

The Clinton County Farmers' and Sportsmen's Association
Operation and Policy Manual



31 October 2016

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Section I

Purpose

The creation of this manual was not intended to replace or modify the importance of the By-laws, minutes, Rulebook or any other document created by the CCFSA Board of Directors. The intent of the CCFSA Board of Directors when this manual was created was to track policies, guidelines, vital information and long term projects that could be lost due to the transfer of leadership.

Section II
Meeting Information
Effective 12 October 2016

The Annual Meeting of the Association shall be held at such time and place as the Board of Directors may designate, but has traditionally been held the Saturday preceding the second Wednesday in January to elect seven (1/3 of the board) members to the Board of Directors to maintain a total of twenty-one. All members are encouraged to attend and vote.

The Board of Directors' meeting held on the second Wednesday in January is dedicated, in part, to elect Officers of the Association. All members are encouraged to attend.

The Clinton County Farmers' and Sportsmen's Association General Membership Meeting is held the second Wednesday of the month. All members are encouraged to attend. The meeting starts at 7:00pm during standard time months, and 7:30pm during daylight saving time months.

Section III

Membership Information

Membership Dues

Annual membership \$65.00

Junior \$5.00

Life \$650.00

Annual and junior memberships are for a period of twelve months commencing the month they are voted on.

An active membership is for 12 calendar months starting when membership is approved by the Board of Directors, with renewal due within 60 days of renewal notice or no more than 30 days after your renewal date listed on membership card. After that period, your membership is considered dropped and you will be required to re-apply.

Section IV

Guidelines for Law Enforcement Use of CCFSA Range

Revised 19 July 2009

These guidelines are in addition to the standard rules and regulations of CCFSA and are meant to compliment the existing rules to allow maximum use of the range for the Law Enforcement groups (LE) who are permitted the use the range through agreements with the CCFSA Board of Directors.

Range Times: The range will be open to the authorized Law Enforcement Agency on a scheduled basis only. Hours available to schedule are 9:00 am until sunset Monday through Friday (later with prior BOD approval). The LE agency can request the closing of range to all members during the scheduled sessions. If so requested it will be the LE agency's responsibility to post the sign closing the range prior to starting the training and to remove the sign after the training is over indicating the range is once again available to CCFSA members. CCFSA will post the range closings on our web site Calendar of Events to inform our members of the scheduled closing dates.

The Law Enforcement Agency will provide a course of fire (COF) to the CCFSA Rifle/Pistol committee and CCFSA Safety Committee for approval.

Range Master: The LE agency using the range shall supply their own qualified range master to be on hand and to instruct and enforce safe practices. The range master must be qualified in the type of weapons and ammunition being used.

Weaponry allowed: All standard issue handguns, rifles and shotguns permitted by the Law Enforcement Agency to be used in the line of duty will be allowed. Fully automatic firearms are permitted, however we request the firing be limited to 2-3 rounds per burst with the target

distance to be 10 ft or less from the shooter and with the target placement as close to the berm as possible.

Ammunition: Standard issue ammunition, simunitions, frangible ammunition, 00 buck shot and slugs are permissible.

Shotgun Qualification will be permitted on specific targets designed for shotgun use only. All other targets are to be paper. Standard CCFSA target holders are not to be used for shotgun qualification.

Vehicles are permitted on the range under dry conditions only.

Law Enforcement Agency is responsible for removing their spent casings, hulls and any other items left over from their use of the range.

CCFSA Safety Chairmen

Don French / Mo Shaw

Revised 10/12/2016

Section V

CCFSA Private Contractor Policy

Effective 8 July 2009

Definitions: “Private contractors” are those individuals, firms, or organizations which provide compensated services training/education for firearms use, dog handling, archery, personal defense etc. “Facilities” shall include the buildings, ranges, lakes, and land etc. of the CCFSA. “CCFSA BoD” is the Board of Directors of the Clinton County Farmers and Sportsmen’s Association.

Policy: The facilities of the CCFSA shall not be used by any private contractor without the express written approval of the CCFSA BoD. Application for use of facilities by a private contractor shall be made to the CCFSA Committee related to the activity/facility said contractor would like to use for his/her purposes.

