range fee.
2. Any non-member who has paid the current range fee.

3. Any active duty law enforcement officer. (Does not pay) Retired officers must pay the current range fee.

3. Any child, whose parent or guardian has paid the current range fee, as long as they are under the direct and immediate control of a non-shooting adult.

E. RANGE USE

1. Events scheduled with the CLUB have first priority for range use.

2. Any group of unscheduled pistol shooters may be placed on the pistol range at the discretion of the Range Safety Officer.

THIS GROUP SHALL:

a. Have someone appointed as IN CHARGE, and provide a Range Safety Officer (RSO).

b. This activity RSO will ensure all range safety rules are followed.

F. SHOOTERS RESPONSIBILITIES.

1.) Follow all Range Rules as posted.

2.) Obey all verbal instructions of the Range Safety Officer.

3.) Ensure the Range is clear before firing.

4.) Ensure the Range is “SAFE” before going down range.

5.) Cooperate with the other shooters.

- 6.) Ensure you wear your eye and ear protection while on the Range.
- 7.) Do not handle firearms when people are down range.
- 8.) When not firing, your firearm will be on the bench, unloaded, with the action open.
- 9.) The muzzle of the firearm shall always be pointed in a safe direction.
- 10.) Each shot will be an aimed, controlled shot.
- 11.) Parents who bring children are responsible for keeping them under their immediate and direct supervision at all times.

G. Range Rules.

The Range Rules are as posted on the Range and at the Club House.

No uncontrolled rapid rate of fire is allowed on any range at any time.

H. Emergency Plan

This Emergency Plan is not designed to deal with all emergencies but is presented as a blueprint which RSO can use to help respond to, and deal with emergency situations.

In any emergency it is imperative that the RSO take charge and perform those actions that will enhance the response of emergency responders, i.e. fire and or medical crews.

1. Assess the situation
2. Determine appropriate actions
3. Direct others in the area to perform specific actions.

Scenario #1. Medical Emergency

1. Direct Cease Fire.
2. Assess the medical situation or determine if anyone present is more capable to assess the situation and render First Aid.
3. Direct one person to stay with the injured person and render First Aid.

4. Direct one person to call 911 and stay on the phone
5. Direct one person to go to the main gate to direct fire and medical personnel to the scene.
6. Direct one person to go to the Club House area to direct fire and medical personnel to the scene.
7. Direct one person to go outside the covered Firing Line to direct fire and medical personnel to the scene.

Scenario #2. Fire.

1. Direct Cease Fire.
2. Direct personnel to fight the fire.
3. Direct one person to call 911 and stay on the phone.
4. Direct one person to go to the main gate to direct fire and medical personnel to the scene.

Chapter 9

West Branch Sportsmen's Club, Inc.

2023 Range Schedule

www.uppredatorchallenge.org

www.uppredatorchallenge.com

www.westbranchsportsmensclub.com

Toll Free Phone: 877-471-4868

Clubhouse Phone: 906-942-7004

Club meetings date are the 2nd Monday of each month except November which is the 1st Monday

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Notes</u>
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West Branch Sportsmen's Club Inc.

1888 Engman Lake Road
P.O. Box 118
Skandia, Michigan 49885
(906)-942-7004

President:	Bill Zintman	942-7688
V-President:	Mike Crawford	346-9223
Treasurer:	Dan Rademacher	942-7415
Secretary:	Jeff Stevenson	228-7172

www.westbranchsportsmensclub.com

Application for New Membership

Membership shall be open to all races, creed and gender. To become acquainted with the facilities and club members, a candidate applies in person at one (1) meeting for membership. The application will be considered the following month. Being approved by the general membership, they will be given full membership upon paying an initiation fee equal to one year's dues, and paying the prorated dues for the remainder of the year. Membership annual dues will be \$50. New members joining the club during the year will pay prorated dues of \$4.50 per month.

Regular monthly meetings of the Club will be held at the club house starting with a 5:30-6:30 p.m. (social hour), 6:30 - 7:15 p.m. (dinner) and the meeting starting at 7:15 on the second Monday of each month. The only exception is the month of November, when the meeting shall be held on the first Monday of the month. Members will be notified of meeting changes or special meetings by e-mail or phone.

