

THE CHESTERFIELD FISH AND GAME CLUB

of Keeseville Essex County, New York

359 Green St. Keeseville, NY 12944-3030

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THE CHESTERFIELD FISH AND GAME CLUB

CHAPTER 1: Preamble

The Chesterfield Fish and Game Club was founded in 1969 with the intent of:

- ☞ The propagation of fish and game, conservation, protection and perpetuation of forests, waters, and minerals.
- ☞ To coordinate and stimulate the efforts of individuals and organizations interested in conservation.
- ☞ To cooperate with the New York State Conservation Department and other conservation organizations to the end that better sport and recreation may be secured for this area.
- ☞ The Chesterfield Fish and Game Club consist of one indoor Archery and pistol range, a 300 yard rifle and shotgun range, a 3-D Archery course and a skeet range. The club also has one building which serves as a kitchen and cooking area.

Acreage: 150 Membership: Approaching 200.

Facilities:

- ☞ Heated Indoor pistol and archery range
- ☞ New covered shooting shed for pistol & rifle. (Benches, targets, positions established)
- ☞ Permanent shooting distances begin at 50', then 75, 100, 150, 200 and 300 yards.
- ☞ Covered Black powder / slug range
- ☞ Separate skeet range presently (groomed).
- ☞ Clubhouse for meetings and general purpose use.
- ☞ Membership: Dues are set at \$25 per year for individuals and \$35 for families.
- ☞ General Meetings, 1st Thursday of each month.

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CHAPTER 2: Constitution and BY LAWS

Constitution;
none as of this writing

BY LAWS

By-Laws of THE Chesterfield Fish and Game Club

Established 1969

Article I Name

The name of this organization shall be, "THE CHESTERFIELD FISH AND GAME CLUB of Keeseville, Essex County, New York."

Article II Purpose

The purpose of this club shall be the propagation of fish and game, the conservation, protection, and perpetuation of forests, waters, and minerals.

To coordinate and stimulate the efforts of individuals and organizations interested in conservation.

To cooperate with the New York State Conservation Department and other conservation organizations to the end that better sport and recreation may be secured for this area.

Article III Membership and Dues

Any individual desiring to advance and promote the interest of sportsman in this area, shall be eligible for membership.

All members must agree to conform to the by-laws.

The membership fees shall be as follows: Persons 17 years of age and over will be considered adults for the purpose of dues.

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The adult membership beginning September 1st, 2010 will be Sixty dollars \$ 60.00 for new members joining for the first time. Renewal of membership thereafter will be (\$60.00

A family membership shall consist of parents, foster parents, step parents and their children under 17 years of age.

All dues will be per annum, renewable September 1st of each year, regardless of when an individual joins.

Any member failing to pay dues within four (4) months after September 1st, shall be suspended from privileges of membership until said dues are paid in full for that membership year.

Voting members must be 17 years of age and over.

Charges of conduct detrimental to the best interests of the club may be made in writing to the board of directors who shall investigate the same and give the accused ample opportunity to make defense on or before thirty (30) days from date of notice to the offender. A motion to expel a member must be adopted by two-thirds majority vote of all members present at any regular meeting.

- Parking; to be designated for each event. At all other times the parking area will be used. No vehicles will be driven on the range area unless the range is closed to all shooting sports.
- Maintenance; All shooting ranges will be closed during any maintenance. Members and guests will clean up after themselves and are encouraged to volunteer for projects to maintain the range, grounds, and buildings.
- Schedules; Schedules will be posted well in advance of events. See bulletin boards inside of the indoor range building and at bench area of Outdoor rifle range.
- Guests; Guests may be escorted to the range for a one time visit by any member; however, the second visit will require paid membership.
- Fees; Fees will be set for events on an individual basis. Fees

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for indoor range shooting (including bow and pistol) are \$3.00 for members and \$5.00 for guests.

- Security; Security will be provided by club members for events. At other times there is no security provided.
- Supervision; No supervision is provided during non-event times. Range use is "At your own risk."
- Sign in; All members and guests must sign in for any use of the range; this includes sponsored events, weekly shoots and individual use times.
- Spot Checks; Spot checks for adherence to all rules and regulations will be conducted on a random basis. Violation of club rules, regulations or Federal and New York State laws will be grounds for termination of membership. Depending on the violation, this may be for a first offense (to be determined by club officers).
- Penalties; Violations of New York State gun laws or Federal Gun laws will require immediate termination of all membership benefits and possible prosecution by law enforcement authorities.

Article IV Officers and Directors

At the next to last regular meeting of the fiscal year, the nominating committee shall present a slate of officers for election at the last regular meeting of the fiscal year. Nominations will be accepted from the floor at the last regular meeting of the fiscal year.

The officers are to consist of: President, Vice-President, Secretary, Treasurer, and Seven Committee Directors. The nominating Committee may submit more than one name for any office and more than seven names for director positions. There will be a minimum of three directors and a maximum of seven.