The Committee will bring the Contractor’s proposal to the CCFSA BoD if the minimum qualifications are met. These Minimum Qualifications are as follows:

1. Certificate of Insurance showing a minimum liability/property policy of one million dollars.
2. The Contractor’s credentials relating to the proposed activity of the Contractor on CCFSA property.

If the Committee does not act upon the proposal within 60 days, the Contractor can take their proposal directly to the BoD during a regularly scheduled monthly meeting.

When a Committee brings a proposal to the CCFSA BoD to be voted upon, the BoD shall assume that the Committee has vouched for the Applicant’s character.

Proposal: The Contractor's proposal shall include the following:

1. Name and background of the applicant.
2. Proposed use of the facilities.
3. Credentials of the applicant.
4. Insurance coverage of the applicant.
5. Dates and times of the activity.

Requirements: Among other things, the CCFSA BoD shall require a written use agreement with a private contractor setting forth the following:

- a) The conditions of use including the indemnification of the CCFSA including its BoD and members;
- b) Private contractor's certificate of insurance for public liability and property insurance coverage in the acceptable amounts and by acceptable insurers;
- c) Compensation to the CCFSA;
- d) Term of agreement and specific periods of use of the facilities;
- e) Specific purpose of use of the facilities.

Determination of CCFSA BoD: The approval of the use of CCFSA facilities by a private contractor shall be at the sole discretion of the CCFSA BoD. The CCFSA BoD will consider the relative hazard of the private contractor use of the facilities and the potential adverse infringement of use of facilities by the CCFSA Membership in considering the application of a private contractor. Preferential consideration of CCFSA members who are ongoing contributors to the programs and purposes of the CCFSA shall be an important consideration in the approval of a use request by a private contractor, as will be the related CCFSA Committee's recommendation.

Section VI

Organized Shooting Event(s) Policy

Effective 12 August 2009

A CCFSA organized shooting event must be supported by a written match bulletin. This document should contain the following items:

- 1) An explanation of the course of fire or schedule of events.
- 2) Type of targets used.
- 3) A designated match director/range officer. The match director/range officer may participate in the scheduled event.
- 4) Entry fees if applicable.
- 5) Official start time and date in the official club's calendar.
- 6) Two or more participants are required.
- 7) Required equipment for the event.
- 8) Contact person for sign up and information.

NOTE:

All organized shoots can be reviewed by the Safety and Range Committees and revised according to ensure all events meet CCFSA policies and regulations.

Any scheduling conflicts should be worked out between the members involved.

Section VII

ATV Policy

Effective 12 October 2016

The use of ATV's, UTV's and Golf Carts is limited to work projects and events; there shall be no joy riding or racing on CCFSA property. Work Projects shall be deemed to include the set up and tear down of an event; i.e. setting and removing targets and equipment to be used for an event.

Operators of said vehicles must be at least 16 years of age and must have a valid driver license.

Handicapped shooters may request permission to use said vehicles from the appropriate Committee Chair or an Event Director if shooting in an event.

The use of said vehicles during an event shall be at the discretion of and with the permission of the Event Director unless overruled by the Committee Chair or BoD.

Event participants may, with the permission of the Event Director, the Committee Chair for the appropriate discipline, or the BoD, use said vehicles for personal transportation during said event.

Event participants may transport firearms, ammunition and equipment to be used during the event in said vehicles.

Firearms transported in said vehicles shall be unloaded with the action open and the muzzle pointed in a safe direction at all times during transportation. If the vehicle is equipped with a rack said rack must be firmly attached to the vehicle and orient the muzzle vertically. The firearm must be secured in the rack while the vehicle is in motion. Break action firearms may be transported in a rack with the action closed.

Operation of said vehicles deemed unsafe in the judgement of the Event Director, the Committee Chair or the BoD shall be grounds to disqualify the operator, cause his ejection

from CCFSA property, be deemed grounds to prohibit his further operation of a vehicle on CCFSA property and, if sufficiently egregious in the judgement of the BoD, be deemed grounds for the suspension of membership privileges or revocation of membership.

The Event Director shall notify the appropriate discipline Committee Chair of his intention to allow the use of said vehicles by participants during an event.