Today's Date _____

Last Name _____ First _____ Middle Initial _____

Date of Birth _____

Address _____

City _____ State _____ Zip Code _____

Phone: Home _____ Cell _____ Work _____

E-Mail Address _____

Reason for joining the West Branch Sportsmen's Club.

Please check the areas you would be interested in/or willing to help with:

<input type="checkbox"/> Shotgun	<input type="checkbox"/> League shooting	<input type="checkbox"/> Clerical	<input type="checkbox"/> Executive Committee/Officer
<input type="checkbox"/> Rifles	<input type="checkbox"/> Hunter Education	<input type="checkbox"/> Raffles	<input type="checkbox"/> Trap
<input type="checkbox"/> Pistol	<input type="checkbox"/> Club Fund Raisers	<input type="checkbox"/> Sight-in Days	<input type="checkbox"/> Range Upkeep
<input type="checkbox"/> Black Powder	<input type="checkbox"/> Kitchen/Parties	<input type="checkbox"/> PR/Marketing	<input type="checkbox"/> Apparel
<input type="checkbox"/> Archery	<input type="checkbox"/> Building & Grounds	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Construction Projects
<input type="checkbox"/> Web site design/update	<input type="checkbox"/> Activity Planning	<input type="checkbox"/> Donations/Prizes	<input type="checkbox"/> Conservation
<input type="checkbox"/> List of other interests _____			

*Where did you hear about us _____?

*Email Questions to info@westbranchsportsmensclub.com

CLUB USE ONLY:

Date voted on: _____ Approved _____ Not-approved _____ Membership # _____

Appendix:

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of participating in gun club or shooting activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence WEST BRANCH SPORTSMRNS CLUB and its owners, directors, officers, employees, agents, volunteers, participants and all other person or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that gun club or shooting activities involve known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, death or serious injury as a result of being shot or as a result of equipment malfunction; hearing loss; loss of vision; broken bones, bruises and other bodily injuries caused by falls; medical conditions resulting from physical activity, and damaged clothing or other property. I understand such risks imply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity. **2.** I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation. **3.** I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs. **4.** I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume – and bear the cost of – all risks that may be created, directly or indirectly, by any such condition. **5.** In the event that I file a lawsuit, I agree to do so solely in the state where Releasees' facility is located, and I further agree that the substantive law of the state shall apply. **6.** I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. I have read and understood this document and I agree to be bound by its terms.

Signature _____
Print Name _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Date _____

PARENT OR GUARDIAN ADDITIONAL AGREEMENT (Must be complete for participants under the age of 18)

In consideration of _____ (PRINT minor's names) being permitted to participate in this activity, I further agree to indemnify and hold harmless Releasees from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Parent or Guardian _____
Print Name _____
Date _____

(If notarization is necessary, please sign & stamp this side)

Appendix:

Emergency Response Sheet/Checklist

Effective Date: _____

Emergency Communication 911

Person in Charge _____

Immediate Response for Injuries or Illness:

- ☐ Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
- ☐ Identify one of the Range Safety Officers or other responsible person to secure the gear of the injured person.
- ☐ Identify one of the Range Safety Officers or other responsible person to notify emergency services via 911 and provide the following information:
 1. Specific location of incident with directions
 2. Telephone number that you are calling from
 3. Your name
 4. What happened and possible hazards for rescuers
 5. Number of people injured or ill
 6. Condition of people injured or ill
 7. First aid provided
 8. If the accident involves a gunshot injury the Sheriff's Office must be notified
- ☐ Station one of the Range Safety Officers or other responsible person to direct emergency services to the scene.
- ☐ Provide first aid until the emergency services arrive provided the injured party agrees.
- ☐ Assume implied permission if the injured is unconscious or unable to respond.
- ☐ Avoid dispensing any medicine unless directed to by emergency services over the telephone
- ☐ Assign one of the Range Safety Officers to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

APPENDIX:

Injury Report Form

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:

Time of Injury:

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Range Chairman, Chief Range Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

10. Notes and Comments:

11. Injury report completed by:

Name:

Title: Date:

Signature:

Appendix:

Whiteness Statement

Prepared By:

Address:

Telephone Number: _____

Date:

Time:

[illegible]