Candidates for director positions receiving the most votes will make up the board of directors.

The elections shall be by secret ballot voting unless candidates are unopposed.

The new officers will assume responsibility of their respective

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positions at the first regular meeting of the fiscal year.

All resignations of officers shall be tendered to the board of directors in writing.

Vacancies in any office occurring during the year shall be filled by appointment by the Board of Directors.

The purpose of the Board of Directors will be to enforce the By-laws of this club and give assistance to the President, Vice-President, Secretary, and Treasurer in the performance of their duties and to authorize the standing committees when necessary.

The board of directors shall meet quarterly. A special meeting of the Officers and Directors may be called anytime there is a need.

The board of directors shall elect one of their members as Chairman of the board. Three Directors shall constitute a quorum at any meeting of the board, provided all seven have been notified. The Board of Directors may adopt rules and regulations for the conduct of their meetings.

The first duty of the Board of Directors will be to maintain the same delegates or select two new delegates and two alternates as representatives to the Essex County Fish and Game League Inc. Said representatives must be a member in good standing.

No person shall be elected or appointed to the office of President, Vice-President, Secretary, Treasurer, Director or Delegate, who has been convicted of violating any fish and game laws during the preceding twelve months.

Any officer, during their term of office, convicted of violating any fish and game laws will automatically forfeit their office position.

Article V Committees

Directors shall be shall select their own committee members.

The standing committees shall consist of the following.

- | | |
|------------|-----------------------|
| 1. Pistol | 5. Fund Raising |
| 2. Archery | 6. Grounds |
| 3. Kitchen | 7. Shotgun |
| 4. Rifle | 8. Equipment |
| | 9. Land
management |

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Each committee Director shall make a report of meetings and activities of their committee and make a monthly report during the regular monthly meeting to the membership which will be recorded in the meeting minutes.

Article IV Order of Business

The Order of Business at all meetings shall be as follows:

1. Pledge of Allegiance
2. Roll call of Officers and Directors
3. Reading of minutes from the previous meeting
4. Treasurer's Report
5. Report of Directors; Archery, Pistol, Grounds, etc.
6. Unfinished business
7. New Business
8. Discussion - Question & Answer period
9. Adjournment

Article VII Amendments

The by-laws may be amended by a two-thirds majority vote of the members present at any meeting providing a notice of proposed amendment is submitted in writing to all members, one meeting prior to the time it is to be voted upon.

Article VIII Duties of Officers

The duties of the officers shall be such as their title by general usage would indicate and such as may be assigned to them respectively by the Board of Directors from time to time. Any officer absent from three consecutive meetings without acceptable excuse to the Board of Directors shall cease to be an officer.

It shall be the duty of the Board of Directors at the close of each annual meeting to examine and audit all records of the Treasurer and report their findings at the first regular meeting of the fiscal year.

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Article IX Meetings

The annual meeting of the club shall be held during the month of September of each year at such place and time as shall be designated by the Board of Directors. Special meetings of the club or Directors, shall be called whenever the President or Directors deem it necessary.

Notice of any special meeting shall be given by the Secretary not less than five days before the time of said meeting.

Regular meetings will be first Thursday of every month with the fiscal year beginning September 1st and ending August 31st.

The Board of Directors may change the date with a fifteen day notice designating time and place. A quorum for a meeting shall consist of at least five members.

Article X Miscellaneous

The club shall not be responsible for any indebtedness incurred caused or contracted by any member, officer, or director, other than the Treasurer with permission of the Board of Directors, with any business concern or persons unless duly authorized by the club prior to the transaction.

The club shall not be responsible for personal belongings left at the club.

No alcoholic beverages are to be consumed in the meeting room during the meeting and no alcoholic beverages are to be consumed on the ranges when any shoot is in progress.

Information about club events may be found on the club Web Site at:

<http://www.chesterfieldshootingrange.com/>

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CHAPTER 3: Organizational Chart

Club Officers

President: Michael
Stanford

Vice

President: Michael
Muzzy

Secretary: Kim Ryan

Treasurer:
Cal Coolidge

Sargent at
Arms: Sherm Bezio

Directors

Director of
Archery
Jeff Gavaletz

Director of
Social &
Kitchen Kim Ryan &
Kathy Stanford
Director of
Grounds & Maintenance
Vacant

Director of
Pistol shooting
Paul Kirby

Director of
Rifle
Randy Ryan

Director of
Shotgun
Phil Schoonmaker

Club Volunteers

Mike Stanford

Mike Muzzy

Randy Ryan

Paul Kirby

Kim Ryan

John Kelly

Ambie

Maglangtuta

Mark Lucas

Jason Provencha

Max Thwaites

Levi Bombard

David Breliia

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CHAPTER 4: Non-Profit Organization

Selected Entity Name

The Chesterfield Fish and Game Club, Inc.

