

# Policies and Procedures Approval Signatures

**Accepted this date: 08-Dec-14; signed copy on file with Secretary**

\_\_\_\_\_  
President

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Vice-President

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Treasurer

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Secretary

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**Effective on This Date: 08-Dec-2014**

# Policies and Procedures

## **Section 1: Content**

1. This set of documents will be reserved for documents generated that define the operating policies and procedures of the Paradise Rod and Gun Club Inc. To expedite the process, documents added to this section are under the control of the Board of Directors and do not require a general membership vote of approval for addition or change. However, the general membership may request changes or additions to the policies or procedures. Any changes or additions to this section will be discussed and the content made available in copies at the next general membership meeting.
2. It is the responsibility of the Board of Directors to review each document against the Use Permit and the list of mitigations to ensure compliance and establish an effective date. Documents not in compliance will not be allowed.
3. A table of contents page will list all current documents and their current revision level.
4. These documents require a two thirds approval vote by the Board of Directors to be approved.

## **Section 2: Format**

1. Documents will be in Microsoft Word format and Arial 12 point type or Adobe Acrobat PDF format.
2. Each additional document will have a page for approval signatures and the revision approval date will be imbedded in the footer area of each page.

## **Section 3: Control and Storage**

1. The approved documents included within this document will be stored by the Secretary for retrieval as required for review, changes or distribution.
2. An electronic media file will also be maintained by the secretary to allow approved new documents to be added. This file shall not be password protected but an accurate revision history will be maintained.

## **Section 4: Table of Contents**

| <u>Document</u>                                      | <u>Revision Date</u> |
|--|----------------------|
| 1. Section 5: Use of Facilities                      | 08-Dec-2014          |
| 2. Section 6: Youth Shooting Program Recommendations | 07-Nov-2011          |
| 3. Section 7: Membership Activities                  | 08-Dec-2014          |
| 4. Section 8: Conference Call Procedures             | 08-Dec-2014          |
| 5. Section 9: Disciplinary Processes and Procedures  | 08-Dec-2014          |
| 6. Section 10: CardLock Security System              | 05-Feb-2016          |
| 7. Section 11(new): Duties & Methods for Treasurer   | To be written        |

## Section 5: Use of Facilities

Accepted this date \_\_\_\_\_

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Vice-President

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Effective on this date: \_\_\_\_\_

## Section 5: Use of Facilities

### Purpose

The purpose of this section is to provide guidelines to the Executive Board for the use of the club facilities that may occupy or consume a major portion of the available space during any time period that would limit use of the facilities by any member not associated with the designated activity.

This document will also serve as a method of controlling and monitoring range activities outside of the normal functions. For the purpose of control, any activities by a business entity that provides firearms instruction or licensing shall have all related business activities on a written plan that has been approved by the Executive Board prior to any such activity on the range.

### Guidelines

1. The Paradise Rod & Gun Club Executive Board (hereafter "Board") maintains the sole authority to grant permission, on a case by case basis, for the use of club shooting range property, and facilities.
2. Any individual or outside concern wishing to use club facilities must submit a written request to the Paradise Rod & Gun Club Board no less than thirty (30) days prior to the use date requested. (A "Facilities Use Request" form follows.)
3. Along with the use request, a detailed written plan must be submitted defining what activities will be conducted on club property, date(s) and time(s) involved and the anticipated number of people to be accommodated. A detailed Lesson Plan (based on the model that follows) must be submitted as well. A signature approval cover sheet is to be included for Board members to sign.
4. Proof of liability insurance on file with the Board will be a requirement for anyone actively engaged in firearm instruction or licensing process as a commercial entity. The minimum requirement is \$1,000,000.
5. All persons participating in this activity shall sign in on a "Sign-in Log Sheet" that clearly identifies this activity **and is separate and distinct from any regular PR&GC sign-in sheets.** This Sign-in log will remain in the permanent files at the facility.
6. **Any and all range fees for both members and non-members participating in an approved class or program sponsored by a "3<sup>rd</sup> Party" shall be paid by that "3<sup>rd</sup> Party with a single and separate check made payable to the Paradise Rod & Gun Club.**
7. A two thirds vote of approval by the Board is required to approve any request. This approval may be in person, via telephone or electronic media.
8. The Board's approval or denial of requested use and date(s) will be final, based on such factors as club activities, range use by general membership, and compatibility of the request to the club use permit, range rules, bylaws, impact of our non-profit status or potential liability concerns.

9. The Board reserves the right to visit the property during the date(s) of use to observe and verify that activities are in compliance with the approved written plan. A signed copy of this approved plan will be available on site for review during the approved period of use.
10. The general membership must have ample prior notification to resolve issues or concerns relating to substantial closure or use of the facilities. The club WEB site is considered adequate for notification. Two (2) weeks is the recommended minimum.