Section VIII
Procedures and Guidelines for
Calendar Scheduling and Reserving Facilities
for the Clinton County Farmers' and Sportsmen's Association

Calendar Manager and Alternate:

1. A Calendar Manager and an Alternate, will be appointed by the CCFSA President and will serve at the pleasure of the CCFSA President.
2. The Calendar Manager will maintain the CCFSA calendar on the CCFSA web site and schedule the use of CCFSA facilities per the guidelines and procedures outlined in this document.
3. The Calendar Manager Alternate will perform the duties of the Calendar Scheduling Manager in such case as the Calendar Scheduling Manager is either temporarily unable or no longer able to perform the duties required to manage the CCFSA calendar and schedule.
4. All official communication will be conducted via official CCFSA email < calendar@ccfsa.com > to provide a record of the communication for clarification and resolving concerns.

Scheduling and Reserving Facilities for the next calendar year beginning January 1st:

1. ***ALL requests for scheduling or reserving of CCFSA facilities for recurring events for the next calendar year beginning January 1st will be submitted via email to calendar@ccfsa.com by October 31st of the current year. Recurring events that have traditionally occurred and been scheduled on specific days will continue to have preference.***
2. All requests will include:
 - a. the name of the event or entity requesting the facilities being reserved.
 - b. Contact person's name, email, and phone number for the request.
 - c. The DAY(S) (Mon. Tues, etc.) , DATE(S), BEGINNING and ENDING times, and estimated participants for each separate day being requested.
 - d. The BEGINNING and ENDING times will include set-up and take-down/clean-up time needed as the facilities will only be scheduled/reserved during the requested times.

3. A calendar scheduling meeting will be held after October 31st and on or before November 15th of the current year for all interested parties, if required, to meet and resolve any scheduling conflicts for the next calendar year.
4. The next calendar year schedule beginning on January 1st will be posted by December 1st of the current calendar year by the Calendar Manager.
5. Any scheduling requests for the subsequent calendar year submitted after October 31st of the current calendar year will be scheduled on a first-requested, first-served basis after November 15th of the current calendar year so the scheduling meeting for the next calendar year can be held.
6. All persons and /or entities scheduling and using the CCFSA facilities MUST abide by all rules, regulations, and expectations of the CCFSA Handbook and RSO Guide and/or any additional requirements by the CCFSA President, Board of Directors, or Safety Committee.

Scheduling and Reserving Facilities for the current calendar year:

1. ***ALL requests for scheduling or reserving of CCFSA facilities for the current calendar year will be submitted via email to calendar@ccfsa.com at least fourteen (14) days prior to the requested date(s).***
2. All requests will include:
 - a. the name of the event or entity requesting the facilities being reserved.
 - b. Contact person's name, email, phone number for the request.
 - c. The DAY (Mon. Tues, etc.) , DATE, BEGINNING and ENDING times, and estimated participants for each separate day being requested.
 - d. The BEGINNING and ENDING times will include set-up and take-down/clean-up time needed as the facilities will only be scheduled/reserved during the requested times.
3. The Calendar Manager (or Alternate if the Calendar Manager is either temporarily unable or no longer able) will respond within three (3) days either approving or denying the request.
4. If the request is denied, a reason will be provided and possible alternative scheduling or availability may be suggested.
5. Any scheduling requests made with less than fourteen (14) days' notice will typically be denied unless special, emergency, or other unforeseen circumstances exist. CCFSA club members are requested to check the CCFSA Calendar on the website prior to coming out to the CCFSA

facilities and it is unfair to them to do last minute scheduling with less than two weeks' notice. They should be able to plan to make use of the facilities two weeks before doing so. The exception to this will be to meet the scheduling needs of law enforcement agencies.

6. All persons and /or entities scheduling and using the CCFSA facilities MUST abide by all rules, regulations, and expectations of the CCFSA Handbook and RSO Guide and/or any additional requirements by the CCFSA President, Board of Directors, or Safety Committee.

Cancellations:

1. ***ALL cancellations of calendar events or reservations of CCFSA facilities will be submitted via email to calendar@ccfsa.com as soon as possible by the person(s) who originally scheduled the event or dates, the committee chair for the area/facilities scheduled on the calendar, or the CCFSA President.***
2. Any events, entities, and/or persons scheduling CCFSA facilities and not following through with the use of the full facilities scheduled or reserved without notifying the Calendar Manager more than two times in a calendar year will be subject to review by the CCFSA BoD and President. The preceding is not meant to be a comprehensive final word on the topic as it is understood that weather, medical, or a variety of other issues may arise which preclude a timely notification to the Calendar Manager.