SELECTED ENTITY STATUS INFORMATION

Current Entity Name:

The Chesterfield Fish and Game Club

Initial DOS Filing Date:

September 5, 1969

County:

Essex

Jurisdiction:

New York

Entity Type:

Domestic Not-For-Profit Corporation

Current Entity Status:

Active

Selected Entity address information

DOS Process (Address to which DOS will mail process if accepted on behalf of the entity

None

Registered Agent

None

NOTE: New York State does not issue organizational identification numbers

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The Chesterfield Fish and Game Club

Non-profit entity description
Founded: 1969 Acreage: 150 Membership: Approaching 200.

Facilities include:

- ☛ Heated Indoor pistol and archery range
- ☛ New covered shooting shed for pistol & rifle. (Benches, targets, positions established)
- ☛ Permanent shooting distances begin at 50', then 75, 100, 150, 200 and 300 and 400 yards. The shooting field is flat for the first 100 yards with a berm at the 100 yard distance. Distance targets are located on a gently rising path - suitable for vehicles.
- ☛ Covered Black powder / slug range
- ☛ Separate skeet range presently (groomed).
- ☛ Clubhouse for meetings and general purpose use.

Meetings: The club will be holding monthly meetings on the 1st Thursday of each month.

Volunteers: volunteers interested in continuing to develop the facilities or programs should contact Mike Boutin at (518) 524-7068

Joining: Membership dues are set at 65 per year for individuals and \$65 for families. Interested parties should contact Calvin Coolidge, Treasurer, at (518) 946-7617, (518) 946-7617, (518) 946-7617, (518) 946-7617 or 284 Glen Road, Jay, New York 12941.

Goals: The club's current goals are to attract new active members, continue to develop the site, and establish activities for the membership - especially youth programs. To help conserve funds we ask you to send us your email at chesterfieldfishgameclub@frontier.com

Ongoing:

- General Meetings, 1st Thursday of each month
- Tuesday Nights; Open Archery Shooting; 7:00 - 10:00; visitors welcome; for information call Lynn Agoney @ 578-8463
- Thursday Nights; Open Shooting for pistol (no magnums) and small bore rifles; for information call Mike Boutin @ 518-524-7068.

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CHAPTER 5: Safety Plan

For all events where a Range Safety Officer is present there will be a mandatory Safety Briefing of all participants prior to the event. See Appendix 5 of this S.O.P. for full information concerning this Safety Breifing.

To ensure that SAFETY is the top priority of the club the following rules will be adhered to;

- Parking; to be designated for each event. At all other times the parking area will be used. No vehicles will be driven on the range area unless the range is closed to all shooting sports.
- Maintenance; All shooting ranges will be closed during any maintenance. Members and guests will clean up after themselves and are encouraged to volunteer for projects to maintain the range, grounds, and buildings.
- Schedules; Schedules will be posted well in advance of events. See bulletin boards in side of indoor range building and at bench area of Outdoor rifle range.
- Guests; Guests may be escorted to range for a one time visit by any member; however, the second visit will require paid membership.
- Fees; Fees will be set for events on an individual basis. Fees for indoor range shooting (including bow and pistol) are \$5.00 for members and 10.00 for guests.
- Security; Security will be provided by club members for events. At other times there is no security provided.
- Supervision; No supervision is provided during non-event times. Range use is "At your own risk" as posted.
- Sign in; All members and guests must sign in for any use of the range; this includes sponsored events, weekly shoots and individual use times.
- Spot Checks; Spot checks for adherence to all rules and regulations will be conducted on a random basis. Violation of club rules, regulations or Federal and New York State laws will be grounds for termination of membership. Depending

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on the violation, this may be for a first offense (to be determined by the club officers).

Penalties; Violations of New York State gun laws or Federal Gun laws will require immediate termination of all membership benefits and possible prosecution by law enforcement authorities.

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Range Specific Rules:

Rifle Range: No full auto weapons unless specifically authorized by the Club Administration in advance.

Shotgun Range: Black Powder / Shot guns only will be used on the shot gun range.

Archery Range: No firearms of any kind are to be used on the Archery Range.

Indoor Range: No ammunition to exceed 1200 ft per second and no full metal jacket rounds will be used for indoor pistol shooting. **ALL pistol shooters must be in possession of their "Carry Permit" in order to enter the indoor range with pistols as described by New York State Law (which states in part; "It is unlawful for any person to carry, possess or transport a handgun in or through the state unless he has a valid New York license."**

EMERGENCY PROCEDURES

- A. Take charge of the situation; if no one else is available you must take the following steps yourself;
- B. Render aid; a first aid kit should be centrally located and stocked
- C. Call for help via radio or telephone; (only 911 direct dial available on site). Emergency phone numbers and information list should be centrally located.
- D. Direct help to the location; Send someone to the road to direct ambulance and police to the area of incident.
- E. Take notes; (fill out emergency report sheet) Fill in your notes to include time, person injured, persons present, location, type of injury and actions taken to render aid.