The secretary shall keep a copy of the approved request document in a permanent records file.

3rd Party or Special Program Sign-in Sheet

Vendor / Program Coordinator:

Class / Program Title:

Date: RSO I/C:

|    | Participant Name |  | Member status |       | Release status |        | Fees paid to vendor |           | Time in | Time out |
|----|------------------|--|---------------|-------|----------------|--------|---------------------|-----------|---------|----------|
|    | Last, First      |  | M'ber         | 1 Day | On file        | Signed | Reg R/F             | 1 Day Fee |         |          |
| 1  |                  |  |               |       |                |        |                     |           |         |          |
| 2  |                  |  |               |       |                |        |                     |           |         |          |
| 3  |                  |  |               |       |                |        |                     |           |         |          |
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| 18 |                  |  |               |       |                |        |                     |           |         |          |
| 19 |                  |  |               |       |                |        |                     |           |         |          |
| 20 |                  |  |               |       |                |        |                     |           |         |          |

Notes: Vendor / Coordinator and RSO I/C will be jointly responsible to assure the following are completed...

- 1) All participants signed-in. Time in and out to be noted.
- 2) Membership status is noted. One Day Cards filled out as necessary. Releases filed out and collected, as necessary.
- 3) Appropriate range fees collected and noted; \$5 for member, \$10 for One Day members.
- 4) This sheet along with releases, One Day Cards, and a check from Vendor for all fees are filed with Club in a timely manner.

## **PR&GC Facilities Use Request**

**Name of Program and Sponsor (*individual and organization*):**

**Content and concepts of the Program:**

**Background & Rationale:**

**Prerequisites:**

**Objectives:**

**Materials needed and supplied by whom?**

**Summary of Information and / or Experiences to be provided in this program:**

**Instructor Input and Responsibilities:**

**Is follow-up or assessment required?**

**Other considerations:**

**Expected # of Participants:**

**Time Frame (per session and projected # of sessions):**

**Associated Expenses to participant and income to the Club:**

**Range Facilities Use (total program):** (*Which facilities will be used and on what days? For how long?*)

**Submitted by:**

**Date of submission:**

**PR&GC Lesson Plan Format (*model*)**

**Lesson Title:** *(Name of class or program)*

**Essential Concepts:** *(What this lesson is designed to teach?)*

**Background Information:** *(Why this lesson is being offered?)*

**Prerequisites:** *(What clearances, certifications, standing in Club, or other considerations are required to participate?)*

**Objectives:** *(What is the expected outcome of this lesson? What should the participants learn?)*

**Materials:** *(What items are needed to participate in the lesson; to be supplied by the Club and / or by the participant?)*

**Summary of Information and / or Experiences to be provided in this lesson:** *(What is going to happen during the lesson?)*

**Instructor Input:** *(Specify how will the material be presented? Lecture, Q&A, demonstrations, visuals, hands-on, or other?)*

**Follow-up, or assessment, as required:** *(How will it be determined if the lesson was successful? Will there be a test, a practical demonstration of mastery or, some other evaluative tool?)*

**Other considerations:**

**Expected # of Participants:** *(How many will be involved in the class? Is there a limit on the #?)*

**Time Frame (per session):** *How long will the lesson take? Will there be multiple sessions? Please include set-up, tear-down time.)*

**Associated Expenses:** *(Cost to the participant? What is the cost, and income, to the club?)*

**Range Facilities Use (total program):** *(Which facilities will be used and on what days? For how long?)*



**Submitted by:**

**Date of submission:**

## **Section 6: Youth Shooting Program Recommendations**

Accepted this date \_\_\_\_\_

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President

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Vice-President

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Treasurer

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Secretary

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Effective on this date: \_\_\_\_\_

## **Section 6: Youth Shooting Program Recommendations**

### **Purpose**

The purpose of this section is to provide guidelines to the Executive Board and the Range Safety Officers for the use of the club facilities and equipment during youth shoot programs held for but not limited to Cub Scouts, Boy Scouts or California Waterfowl Association.

