

BY LAWS



Huntsville Pistol & Revolver Club

115 Gun Club Road, Huntsville, Ontario
Incorporated March 28, 1960

Table of Contents

BY LAWS	1
Club Dues & Fees	3
General Behavior and Club Use	3
Membership Terminations	5
Financials & Club Expenses	6
Membership Approval Process	6
Holster Certification and Use	7
Guests	8
Junior Shooter Policy	9
Range Operating Hours.....	9
Outdoor Range Use.....	9
Action League – Match & Action Shooting	10
Action League Scheduling	11
Harassment & Discrimination	13
Schedule A – Lead Control Plan (LCP)	14
Lead Control Plan	14

BY LAWS

Club Dues & Fees

1. All members shall pay their Club dues by December 31st for the succeeding Club year.
2. All Holster Certified members shall pay an annual fee, by December 31st for the succeeding Club year.
3. Any member submitting any dues after December 31 is subject to a \$25 administrative late fee charge per.
4. All Fees will be determined by the Club executive and reviewed regularly.
5. The Club shall annually purchase liability insurance to cover the Executive, members, and guests.
 - a) All members must participate in the Club insurance plan
 - b) Members have the option to purchase additional insurance above and beyond

General Behavior and Club Use

1. The Clubs' indoor facilities shall be available to members in good standing.
2. No drinking of alcoholic beverages twelve (12) hours prior to admission to the ranges.
3. No use of illegal drugs or prescription drugs that may impair the shooter's ability to safely operate a firearm.
4. No consumption of recreational drugs that may impair the shooters' ability to safely operate a firearm.
5. There will be no smoking or vaping inside the Club or on the outdoor firing range, without exception.
6. Members shall sign into the appropriate Sign In Book(s).
 - Printed Legibly
 - Date
 - First name provided on RPAL (no nicknames)
 - Last three (3) digits of RPAL number (left of the period)
 - Time In
 - Time Out
7. Membership cards are the property of the Club.
8. Members shall visibility display their membership cards at all times on a lanyard. Guests shall wear Club supplied Guest Passes while on the property.
9. Members must obey all Club rules and regulations and Club signage

as posted.

10. All members and guests shall have knowledge of the built-in safety features in the range which include warning lights, safety rope, and down range door.
11. Safety procedures approved by the Club shall be followed at all times.
12. All firearms shall be ACTS and PROVE before being moved to firing line or downrange shooting area.
13. Firearms must be moved with the action open using the boarding house lift. All muzzles/barrels must remain at 45-degree angle during the move.
14. In the event of property destruction, vandalism, theft, or abuse from any person, the license plate number and other details shall be reported to the Executive and Ontario Provincial Police.
15. No member is authorized to provoke an argument.
16. Restitution for any Club infrastructure damage may be charged back to a member.
17. The Range Officer or Designated Range Officer shall be obeyed at all times while on the range.
18. If more than one shooter is present, there must be a Designated Range Officer
19. A member is only allowed two firearms at the firing line at any given time.
20. The Indoor range is limited to pistol caliber firearms ONLY, **no exceptions**.
21. No loading of any ammo into a firearm unless at the designated firing line.
22. Bulls-eye shooters take precedence at all times except during scheduled Action League practices and matches.
23. No incendiary, tannerite or tracer ammunition is permitted in the indoor or outdoor range.
24. Frangible ammunition is prohibited from use unless approved by the Club executive.
25. No more than 5 rounds shall be loaded at any one time on (Wednesday) Club Night.
26. Eye and Ear protection (shooters muffs) shall be worn in the range shooting area at all times. Ear plugs are meant only for supplemental use.
27. No uncased firearms are permitted outside of the shooting range.
28. All firearms arriving and departing from the Club must be encased and locked as per CFO regulations.
29. Uncased firearms are strictly prohibited in the lobby or upstairs training room.
30. Range floors must be cleaned of spent cartridges after use and targets replaced as a courtesy to the next user.
31. Only paper targets may be used within the Club.
32. Paper targets shall not be offensive or racial in any way. Targets should not depict any actual person/face/head etc
33. Any 'hard target' may only be used by groups that have had range approval for the targets and their proper use.
34. All equipment needed by a shooter shall be taken with him/her onto an active firing line.
35. In the event of a jam or misfire, the shooter shall keep his/her

firearm pointed directly down range for at least 60 seconds and then perform ACTS and PROVE to ensure firearm safety and functionality.

36. Anyone may call a cease fire if any of the following are observed: Medical condition, firearm has become defective during course of fire, unsafe range conditions.
37. General membership is permitted only to discharge firearms from the 25-yard stall area
38. A good neighbor policy (consideration for residential neighbor's) shall be followed when organizing shoots and avoiding any barrage style events.
39. Members who have allowed their membership to lapse by 365 days SHALL be required to retake the CLS (Club Level Safety course).