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Range Safety Rules:

1. ALWAYS POINT THE MUZZLE IN A SAFE DIRECTION.
2. KEEP YOUR FINGER OFF THE TRIGGER, and outside the trigger guard, until ready to fire or until the command "Commence Firing" has been given.
3. KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO USE. On a firing range this means the shooters are in a position on the firing line and the range has been cleared for live firing.

Range Safety procedures:

- a. KNOW HOW THE FIREARM OPERATES.
- b. BE SURE THE FIREARM AND AMMUNITION ARE COMPATIBLE.
- c. CARRY ONLY ONE GAUGE / CALIBER OF AMMUNITION WHEN SHOOTING. When at a shooting range with more than one firearm, use one at a time and when complete, store that firearm and it's ammunition before using the next one.
- d. BE SURE OF THE TARGET AND WHAT IS BEYOND. When on shooting ranges, be mindful also of adjacent areas and act accordingly.
- e. WEAR EAR AND EYE PROTECTION.
- f. DO NOT MIX ALCOHOL OR DRUGS WITH SHOOTING ACTIVITIES.
- g. BE AWARE THAT CERTAIN CIRCUMSTANCES MAY REQUIRE ADDITIONAL RULES.

GENERAL RANGE RULES; indoor and outdoor ranges:

- a. Know and obey all range commands such as;

"Cease Fire or Cease firing"; Shooters will stop firing immediately and await further instructions. Cease firing may be signaled by verbal command or by whistle or horn blast. A CEASE FIRE MAY BE SIGNALLED BY ANYONE PARTICIPATING IN THE EVENT IF THEY WITNESS A SAFETY ISSUE

"As you were"; disregard command just given

"Carry on"; proceed with what you were doing before an interruption

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"Relay No. _____ Match No. _____ (Or name of Match) on the firing line"; Shooters move to their firing points

"The preparation period starts now"; shooter occupy their firing points prepare and dry fire at their targets

"The preparation period has ended"; shooters stop preparation activities

"Load"; shooters are given permission to load authorized number of rounds for the shooting event

"Is the line ready?"; allows shooters with problems to raise a hand and call "Not Ready on Target No. _____"

"The line is ready"; all shooters are ready to begin

"Ready on the right - Ready on the left - Ready on the firing line"; sequence of commands that give shooters their last chance to signal "Not Ready"

"Commence Firing" or "Fire at will"; shooters may begin firing. This Command may be signaled verbally or by whistle or horn blast.

"Misfire"; called by a shooter to inform the CSRO or RSO and other shooters that a gun failed to fire or a hazardous condition may exist.

"Is the line clear on the Right? - Is the Line clear on the Left?" Range Safety Officers check that all actions are open, guns are unloaded, on safe, chambers empty

"Go Forward, score targets paste or change targets"; Shooters are authorized to go down range to (forward of the firing line) to adjust or replace targets

"Range is Clear - you may handle your guns"; shooters may approach the firing line and handle their guns since no personnel are down range

"Move out of position and remove your equipment from the firing line"; Shooters are now authorized to remove their gear from firing points

"Police your firing point" shooters are to pick up brass (or hulls) and clean up anything left at their firing points

"Ground your guns (bows)"; shooters are to place their gun on safe, open the action, make sure the chamber is empty and place the gun on the bench (or mat)

b. Know where others are at all times.

c. Approved and appropriate targets and proper target placement at Chesterfield range will be covered in detail during application process Paper, Cardboard, Rubber Silhouette Targets.

d. No tracer ammunition is to be used at this facility.

e. Ground level targets are not authorized without a proper backstop. Exceptions will be made at 100 yards and beyond for Smallbore Rifle, High-power and Smallbore Silhouette. Maintain the proper target height to ensure that the fired projectile, after passing through the target, hits the desired portion of the backstop. This will reduce the possibility of ricochets and projectiles escaping the range "safety fan" or property.

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- f. Designate a range officer *when none is present* or assigned.
- g. STOP FIRING IMMEDIATELY - In the event a cease fire is sounded - by **ANYONE** - Unload, **open the action, remove the magazine and ground or bench all firearms** during a cease fire. (**Failure to do so is grounds for immediate termination of membership**)
- h. Do NOT handle any firearm *or stand at the firing line* where firearms are present *any time* others are down range.
- i. Always keep the muzzle pointed at the backstop or bullet trap. *Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.*
- j. Shooters are required to wear hearing and eye protection while firing guns. Any observer in the immediate vicinity of shooters are also required to wear hearing protection.
- k. All rounds must impact the back berms
Only approved steel or metallic targets supplied by range may be used
Firearms may not be handled when anyone is downrange Mag Out Bolt open
- l. NO Targets on any pole or yardage sign is allowed No shooting Poles or stands, or Yardage signs is prohibited By Accident or Negligence.
- m. Guest policies and conduct: Members must make sure guest follow ALL safety rules of club.
Conduct of guests and how to bring them to Chesterfield. It is mandatory Rifle and Pistol guest must come and leave with member and pay \$5.00 guest fee. Don't give combo to any guest NO EXCEPTIONS !!!
- n. No Steel is Allowed in Pistol Bays unless supplied or approved by Chesterfield.
NO Instructor is allowed to give instruction to anyone unless approved by safety committee and provide proof of instructor insurance with Chesterfield Fish & Game Club named on policy.
No Shotgun in Pistol Bays Unless Sanctioned event by Club !
- o. No Shotguns on Rifle Range or Pistol Bays