### **Recommendations**

1. All RSO's, Instructors and participants are to sign in and non-RSO's must fill out a Waiver form. There are no fees charged for these youth activities.
2. Introduction to be made at this point so that everyone and their function will be known to all.
3. The shooting program taking place for that day should be explained to the shooters and what is expected of them.
4. All participating adults and youths are to be informed of the Range safety rules and Range Commands by an assigned Range Safety Officer. After this is completed, the RSO in charge of the program may start the shooting session.
5. The single shot bolt action rifles supplied by the club should be racked or on the shooting benches before participants show up.
6. Only club guns will be used for youth programs unless prior need is established and approved. The use of semi-autos is to be strongly discouraged.
7. Personal guns are not to be brought into the shooting area before safety rules have been gone over and the RSO in charge of the shoot or his assistants have approved them.
8. Ammo is not to be put out next to the rifles at shooting stations until the start of the shooting period.
9. While the youth shoot is in progress, guns will not be handled in the shooting area by anyone without direct supervision of the RSO or assistant instructors.
10. Use of the rifle range by anyone not associated with the youth program in progress is at the discretion of the RSO in charge but the Youth Program shall have priority.
11. Do not attempt to adjust the sights on club rifles.
12. The other range facilities are open for use and are subject to the normal range fees and having an RSO present.
13. Anyone wanting to continue the use the rifle range for after the youth shoot is over is subject to all range fees and must have an RSO present
14. A fee exception is allowed for the testing of a rifle used in a youth shoot if the person shooting it is associated with the youth group shooting that day. The Daily Range fees will be waived.

**Section 7: Membership Activities**

Accepted this date \_\_\_\_\_

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President

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Vice-President

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Treasurer

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Secretary

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Effective on this date: \_\_\_\_\_

## **Section 7: Membership Activities**

### **Purpose**

The purpose of this section is to define the General Membership and Range Safety Officer record keeping requirements of the Paradise Rod & Gun Club Inc.

### **Record Keeping**

1. All records shall be kept in a Microsoft Windows accessible data base such as Excel or Access or both.
2. All data base electronic information shall have a separate media backup copy made not less than weekly or any time the data base changes.
3. These records shall be maintained by any single PR&GC member or Committee as approved by the Board of Directors.
4. Phone Number and address lists are to be made available to the Board members upon request.
5. The hard copy of membership applications shall be kept in a permanent file indexed by year. Most Membership Applications prior to 2004 are not available.
6. Inactive members may be removed and placed in an inactive file but they must be retained for history.

### **General Membership**

As a minimum the database shall include the following information:

1. First and last name of the member and spouse or domestic partner.
2. Home mailing address or Post Office box address.
3. Phone number for contact. Cell phone if available.
4. NRA number and expiration date.
5. PRGC member number assigned at time of membership acceptance.
6. Date of application acceptance by the club.
7. Month that membership dues are due. This is based upon the application acceptance date.
8. Year dues are due again. Some may pay multiple years at a time.
9. RSO status and RSO certification expiration date as applicable.
10. Email address if it is made available.
11. Dues payment history for the current year and at least one prior year, amount of dues payment, date paid, method of payment, and check number if applicable.
12. Card key number as appropriate. This number is obtained from the Card Key Access system administrator. It is not the Member Number and is used only to track the assignment of the Card Key.

### **Membership Number**

1. This number is assigned when an application is received. It is a five digit number with the first two digits referring to the month and the following three digits being sequential numbers for that month.
2. This will provide up to 999 member numbers for any month. Example, the fifteenth member in April is 04015.

3. This number shall not be reassigned until all 999 possible numbers are used. At that time vacated numbers may be reused.

### **New Memberships**

1. The information will be taken from the application and entered into the database as appropriate.
2. A member number will be assigned on "Next Available" basis per the Membership Number section.
3. A new member packet containing the following shall be mailed to the new member within five days of application approval.
  - a. A welcome letter.
  - b. The current By-Laws Document.
  - c. Membership card(s)
  - d. NRA membership receipt if paid for with the membership

### **Membership Cards**

The General Membership and Range Safety Officer card may be a business card or an electronic card access key and shall contain as a minimum the following information:

1. The club name.
2. The members first and last name and member number.
3. Next dues due date, month and year.
4. The members NRA number and RSO expiration date as applicable.
5. This information is currently printed on an Avery 5160 small address label and placed on a business card with the club information above it.

### **Dues Notice and Payment**

1. A dues due notice shall be sent to the membership a week or so before the month they are due. This may be either email or hard copy U.S. Mail.
2. This notice shall contain all of the member's current information on file with a request to update any missing or incorrect information.
3. Upon receipt of a dues payment the NRA membership status shall be verified to be current. If the membership is not current the member shall be notified to provide proof of current NRA membership and the payment held until membership status is confirmed or a payment for NRA membership received.
4. Payment information shall be entered into the database as appropriate.
5. A new card shall be sent to the member containing current information.
6. This information shall be passed to the Electronic Card Key Access system administrator for entry into that system.
7. If an NRA Membership was paid for with the dues, an NRA Membership application is to be filled out and forwarded to the NRA with the appropriate payment in the form of a PRGC check. See NRA Applications for details.

### **Late Dues Notices**

1. A Late Dues Notice shall be sent via U.S. Mail when the dues payment exceeds six (6) weeks late.
2. This notice shall indicate the date of the original dues request and method of notice (email or U.S. Mail), and an explanation of late fees due.

3. The notice shall include the member information and a request to make corrections to bring the information current.
4. A phone call to the member may be made as a last resort effort to preserve the membership.