List of CCFSA Facilities that can be scheduled/reserved on the calendar:

- CCFSA Club House
- Camping Grounds
- Pond – Front
- Pond – Rear
- Rifle/Pistol Bay 1
- Rifle/Pistol Bay 2
- Rifle/Pistol Bay 3
- Rifle/Pistol Bay 4
- Rifle/Pistol Bay 5 – Preferred before scheduling Bays 1, 2, 3, or 4
- Rifle/Pistol Bay 6 – Preferred before scheduling Bays 1, 2, 3, or 4
- Rifle/Pistol Bay 7 – Preferred before scheduling Bays 1, 2, 3, or 4
- Rifle/Pistol Bay 8 – Cowboy Action

- Rifle/Pistol Bay 9
- Rifle/Pistol Range Building
- Shotgun Field 1 – Skeet
- Shotgun Field 2 – Skeet, Trap
- Shotgun Field 3 – Skeet, Trap, 5-Stand
- Shotgun Sporting Clays
- Archery – Field Targets
- Archery – 3D Range through woods

Other scheduling considerations:

- Any scheduling of Rifle/Ranges of more than three (3) bays will need approval of the Rifle/Pistol committee and CCFSA President.
- Rifle/Pistol Range Bays 5, 6, & 7 will be reserved first unless there are other specific requirements that cannot be serviced by those bays. Rifle/Pistol Range Bays 1, 2, 3, & 4 will be scheduled last to keep those bays open to the general membership as much as possible.
- Rifle/Pistol Range Bay 8 is reserved for Cowboy Action shooting unless otherwise approved by the Cowboy Action Committee or the CCFSA President.
- Shotgun Fields 1, 2, & 3 CANNOT be used/scheduled while Archery is conducting or setting up for or tearing down a scheduled event that will overlap the shotgun fall zone.
- Shotgun Fields CANNOT be used/scheduled while Front Pond is in use. Conversely, if the Shotgun Fields are currently in use the Front Pond will remain off limits.

Section IX

Safety

Job Description for Safety Officers and Range Safety Officers for CCFSA

The title of Range Safety Officer, as pertaining to the Clinton County Farmers and Sportsmen's Association, comprises the duties of select trained individuals who may act as agents of the Board of Directors of CCFSA, and confers on those agents the responsibility of maintaining the safety and security of the individual disciplines and ranges as defined by the club standards, and the protection of CCFSA club property from acts of irresponsible or dangerous firearms use. The title of Range Safety Officer refers to those individuals trained through the National Rifle Association RSO course. The title of Safety Officer refers to those individuals trained through the CCFSA Safety Officer course. For the purpose of this job description, all will be referred to as RSOs. Qualified individuals are those who have trained using an NRA Range Safety Officer course, although it is not required that they submit their training credentials to the NRA if they do not wish to incur that cost. Trained RSOs through CCFSA must remain active within club membership of CCFSA in order to retain their title.

The criteria for RSO actions will be the standard operating procedures defined by the NRA, and in accordance with the regulations and policies outlined in the CCFSA rulebook.

The RSOs of CCFSA will be responsible for notifying individual shooters if they observe a behavior or use of club property that is unsafe or contrary to club rules. If the RSO approaches a member or guest and details the problem, and the problem is corrected, shooting may resume. If a member or guest persists in the behavior, it is within the authority of the RSO, as an agent of the Board of Directors, to ask the shooter to cease all shooting and leave the club property until such time as the Board of Directors may determine a course of action regarding the infraction. In addition, RSOs have jurisdiction over non-firearms-related infractions, such as

individuals observed driving on grounds or ranges where prohibited. CCFSA RSOs are authorized to conduct Club Orientation for new members.

All actions of the RSOs, and the Board of Directors, are designed to enhance the safety and enjoyment of all members and guests, keeping our club a high-quality recreational and educational shooting facility.

Firearms safety is the primary responsibility of firearms owners and club members. Following the NRA basic safety guidelines, and the rules of CCFSA, will keep club members and others safe.

A listing of RSOs for the Clinton County Farmers' and Sportsmen's Association is under review.