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CHAPTER 6: Range Operations

General; Facilities are located at 359 Green Street two miles from Clintonville New York.

Facilities; There are two buildings on the grounds which house kitchen facilities and an indoor shooting range for pistol and bow shooting. Other facilities are present for the following; 3-D bow course, black powder / shotgun range and a skeet / trap range as well as a 300 yard rifle range.

Range Limitations and Safety Requirements; The outdoor firing range is limited to 300 yards and as such extreme firearms such as Grenade Launchers or Machine guns which cannot be safely used at this range are prohibited.

Authorized and Prohibited guns; All legal small arms which are not fully automatic are authorized for use except as noted above. No "sawed-off" rifles or shotguns will be used at this facility unless they meet legal requirements (exceptions may be made for law enforcement organizations). No tracer ammunition is to be used on the range.

Authorized Personnel; All members and their guests are authorized to use the outdoor range any time during daylight hours and during night time shooting until 9:00 pm due to city & county noise restrictions.

Personnel Responsibilities; every member is responsible for **all items** they bring with them to the range. This includes trash, brass, old targets, food & drink containers etc.

Hours of Operation; The outdoor range and 3-D bow facilities may be used during daylight hours by any member unless they are closed for maintenance or scheduled events. After daylight hours shooting must be authorized by a club officer.

RSO Check in / check out and range procedures; During all scheduled events the RSO will check the range(s) to be used and fill out the appropriate check sheet and forms (see appendix 1, 2, 3, & 4).

Alcohol / Drugs policy (including prescription and over the counter medications). No unauthorized or illegal drugs will be

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tolerated on the club property for any reason. Alcohol will not be consumed before or during any sponsored event. No members may use alcohol before or during individual shooting. Any time there are alcoholic beverages present, the range is to be *closed immediately* and remain closed for the duration of alcoholic beverages being consumed by anyone on the premises. (***Failure to do so is grounds for immediate termination of membership***).

Emergency Action Plans (Bad Weather, Illness, Injury, and Medical Emergency); in the event of a medical emergency, serious illness or injury necessitating transport of a person, the range will be closed until the situation is resolved. In the event of inclement weather such as severe rain, high winds, or lightning, the range may be closed until it is safe to proceed.

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CHAPTER 7: RSO Training Requirements and Reports

All range Safety Officers are required to pass the NRA sponsored Range Safety Officer Course of training successfully.

All Reports are to filled out by the Range Safety Officer for any official or sponsored event at the Chesterfield fish and Game Club facilities.

Prior to any sponsored event the Range Safety Officer must fill out the following reports;

- Appendix 1: Outdoor Range Inspection
- Appendix 2: Indoor Range Inspection
- Appendix 3: Shotgun Range Inspection
- Appendix 4: 3-D course Inspection
- Appendix 5: Safety Briefing
- Appendix 6: Emergency Reporting Sheet "Instructions for Emergency" and the Helicopter Medical Evacuation form.
- Appendix 7: Injury Report Form

A packet of forms to include a Range inspection, Safety Briefing, Emergency Reporting Sheet & "Instructions for Emergency" and Helicopter Medical Evacuation will be completed and kept on file for at least three years from date of event.

At other times, no reports are required except **injury** reports (see Appendix 7 Injury Report Form). Injury reports must be filled out for **all** injuries on club property requiring medical care.

A report of any incident may be filed for a situation which members may deem requires Club attention.

All event participants must sign a waiver of liability form or acquire a "day" membership prior to participation in any event.