### **Range Safety Officers**

1. The RSO database may be a stand-alone list but shall be included as subset of the General Membership database. However, the data must be maintained in and included in the General Membership database regardless of other locations.
2. The following information shall be included in the database and kept current within 30 days.
  - (1) First and last name.
  - (2) NRA number and expiration date.
  - (3) RSO number and expiration date. There are times when they are not the same NRA number.
  - (4) Phone number.
  - (5) Email address
  - (6) Card key number

### **Dropped Memberships**

1. All dropped memberships shall have the membership information removed from the active database and transferred to an inactive file.
2. Information shall be added to this file stating why the membership was dropped from the active listing. (Deceased, moved, unpaid dues, etc.)
3. This file shall be retained in history records.

### **NRA Applications**

1. Any existing member or new member may have their NRA Membership dues paid through the Paradise Rod & Gun Club Inc.
2. Currently this cost is \$25 per year to the member. This cost may be submitted with the dues payment or at any time during the year.
3. The NRA form is to be filled out with the member information and the existing NRA number included if it is a renewal.
4. Our club recruiter number, XC005360 is to be placed in the top right hand space for this information.
5. The Appropriate New/Renewal box is to be checked.
6. Strike out the \$35 annual fee and write in \$25. Multiple year memberships have special pricing so check with the NRA Recruiting desk for information.
7. The PRGC check number is to be added to the appropriate space.
8. Only PRGC checks should be submitted to the NRA and one check may cover several NRA applications.
9. The NRA will send the club a check, reimbursing \$5.00 for each renewal and \$10.00 for each new membership. This check is to be submitted to the Treasurer for deposit in the PRGC account.
10. NRA applications may be held for up to two weeks and batched together to minimize the PRGC checks in process.
11. The NRA will supply free of charge all postage paid mailing materials.

## **Section 8: Conference Call (re: Exec. Board) Procedures**

Accepted this date \_\_\_\_\_

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Vice-President

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Effective on this date: \_\_\_\_\_

## Section 8 - Conference Call Procedures

### Purpose

The purpose of this section is to define the application of Article V Section 2 Sub-section C3 of the PR&GC By-laws regarding the use of conference calls by the Executive Board to address issues that are deemed to “be of such importance that an immediate resolution and decision is required.”

- A. Notification of the conference call with the telephone number, call code, and subject(s) to be discussed should be made by e-mail or phone call to all Executive Board members at least two days prior to the conference call but may be less in emergencies.
- B. Minutes of the items discussed will be kept by the Secretary or their designee and distributed to the executive board within 14 days or distributed at the next executive board meeting. These minutes shall record all motions, seconds, and their makers made during the conference call regardless of the outcomes of the motions.
- C. A quorum of the executive board must log on and actions taken during the conference call will adhere to the requirements of a regular executive board meeting.
- D. Conference call audio may not be recorded by any participant by any method.
- E. Conference calls may be attended by non-executive board members but only on the same phone line as an executive board member and under their supervision unless specifically approved by the presiding officer.
  - i) The chairperson for the call and all participants must be advised of the non-member's attendance at the beginning of the call.
- F. Non- executive board members may not participate in discussion unless recognized by the chairperson before speaking to the issue being discussed.
- G. Non- executive board members must be cleared from access to the conversation whenever executive session issues are to be discussed.
- H. Minutes taken during the conference call must be approved by majority vote of the executive board at the next regular executive board meeting.



## **Section 9: Disciplinary Processes and Procedures**

Accepted this date \_\_\_\_\_

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Vice-President

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Effective on this date: \_\_\_\_\_

## Section 9 - Disciplinary Processes & Procedures

**A. Purpose –** As an organization that deals with guns and shooting sports, the club has a serious responsibility to the public and its club members to assure that all activities are executed in the safest manner practical. No activity is more open to scrutiny than the operation of a gun range.

Thus it is important that the Paradise Rod and Gun Club (hereafter referred to as the “Club”) have in place measures to respond to infractions and violations of both published range safety procedures and general range safety practices.

This section sets forth the procedures necessary to notify the parties involved in the event of such unsafe actions or actions which could jeopardize the Club’s use-permit to operate a gun range in Butte County, California.

**All proceedings under this article shall be kept confidential by the Executive Board and all persons involved in the investigation.**

### **B. Process-**

1. When any member;

a) One day,

b) General,

c) Life,

or

d) Honorary,

2. Is accused of committing an offense that;

a) will bring discredit to the Club, including but not limited to the items noted in Art. III, Sec. 3B1 and Sec. 3B2.

b) was a seriously unsafe act including, but not limited to the items in Art. III, Sec. 3C.

c) creating an unauthorized financial liability to the Club, in violation of Art. IX.

or

d) who has been expelled from the NRA,

**3.** That member shall be referred to the Executive Board for their recommendation concerning discipline from the Club.