Membership Terminations

1. A dismissed member shall forfeit any prepaid fees – refunds are prorated.
2. Any refunded fees to a terminated member will only be done after receipt of their returned membership card.
3. CLS Course fees are non-refundable.
4. NFA insurance portion fees are non-refundable.
5. A person who is voted out of the Club or refused membership is permanently denied membership. This decision is binding and not subject to review.
6. Any person who has had their membership terminated in any matter shall forfeit all rights to the use of the Club and its facilities.
7. Any person that has been denied membership is not permitted on Club property or use of the facilities. Any violations will result in the proper authorities being notified.
8. The executive will determine the corrective action to satisfy any violation. In the most severe case of a safety violation, corrective action may include re-taking the CLS (Club Level Safety course), 30-day suspension or dismissal.

Financials & Club Expenses

1. Expenditure may be approved by the executive, for Club improvements and supplies to a maximum of \$2,500.
2. Any NON-EMERGENCY Club expenditure over \$2,500 will be submitted via e- mail to all Club members for review no less than twenty-one (21) days before work commences.
3. EMERGENCY expenses will be exempt from the \$2,500 limit.
4. The treasurer will be empowered to pay all utility bills as a payee via electronic banking.
5. All receipts shall be referenced to a cheque or method of payment,
6. No Club funds will be dispersed to any party before a proper receipt or invoice is submitted to the treasurer.
7. The Club shall maintain a reserve of \$10,000 as a legal defense contingency fund.
8. All proceeds from any event are Club funds.
9. A fund-raiser for a charitable organization may be carried out by the Club.
10. Any donations of property shall be pre-approved by the executive

Membership Approval Process

1. Shall be open to all persons who have a valid PAL/RPAL that are interested in pursuing their interest in the shooting sports.
2. Shall be open to people of good character who have attained the age of 18 years of age.
3. As the first step of the membership process, applicants shall submit an online application.
4. A phone or in-person interview shall be scheduled, by a Club executive or safety instructor, as the second step in the membership process.
5. If deemed acceptable by the executive(s) the prospective member shall be invited to attend the next available Club Level Safety Course (CLS).
6. The prospective member MUST pass the standard Club Level Safety practical and written testing.
7. The applicant must demonstrate proficiency in the safe handling of firearms (ACTS and PROVE).

8. Upon approval of the Executive, new members must complete a 90-day probation period with the following restrictions:
 - Must visit the Club Six Probationary times
 - Restricted to use of a .22 caliber (or smaller) handgun or long rifle
 - NO Guests
 - Display Blue Probation Membership Card on a lanyard
 - Sign in at the Probation Login Book & Club Login Book
 - When the six Verified and Approved visits are successfully completed, the Safety Committee will review the file for compliance
9. If Club standards have been met, affected members will be notified of full membership status and entitled to all Club privileges as “Member in Good Standing”

Holster Certification and Use

1. The Action League Committee operates and maintains the Holster Certification program for the Club
2. Unless certified and authorized by the Action League Committee, members shall NOT provide holster training to other members.
3. Any member wishing to be Holster Qualified must take the Club Level Holster Certification course.
4. All holster certified members must prior qualify in the proceeding calendar year with any 3 combinations of matches or practices to receive their holster qualification for the following year.
5. New holster certified members could be subject to camera compliance reviews.
6. Only holster certified members are permitted to discharge firearms down-range.
7. Holsters must meet Club compliance (level-one retention, Kydex-based, no drop-leg), unless pre-approved by the Executive for the purposes of your profession.
8. There shall be no shooting within 10-yards (red line) of the backstop.
9. For safety reasons, holster shooting is prohibited at the 25-yard stall area.