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APPENDIX 1: Outdoor Range Inspection Checklist

	Yes	No
Controlled access / Fencing / Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop / Impact area Inspected	_____	_____
Number boards Painted and Visible	_____	_____
Target Frames / Mounts in good repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered & Clean	_____	_____
Shooting benches inspected	_____	_____
Gun rests on hand	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Scoring Area Designated	_____	_____
Supplies available (targets, pins, stapler, etc.)	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit filled and available / accessible	_____	_____
PA System / Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin board hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass / Dud bucket Labeled	_____	_____
Wash area Identified	_____	_____
Locking Storage available	_____	_____

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APPENDIX 2: Indoor Range Inspection Checklist

	Yes	No
Backstop / Impact area Inspected	_____	_____
Number boards Painted and Visible	_____	_____
Target Frames / Mounts in good repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered & Clean	_____	_____
Shooting benches inspected	_____	_____
Sandbags & Gun rests on hand	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Scoring Area Designated	_____	_____
Supplies available (targets, pins, stapler, etc.)	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit filled and available / accessible	_____	_____
Range Rules Posted	_____	_____
Bulletin board hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass / Dud bucket Labeled	_____	_____
Wash area Identified	_____	_____
Locking Storage available	_____	_____
Lights working	_____	_____

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APPENDIX 3: Shotgun Range Inspection Checklist

	Yes	No
Controlled access / Fencing / Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop / Impact area Inspected	_____	_____
Firing Stations Marked	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Scoring Area Designated	_____	_____
Supplies available (targets, pins, stapler, etc.)	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit filled and available / accessible	_____	_____
PA System / Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin board hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull / Dud bucket Labeled	_____	_____
Wash area Identified	_____	_____
Locking Storage available	_____	_____
Lights	_____	_____

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APPENDIX 4: 3-D Course Inspection Checklist

	Yes	No
Controlled access / Fencing / Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop / Impact area Inspected	_____	_____
Firing Stations Marked	_____	_____
Ready Line / Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Scoring Area Designated	_____	_____
Supplies available (targets, pins, stapler, etc.)	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First Aid Kit filled and available / accessible	_____	_____
PA System / Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin board hung	_____	_____
Bow Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Wash area Identified	_____	_____
Locking Storage available	_____	_____

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APPENDIX 5: Range Safety Briefing

The Range Safety Briefing will include but not be limited to the following:

1.) Type of Shooting Event

- Purpose of the Event
- Overview of the Event
- Total number of shots and time limitations
- Course of fire
- Participant introduction

a.) Range Personnel

- Where Range personnel will be located
- Introduction of Range Personnel
- The Role of Each Range Personnel present
- How Range Personnel are to be Identified

2.) Range Layout and Limits

Range orientation of the range to be used;

a.) Areas

- Spectator area
- Ready Area
- Firing Points
- Backstops
- Cleaning Area
- Safety "fan" area of firing range

b.) Demonstration of special equipment to be used

3.) Event conditions and requirements

- a. NRA Competition
- b. Eligibility of Competitors
- c. Equipment and Ammo
- d. Official Targets
- e. Shooting Positions
- f. Courses Of Fire
- g. Time Limits
- h. Tournament Conditions
- i. Scoring And Marking
- j. Decision Of Ties
- k. Challenges / Protests
- l. National Records
- m. Competitor's Duties
- n. National Classification

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Safety Rules to be followed at all times

Range Safety Rules:

1. ALWAYS POINT THE MUZZLE IN A SAFE DIRECTION.
2. KEEP YOUR FINGER OFF THE TRIGGER outside the trigger guard, until ready to fire or until the command "Commence Firing" has been given.
3. KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO USE. On a firing range this means the shooters are in a position on the firing line and the range has been cleared for live firing.

Range Safety procedures:

- a. KNOW HOW THE FIREARM OPERATES.
- b. BE SURE THE FIREARM AND AMMUNITION ARE COMPATIBLE.
- c. CARRY ONLY ONE GAUGE / CALIBER OF AMMUNITION WHEN SHOOTING. When at a shooting range with more than one firearm, use one at a time and when complete, store that firearm and its ammunition before using the next one.
- d. BE SURE OF THE TARGET AND WHAT IS BEYOND. When on shooting ranges, be mindful also of adjacent areas and act accordingly.
- e. WEAR EAR AND EYE PROTECTION.
- f. DO NOT MIX ALCOHOL OR DRUGS WITH SHOOTING ACTIVITIES.
- g. BE AWARE THAT CERTAIN CIRCUMSTANCES MAY REQUIRE ADDITIONAL RULES.

GENERAL RANGE RULES; indoor and outdoor ranges:

- a. Know and obey all range commands such as;

"Cease Fire or Cease firing"; Shooters will stop firing immediately and await further instructions. Cease firing may be signaled by verbal command or by whistle or horn blast. A CEASE FIRE MAY BE SIGNALLED BY ANYONE PARTICIPATING IN THE EVENT IF THEY WITNESS A SAFETY ISSUE

"As you were"; disregard command just given

"Carry on"; proceed with what you were doing before an interruption

"Relay No. _____ Match No. _____ (Or name of Match) on the firing line"; Shooters move to their firing points

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"The preparation period starts now"; shooters occupy their firing points prepare and dry fire at their targets

"The preparation period has ended"; shooters stop preparation activities

"Load"; shooters are given permission to load authorized number of rounds for the shooting event

"Is the line ready?"; allows shooters with problems to raise a hand and call "Not Ready on Target No. _____"

"The line is ready"; all shooters are ready to begin

"Ready on the right - Ready on the left - Ready on the firing line"; sequence of commands that give shooters their last chance to signal "Not Ready"

"Commence Firing" or "Fire at will"; shooters may begin firing. This Command may be signaled verbally or by whistle or horn blast.