- a)** The Executive Board shall cause the issue to be investigated and a report prepared of the findings of the investigation committee. [see sub-section C below].
- b)** The charges may be dismissed by the Executive Board and their decision will be final.
- c)** The charges and decision will be sent to the member in writing.

**4.** Following written notification of the charges and decision, the member has 30 days from date of delivery attempt by U.S. Postal Service to appeal the decision to the Executive Board.

- a)** The member must personally appear before the Executive Board in any appeal.
- b)** Failure to appeal or appear will constitute the members voluntary withdrawal from membership on the 31<sup>st</sup> day.
- c)** A second notice will be served by U.S. Postal Service, with proof of delivery, confirming the decision of the Executive Board.
- d)** The decision of the Executive Board shall become final upon a Majority vote.

### **C. Incident Investigation Committee**

- 1.** An Incident Investigation Committee consisting of at least three (3) members with Range Safety Officer ratings will be established to gather information related to range safety incidents, unsafe conditions or inappropriate conduct and present this information to the Board of Directors.
- 2.** Inclusion of Executive Board Members in the Investigation Committee
  - a)** Executive Board Members should not be members of the investigation Committee so as to preserve their impartiality for Board action in the matter.
  - b)** If a Board member for some reason must be on the Investigation Committee that Board member must recuse themselves from any Board deliberation or action on the matter.
- 3.** Committee members must be readily available to insure timely response to incidents. Alternates may be appointed if regular members are not readily available.
- 4.** Committee members will serve open ended terms at the behest of the of the Club's Executive Board (hereafter referred to as the "Board").

5. Committee members may elect to end their service on the committee without prejudice.

## **D. Incident Investigation Committee Procedures**

1. The investigation procedures will follow the flow established on the Range Incident Process Flow Chart appended to this Section.
2. The investigation should include information on the following:
  - a. Who was involved?
  - b. What happened?
  - c. Where it happened.
  - d. When it happened.
  - e. Why it happened.
  - f. Any other information pertinent to the event the Committee feels should be reported.
  - g. Names of witnesses and their statements.
  - h. Include all supporting information including photos.
3. The investigations and information disclosure to the board will take place as promptly as possible following a reported incident.
4. This disclosure to the board shall be a written report that includes a section titled "Conclusions" in which the Committee may offer an opinion based on the facts gathered.
5. The disclosure will be signed and dated by the investigating members, indicating if each is in agreement or disagreement with the conclusions expressed in the report..
6. A special board meeting may be called if deemed necessary to insure speedy resolution to the incident.
7. At least one Committee member must be available to respond to questions by the Board.
8. All information gathered will be kept strictly confidential to protect those involved.

## **E. Executive Board Review**

1. The Board shall review all information presented by the Incident Investigation Committee and determine if further action is necessary.
2. If it is found that a safety violation occurred and additional action is necessary, the involved party(s) shall be invited to attend a board meeting and present their explanation of the events. [Per this Section (9), sub-section B2, items 2, 3, &4]

3. In the event that the opportunity to present their explanation is declined, the board will make a decision based on the information presented by the Incident Investigation Committee. [Per this Sec. (9), sub-sections D, E, & F]