Guests

1. Only Members in Good Standing are allowed to have guests attend the Club and participate in bulls-eye shooting.
2. A maximum of two (2) guests are permitted per visit.
3. Members will sign their guests into the Sign in Book with the word GUEST next to the member's name.
4. It is the responsibility of all Club Members in Good Standing to supervise their guests while on Club property.
5. It is the responsibility of the effected Club Member to ensure their guests are competent handling the caliber & firearm used.
6. It is the responsibility of the effected Club Member to ensure their guests understand and obey all Club rules and regulations. Effected Club Members are responsible for any damage to Club property due to their guests.
7. Members are responsible for providing proper eye protection and earmuffs for their guests (ear plugs are provided only to be used as supplementary hearing protection).
8. It is the responsibility of the effected Club Member to be the Range Officer while their guests are shooting.
9. The Club Member shall position himself/herself to gain quick access and control of the firearm. If the effected Club Member has more than one guest, each guest shall alternate at the shooting stall.
10. It is the responsibility of the effected Club Member to gain control of a firearm when there is a misfire or other firearm related issue, while their guest is shooting, and take corrective action.
 - a) Club member must be within arm's length of your guest situated on their dominate side at all times while shooting
11. The Club Member is allowed to supervise only ONE guest shooting at a time. Additional guests shall stay behind the red firing line when another guest is shooting or preparing to shoot.
12. If the effected Club member is shooting, or preparing to shoot, ALL guests shall remain behind the red firing line.
13. Guests shall ONLY handle firearms or ammunition at the stall with the direct supervision of the effected Club Member.
14. Only the effected Club Members shall move firearms & ammunition from the staging tables to the shooting stalls and back.
15. Guests are prohibited from bringing personal firearms.
16. It is the responsibility of the effected Club Member to report any damage to the range due to their guests, to a Club executive, immediately.
17. Member's guests are NOT allowed to shoot from a holster.
18. Failure to observe any section of these By-Laws may be cause for dismissal from the Club. Any member so dismissed will forfeit

any prepaid membership dues at the discretion of the Club Executive.

Junior Shooter Policy

1. A junior shooter is someone who has attained the age of 16.
2. All GUEST requirements listed apply to the Junior Shooting Policy.

Range Operating Hours

1. Indoor Range:
 - All days 8:00 am - 11:00 pm
2. Outdoor Range
 - Open from mid-June to early October
 - Monday to Friday 9:00 am – 5:00 pm
 - Saturday 10:00 am – 5:00 pm
 - Sunday 12:00 pm – 5:00 pm

Outdoor Range Use

1. The outdoor range is closed until posted OPEN.
2. The executive shall determine the opening and closing of the outdoor range as well as the hours of operation.
3. Use the Outdoor Range Logbook to sign in/sign out in the Club lobby.
4. Indoor Range logbook should not be used when only shooting outdoors.
5. The outdoor range is open to members and guests only.
6. Each member shall follow all rules and regulations as posted at the outdoor range.
7. If more than one shooter is present, there must be a Designated Range Officer.
8. As per CFO requirements, shooting shall take place from the gravel pad area to a maximum of 25 yards.
9. The range is CFO certified for pistol caliber or shotgun ONLY.
10. Shotgun shall be a maximum of 7 ½ shot only.
11. High Power Rifle, trap or skeet shooting is strictly prohibited.
12. Paper targets are only allowed as per the indoor range.
13. Members shall adhere to the Club's Lead-Free Policy.
14. Archery shooting is allowed.

15. Shooting of any wildlife is strictly prohibited
16. Members are required to wear their ID badge along with all safety equipment at all times.
17. A \$25 charge will be issued to members for failure to adequately cleanup after shooting (targets, wood, shotgun casing, etc)

Action League – Match & Action Shooting

1. It is the responsibility of the Action League committee or alternate to provide proposed Action Shooting dates to the Club executives no later than 1 month prior to the scheduled date. Club Executive have the final decision in regard to approval for Match dates, practice times, materials allowed props etc.
2. All requests from the Action League committee shall be submitted in written form. Emails are acceptable
3. All materials, props, walls, targets etc. used for Matches and Action shooting practices are the responsibility of the Action League Committee
4. Shrouding for all steel targets shall be maintained, as per CFO requirements, by the Action League committee or designate.
5. All consumed materials (plastic, paper, shotgun casings, wood, garbage, etc.) shall be removed from the outdoor range after each match by Action Shooting liaison or designate.
6. A \$50 charge will be issued to the Action League for failure to adequately cleanup after any match or event.
7. Any scheduled outdoor matches will have use of the indoor range, if the weather does not permit the League to use the outdoor range.
8. ALL match or Action Shooting participants must be Holster certified by the Action League Committee.
9. Separate Sign-in & Fees are mandatory for all Match or Action Shooting practice participants.
10. All Match and Practice participants must pay the appropriate fees.
11. Members shall register online for all upcoming matches.
12. Online Match registration shall remain open until four (4) days prior to the scheduled match.
13. The Match organizer will collect a minimum of \$3 from each participant to be remitted to the Club after each match. Remittance shall be placed in the Range Fee box. Any fees above the required \$3/participant will be kept by Action League committee for Action shooting funding purposes.