"Misfire"; called by a shooter to inform the CSRO or RSO and other shooters that a gun failed to fire or a hazardous condition may exist.

"Is the line clear on the Right? - Is the Line clear on the Left?" Range Safety Officers will check that all actions are open, guns are unloaded, on safe, and chambers are empty

"Go Forward, score targets paste or change targets"; Shooters are authorized to go down range (forward of the firing line) to adjust or replace targets

"Range is Clear - you may handle your guns"; shooters may approach the firing line and handle their guns since no personnel are down range

"Move out of position and remove your equipment from the firing line"; Shooters are now authorized to remove their gear from firing points

"Police your firing point" shooters are to pick up brass (or hulls) and clean up anything left at their firing points

"Ground your guns (bows)"; shooters are to place their gun on safe, open the action, make sure the chamber is empty and place the gun on the bench (or mat)

- b. Know where others are at all times.
- c. Shoot only at authorized targets.
- d. Ground level targets are not authorized without a proper backstop. See exceptions for Smallbore Rifle, High-power and Smallbore Silhouette. Maintain the proper target height to ensure that the fired projectile, after passing through the target, hits the desired portion of the backstop. This will reduce the possibility of ricochets and projectiles escaping the range "safety fan" or property.
- e. Designate a range officer *when none is present* or assigned.
- f. STOP FIRING IMMEDIATELY - Unload, open the action, remove magazine and ground or bench all firearms **during a cease fire.**

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- g. Do NOT handle any firearm or stand at the firing line where firearms are present *any time* others are down range.
- h. Always keep the muzzle pointed at the backstop or bullet trap. Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.
- i. Always wash your hands after using guns, powder, ammunition & etc.
- j. Do not eat smoke apply make-up or drink while on the range. Keep hands away from face until you wash your hands after handling guns and ammunition.

Terminology:

Misfire: the cartridge does not fire after the primer has been struck by the firing pin

Hang Fire: there is a delay in the ignition of the cartridge after the primer has been struck by the firing pin

Squib-load or Squib-Round: less than normal pressure or bullet velocity after ignition of the cartridge. May be identified by a difference in recoil or noise made. Often causes a "Stove Pipe" or un-ejected brass.

Procedures for handling Squib Loads:

Keep gun pointed down range (safe direction)

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

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APPENDIX 6: Emergency Reporting Sheet

IMMEDIATE RESPONSE FOR INJURIES OR MEDICAL EMERGENCIES

Call a cease fire if the injured is near the firing line or down-range. Ensure all guns are unloaded and clear

_____ (Name & position) will coordinate securing the scene and the injured person's gear

_____ (Name & position) will notify EMS at _____ (Contact number or frequency) from the telephone / radio located at _____ and provide the following information:

- 1.) Specific Location or Address of the Incident with Directions.

Location: Chesterfield Fish & Game Club

Address: 359 Green Street Keeseville, NY

Directions (from Au Sable Forks) : Route 9N over bridge (Broad Street) then right onto Sheldrake Road, left onto Stickney Bridge Road, left onto Green Street 4 miles to Chesterfield Fish and Game at 359 Green St. Keeseville

Directions (from Keeseville) : West on Rt. 9N left onto Lower Road in Clintonville, left across the Au Sable River, left onto Dugway Road, right onto Green Street 2 miles to Chesterfield Fish & Game Club at 359 Green St. Keeseville

2.) Telephone number you are calling from: _____

3.) Your Name: _____

4.) What happened and possible hazards to rescue personnel: _____

5.) Number of people injured or ill: _____

6.) Current condition of injured or ill: _____

7.) First aid provided: _____

Note: Wait for EMS to hang up first. Return to the injured and continue care until the arrival of Rescue or EMS.

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Instructions for Emergency

_____ (Name and position) is currently certified in American Red Cross (ARC) Standard First Aid and CPR. They will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel such as rescue, physician, EMS, etc.

The person listed above will:

1. Identify themselves to the injured
2. Inform injured of training (American Red Cross Standard First Aid & CPR)
3. Inform injured of aid offered
4. Receive verbal permission from injured (adult) or parent / guardian (child) prior to giving care
5. Refrain from giving care to a conscious person whom objects
6. Assume implied permission if the injured is unconscious or unable to respond
7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present
8. Move the injured only if life is endangered in present position
9. Check injured for life threatening condition before providing care. Provide care only withing level of training
10. Never dispense aspirin or medication; do not administer activated charcoal or syrup of ipecac (or other treatments) unless directed by EMS or Poison Control Center

_____ (Name and position) will retrieve the first aid kit located at: _____ and assist EMS personnel as needed

If the injury involves chemical burns, an eye flush station is located at: _____

If the accident involves a gun shot injury, _____ (Name and position) will notify police and preserve the scene undisturbed as it appeared at the time of the incident.