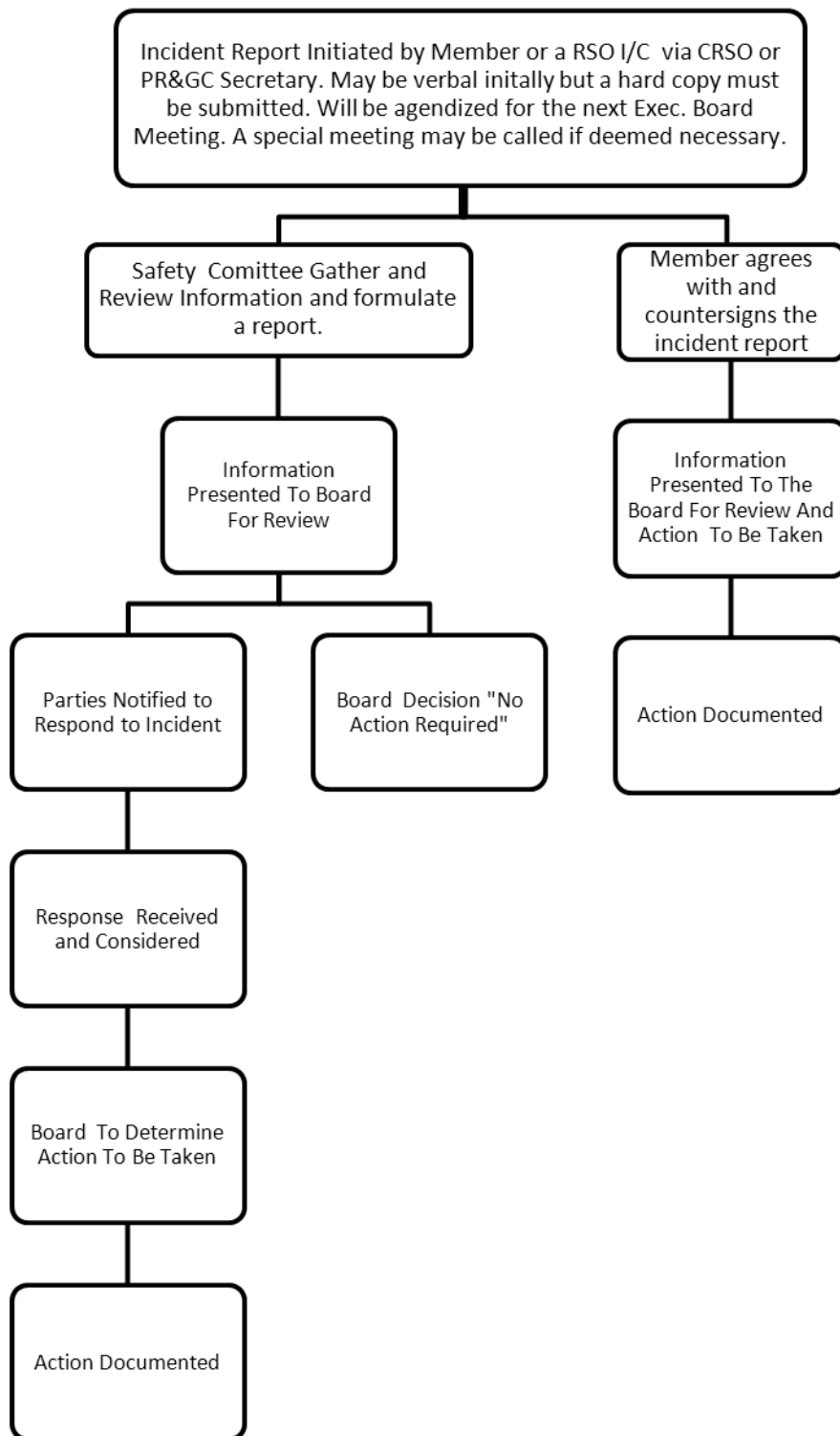
## **F. Disciplinary Action**

1. The Board must meet as a governing body (i.e. there must be a quorum as defined by the Club's By-Laws) and a resolution may be offered and seconded.
2. This resolution shall only be passed with a majority vote of those Board members present.
3. In the event of a tie vote, the resolution fails.
4. If the issue involves a Board member or a member of their immediate family, they will be asked to abstain from voting.
5. Before a disciplinary action may be taken, a documented and reported incident from one or more sources must be presented to the Board for consideration and the involved member(s) must have the opportunity to be heard.
6. At the conclusion of the member's presentation, the board will meet in private to consider the issues discussed and take action, including modification of the resolution, as it deems necessary.
7. It is at the Board's discretion as to the terms and conditions of the member's Disciplinary Action.
8. Terms and conditions will be applied in proportion to the severity of the incident and shall be consistent with previous incidents of a similar nature.
9. Terms and Conditions may range from placing the member on notice to cease and desist such actions, to, in extreme cases, suspension of range privileges or suspension from the Club and revoking the membership.
10. The Board's decision regarding this event is final.
11. The affected member(s) will be notified in writing as to the Board decision and resolution of the matter.
12. All of the information gathered, and the documented final resolution of this disciplinary action, shall be filed by the Secretary with the minutes of the meetings.

## **G. Privacy**

1. Every reasonable effort shall be made to keep the details of disciplinary actions a private matter between the Board and the member.

2. Board members are admonished from revealing the content or terms of the disciplinary action or disclosing the parties involved.
3. It is not the intent of the Club to hold any member to public scrutiny or ridicule. Its only goal is to maintain public and member safety, and continue operating under the Club's existing use permit.



## Section 10: CardLock Security System

Accepted this date \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

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Director

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Director

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Director

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Director

\_\_\_\_\_  
Director

Effective on this date: \_\_\_\_\_



## Section 10 – CardLock Security System

**Purpose:** The purpose of this section is to explain the rationale for and provide an operational guide to the correct use of the SecuraKey system.

### **SecuraKey Card System**

The SecuraKey Card system will be used to provide a log of RSO/IC time of on each of the four ranges into a secure database. The Paradise Rod & Gun Range Safety Manager will issue cards to Range Safety Officers after achieving PR&GC certification. Third Party users will be issued an additional card that will identify their activity on the range.

The card reader will record:

- 1). name of RSO and date and time that RSO/IC began his/her time of range supervision.
- 2). whether a non-approved card was attempted.