14. Building, assembly and/or erection of all props, walls etc. related to a Match or Action Shooting practice shall be approved by Club executive prior to being allowed into the Indoor range.
15. Matches or Action Shooting practices held at the Outdoor range shall not start before the posted hours for the range.
16. No matches shall be scheduled for the Outdoor range before or after the posted OPEN and CLOSING dates
17. Early setup of scenarios/props for Action Shooting indoor matches shall leave two (2) lanes with Retractable Target System (RTS) open for bulls-eye shooters.
18. All materials, targets, walls, props SHALL be stored in the designated Action shooting storage confinement area (Lane 1 roped area) or cupboards.
19. Materials, walls etc. SHALL NOT protrude past the cordon rope.
20. All materials, walls etc protruding into Lane two (2) shooting area will be removed from the Indoor range.
21. All props, Match or Action shooting practice materials shall be returned to the designated storage areas.
22. All Match or Action Shooting practice targets/materials shall be removed from the range.
23. A RANGE CLOSED sign shall be posted on the Indoor range main entrance prior to the commencement of a match and removed at the end of the Match.
24. Club Executive shall be provided with duplicate keys/combinations for all locked cabinets drawers used for Action Shooting materials, targets, etc.
25. The Action League Committee shall maintain an annual financial report of Action Shooting income/expenditures. This report shall be submitted to the Club Treasurer by August 31st.

Action League Scheduling

1. One approved Match per month will be allowed
 - As part of our Good Neighbor Policy, outdoor matches cannot take place on long weekends or holidays
2. One Action shooting practice will be allowed per week. (Thursday's 7:00pm - 9:00pm).
3. Indoor Matches have a maximum of 16 Club member participants.
4. Outdoor matches have a maximum of 10 Club member participants.
5. Bull's-eye shooters take precedence at all times/days, except practice evenings (Thursday's 7:00pm – 9:00 pm) or during approved scheduled matches.

Harassment & Discrimination

1. Failure to comply with the Club policies shall result in the immediate dismissal from the Club.
2. Any member dismissed will forfeit any pre-paid membership. (Reference: Article 2.1.7)
3. All parties involved in a harassment complaint shall abstain from the Club for five (5) days, while the board investigates the complaint/allegations.
4. After the 5-day abstention, the complainant(s) must submit a written letter detailing the complaint/allegation to the Harassment Committee.
5. Each party involved may be required to have a personal interview with the board.
6. The board shall determine the appropriate actions necessary to resolve the situation.
7. The member(s) in question will have 5 days to appeal the decision in writing to the board.
8. The board will consider the written submission before making any final decisions regarding disciplinary action or termination of a member.
9. An investigation may take up to 30 days.

Schedule A – Lead Control Plan (LCP)

The Lead Control Plan includes the following:

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

Lead Control Plan

1. Control and contain lead bullets and fragments
 - Control and containment of lead bullets and bullet fragments is handled by vertically hung rubber matting and a baffled backstop.
 - A dual stage backstop substantially reduces lead bullets and fragments from migrating onto the range floor.
 - An inspection of the rubber matting and baffles will be completed on a regular basis by a qualified Club member(s).
2. Prevent migration of lead to sub surfaces
 - Replacement of carpet mats at shooting stalls and tables will reduce the amount of lead migrating to other surfaces and Club member's clothing/equipment.
 - A range cleaning program has been implemented in 2014 for the bi-monthly cleaning of the indoor range, ceiling baffles being cleaned every 4 months and floor mopped annually.
 - To further reduce the migration of lead, the floors will be inspected and painted as required.
 - All cleaning and mopping will be performed by a qualified cleaning contractor with all safety precautions practiced.
 - A NO dry sweeping policy will be implemented to further reduce the lead migration.
3. The use of lead projectiles is prohibited.
 - For certain cases where firearms are only able to use lead (antiques or specific caliber of firearm limited to lead bullets) approval must be

obtained from the Executive.

4. Members authorized to use lead bullets will not be permitted to shoot during weekly Club night hours and/or practice hours (action shooting practice etc).
5. Remove the lead from the range and recycle.
 - A remove and recycling program was implemented in 2014 for the annual cleaning and removal of lead by a qualified contracted service company.
6. Ensure air exchange and exhausting during shooting/range events
 - Air exhaust and air exchange fans will be available for the indoor range.
 - Review of the air circulation and exhaust will take place on a regular basis.
7. Elimination of black powder shooting from the indoor range.
 - To further promote items 1 and 2, the Club will not allow any form of black powder shooting at the indoor range.
8. Adequate signage to promote personal hygiene while shooting at the Club.
 - Signs will be posted and visible in the range and foyer reminding members to practice safe personal hygiene while at the Club.
 - This includes washing hands thoroughly after every visit to the Club, avoiding dry sweeping and ensuring air exhaust/circulation system is ON while the range is active.
9. The Club has introduced lead control hand soap and hand wipes to further reduce the migration of possible lead contaminants to hands and clothes.
 - These products will be available to all members for wash up during/after shooting and allow members to wipe down shooting stalls, firearm mats and safe tables prior to use.