_____ (Name and position) will go the Club entrance and direct the EMS or Police personnel to the injured

Coordination

_____ (Name and position) will supervise the situation and ensure fulfillment of emergency procedures by:

1. Getting names of witnesses and taking statements
2. Providing EMS with first aid treatment already given
3. Completing injury forms / take pictures (if possible)
4. Notifying Club Officials concerning activation of the emergency plans
5. Notifying insurance company (personal and club as appropriate)
6. Evaluating emergency plan for possible revisions
7. Filing copies of the injury report form with records as appropriate
8. Following up with physician for recommendations and release prior to allowing injured or ill to participate
9. Next of kin will be notified (only if requested by injured party)

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HELICOPTER MEDICAL EVACUATION (MEDEVAC - LIFE FLIGHT)

A suitable MEDEVAC site is available at _____ (location and coordinates) Flares, smoke signals or strobe lights are available for marking the landing site and are stored at _____. In the event MEDEVAC is called for _____ (Name and position) will mark the landing site and guide the MEDEVAC approach and landing. (If smoke is deployed, initiate smoke downwind of the landing zone; wait for the approach of Helicopter before initiating).

RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range, dated _____ Is on file with EMS Police and the fire Department. The packet contains telephone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines / mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

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APPENDIX 7: Injury Report Form

Name: _____ Date of Injury: _____
Address: _____ Time of Injury: _____
Telephone Number (Day): _____ Telephone Number (Evening): _____

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

2.) Describe how the injury happened: _____

3.) Describe First Aid given: _____

4.) First Aid was provided by (include Names & telephone numbers): _____

5.) Disposition (specify name of Hospital, Telephone numbers, Time of transport, etc.): _____

6.) Notification of Next of Kin (specify time, person contacted, and method): _____

7.) Location of incident and conditions of area: _____

8.) Was protective clothing worn (if applicable)?: _____

9.) Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

10.) Witness Statements: (Interview witnesses separately. Use attachments is necessary).

A. Witness Name: _____ Statement attached: Yes ___ No ___
Address: _____
Telephone Number (Day): _____ Telephone Number (Evening): _____

B. Witness Name: _____ Statement attached: Yes ___ No ___
Address: _____
Telephone Number (Day): _____ Telephone Number (Evening): _____

C. Witness Name: _____ Statement attached: Yes ___ No ___
Address: _____
Telephone Number (Day): _____ Telephone Number (Evening): _____

11.) Notes and comments: _____

12.) Injury Report completed by:

Name: _____ Title: _____
Signature: _____ Date: _____

13.) Disposition and Follow-up: _____

Name: _____ Title: _____
Signature: _____ Date: _____

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APPENDIX 8: Hold Harmless Agreement Form

RELEASE WAIVER INDEMNIFICATION HOLD HARMLESS AND ASSUMPTION OF RISK AGREEMENT

Whereas, in consideration of being permitted to attend a course of instruction in the use of guns, for the use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following;

Undersigned agrees to indemnify hold harmless, and defend The Chesterfield Fish and Game Club (hereinafter referred to as "**The Club**") from any and all fault, liabilities, costs, expenses, demands, or lawsuits arising out of, related to or connected with: Undersigned's presence, and / or participation in the **course of instruction or event**; the discharge of guns by the Undersigned; Undersigned's presence on or use of the range, buildings, land and premises at 359 Green Street, Clintonville, NY ; and , any and all enforceability or omissions of Undersigned.

Undersigned furthermore waives for himself / herself and for his / her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands, and any other actions or claims whatsoever, which he / she may have or which may arise against "**The Club**" (including but not limited to death of Undersigned and / or any and all injuries, damages, or illnesses suffered by Undersigned of Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the **course of instruction or event**; the premises, including any latent defect in the Premises; Undersigned's presence on or use of said Premises; Undersigned's property (whether or not entrusted to "**The Club**") and the discharge of guns. "**The Club**" shall not be liable for, and Undersigned, on behalf of himself / herself and on behalf of his / her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the "**The Club**" from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the **course of instruction or event** in gun use and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of guns, the discharge of guns, and the firing of guns with live ammunition.

Undersigned hereby acknowledges and agree that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agree that he / she **has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the "**The Club**."**

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the remaining provisions shall not be impaired thereby. No remedy by any of the specific provisions of this instrument intend to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereinafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the "**The Club**" shall not constitute and waiver of "**The Club's**" Right to pursue other available remedies. This instrument binds Undersigned and his / her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Signature _____ DATE: _____

Printed name: _____ Witness: _____