This information will be down-loaded and used to for purposes of RSO management.

One card reader is installed at the Skyway Range:

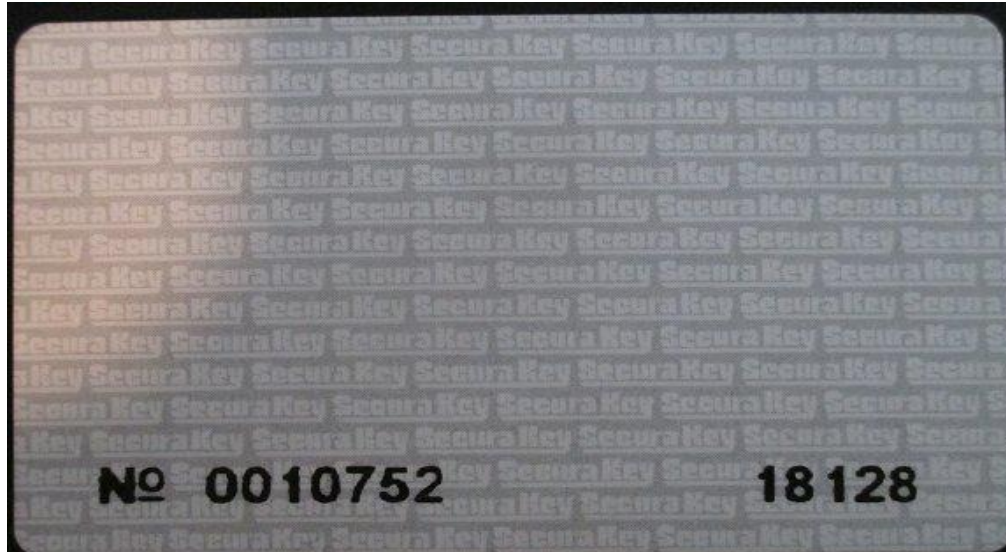
The reader is installed inside of the forty foot container near the Rifle Range. It will be used by all RSO/ICs that supervise and control a range.

**Card Use:** PR&GC certified RSO's will use the card reader to log their activity as Range Safety Officer In Charge as follows:

- 1) When opening the range for use by members or maintenance activities.
- 2) When closing the range at the end of all activities.
- 3) When opening an additional range during the time one of the ranges is active.
- 4) When closing the additional range.
- 5) Any time that the RSO is the RSO/IC of any range begins and/or closes that activity.

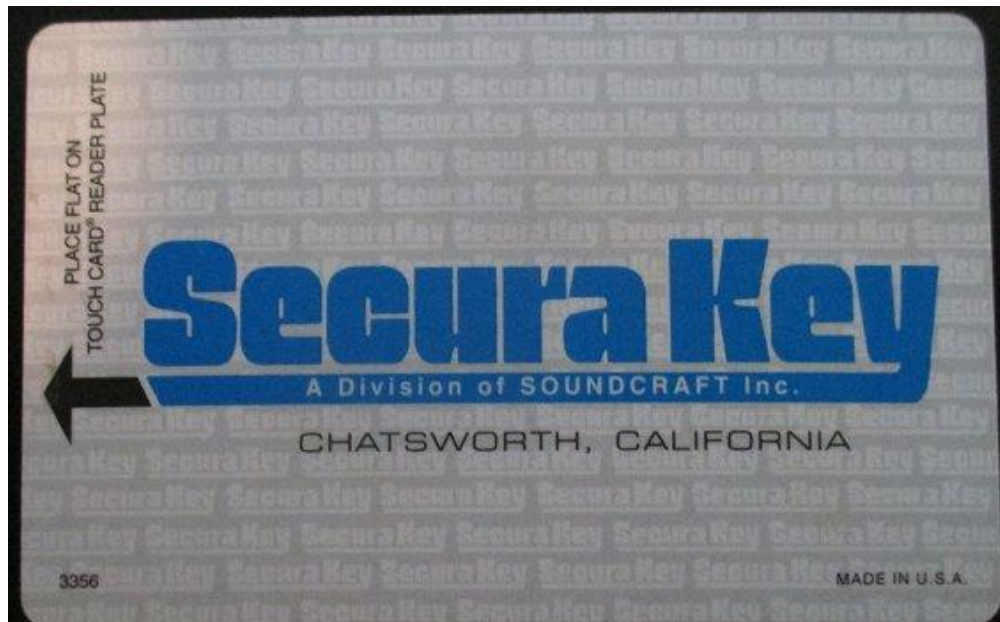
### **Personalized SecuraKey Card**

Below is an example of the **Rear Side** of the SecuraKey card that will be required to act as an RSO/IC at the Skyway Range. Each card has a unique card number printed on the outside. Each card also has a unique card number that is logged each time the card is used at card reader. Each PR&GC certified RSO will be assigned a unique card.



### **Personalized SecuraKey Card**

Below is an example of the **Front Side** of the SecuraKey card. Note the orientation of the card with the arrow facing out and pointing up. This is the correct way that the card must be used to properly record time of service as an RSO/IC on any of the four ranges.

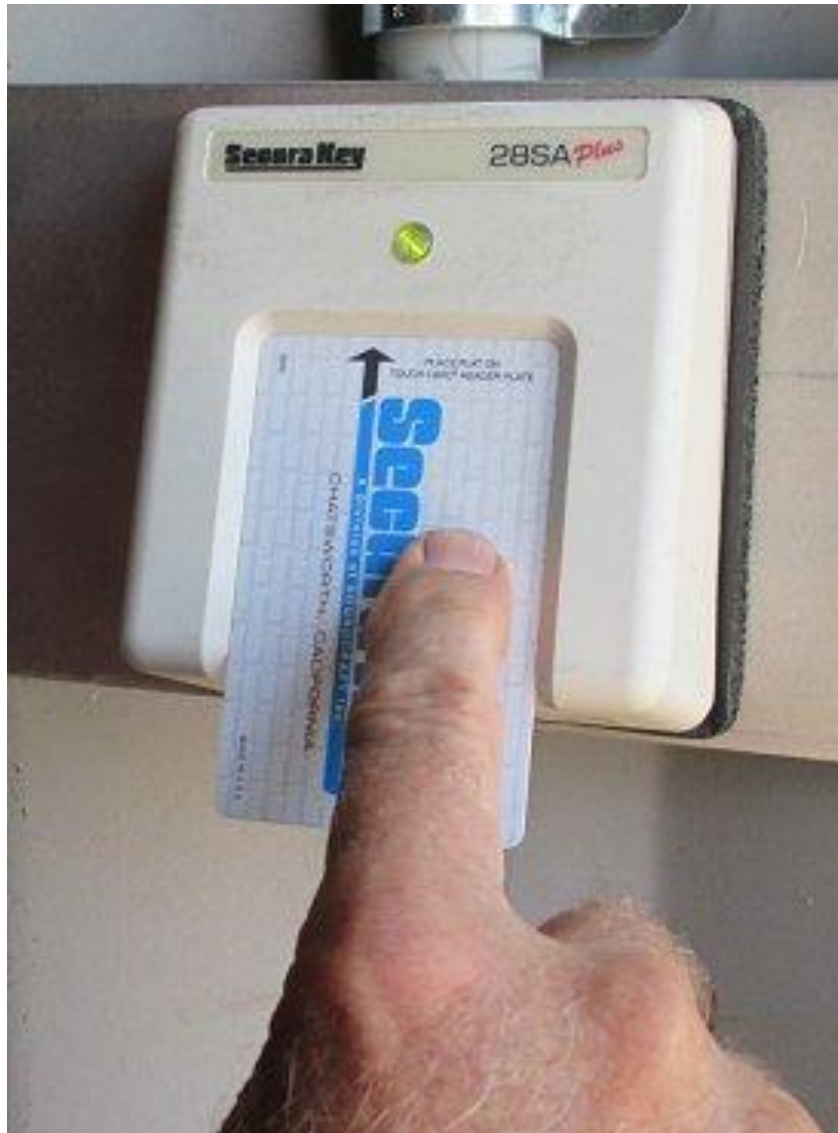


### **SecuraKey Card Reader**

Below is the SecuraKey Card Reader mounted inside the 40 foot storage building at the rifle range. This reader is shown for purposes of instruction. The flat silver surface is where the card is placed completely flat against with the arrow facing out and up. Above the silver surface is a light that will show the status of the card and whether the access is allowed.



***SecuraKey Card Reader-Allow Use***



The above picture shows proper position and use of the SecuraKey card. The arrow is facing up and out. Note that the light above the card in the center is GREEN. This indicates:

- 1). The card has been properly placed on the face of the reader, and
- 2). the RSO status is recognized as current.

***SecuraKey Card Reader-Use Not Allowed***



The above picture shows proper position and use of the SecuraKey card, but note that the light above the card in the center is RED. This indicates:

- 1). The RSO status is recognized as not current.
  - a) Please contact the club Range Safety Manager to verify your RSO current status.
- 2). The RSO use of the range at that time is not approved.
  - a) RSO is trying to gain access during a time that is not the normal operation times for the range.
- 3). Improper use of card.
  - a) The SecuraKey system has a "Pass-back" system. If a card is used for to record the entrance or sign-in of one member, the use of the same card again within a 30 second time period will not allow any function.

**If you hold a RSO card and receive a RED light and are sure that you have used the card properly, please contact the club Range Safety Manager or notify the club at:  
530-877-1345.**