

POLICIES AND PROCEDURES
NEW MEXICO BIG HORN GUN CLUB

SECTION I - MEMBERSHIP DUES AND RANGE KEYS

- a. Membership annual dues are set by the membership at the September meeting and are due at the October meeting. The annual dues will include the cost of one range key deposit.
- b. Membership annual dues shall be assessed per adult household (an individual or husband and wife, junior members under eighteen years of age, and dependents under age 21).
- c. Membership annual dues shall be prorated monthly for first time members from date of the member's range orientation.
- d. There is an additional yearly charge for a range key deposit for spouses of regular members who desire a separate range key, senior members, replacement key, and life members who desire a range key. This amount shall be determined at the September meeting.
- e. Junior members under the age of 18 shall not possess range keys.
- f. No member shall make a copy of his or her range key.
- g. The key number will be the membership number.
- h. No one person shall hold more than one membership.
- i. Loaning of keys is prohibited.

SECTION II – MEMBERSHIP CLASSIFICATIONS

- a. Regular Membership – Adult members who have met all of the requirements for membership and have been accepted for membership by the club's Executive Committee per Article III, section (e). Each key holder must be a current NRA member and have taken the range orientation within the last five years and once every five years thereafter.
- b. Life Membership – Life memberships in the club may be awarded to regular members who have made an exceptional contribution to the club. The club may award life memberships by a majority affirmative vote of the club membership present at the annual meeting.
- c. Junior Memberships – Minor children of regular club members may be accepted as junior club members and receive a club Junior Membership. Junior members must be under the age of eighteen. Junior members, regardless of age, may only live fire at the club range while under the direct supervision of a regular club member. Junior members must have successfully completed the club's range orientation course. Junior members do not pay dues and are not allowed to vote.

SECTION III – CLUB SHOOTS

- a. Shoots may be held when the club has approved such shoots by an affirmative majority vote of the membership present at any regular or special meeting.
- b. Any outside group or organization wishing to use the club's range facilities must request in writing and comply with Section III (a) of these Policies and Procedures and have such special activities approved by an affirmative majority vote of the membership present at any regular or special meeting.
- c. A club appointed NRA certified range officer must be present at all club special shoots and all special shoots by outside groups or organizations that have been approved by an affirmative majority vote of the membership present at any regular or special meeting.
- d. Outside organizations and/or individuals must provide proof of insurance.

SECTION IV – CLUB RECORDS

- a. All club records are property of the club and will be transferred to officers or appointed officials.
- b. All committee chairmen shall keep their own records and supply this information to the Secretary when requested.
- c. All unfinished business started by the outgoing Executive Committee must be followed through, as a priority, by the new Executive Committee.

- d. The Secretary shall be responsible for keeping a current signed copy of the club's By-Laws, Policies and Procedures, Range Rules, and the Club History, also known as the 'Red Book'.

SECTION V – CLUB EXPENSES

- a. Normal Operating Expenses – The club shall pay all normal operating expenses that the Executive Committee may approve for payment.
- b. Other Expenses – Any other expenses that the club may decide to pay other than normal operating expenses. No monies shall be spent on these other expenses unless approved by a majority affirmative vote of the membership present at any regular or special meeting.

SECTION VI – CLUB APPOINTED OFFICIALS

The club may have appointed officials. These appointed officials shall be the Chief Instructor, the Newsletter Coordinator, the Historian, the Range master, the Booshway, and the Sporting Clays Manager or any other appointed officials as deemed necessary by the majority of the Executive Committee.

- a. The Chief Instructor – The Chief Instructor shall be an NRA Certified Firearms Instructor and be in charge of all of the club's firearms training and range orientation. The Chief Instructor shall appoint assistant instructors and administer the club's range orientation program as determined by a majority vote of the Executive Committee.
- b. The Range master – The Range master shall be in charge of the club's range facilities and upkeep of the same, and shall oversee all committees holding special shoots. The Range master may appoint assistants.
- c. The Newsletter Coordinator – The Newsletter Coordinator shall be responsible for collecting club minutes, schedules, and other pertinent club information. The coordinator shall be responsible for publishing the club newsletter.
- d. The Historian – The Historian shall be the repository for all historical club records.
- e. The Booshway – The Booshway shall be responsible for advertising, prize solicitation, planning, and running of the club's annual rendezvous (Ron-D-Voo).
- f. The Sporting Clays Manager – The Sporting Clays Manager is responsible for advertising, planning, and running of the sporting clays events. The Sporting Clays Manager will notify the National Sporting Clays Association of registered shoots' dates and will notify the NSCA of registered shooters' scores as determined by the NSCA. The Sporting Clays Manager is also responsible for upkeep of the sporting clays equipment, maintaining the number of clays needed to hold a shoot, minor equipment repairs and replacement, and replacement of expendables for sporting clays events.
- g. Youth Shooting Coordinator - The youth shooting coordinator is responsible for advertising, planning, and running youth shooting events.
- h. Women Shooting Coordinator - The women's shooting coordinator is responsible for advertising, planning, and running women shooting events.

SECTION VII – RANGE FACILITIES

- a. Gate – The gate to the range shall be kept locked at all times except when the range is being used for an approved scheduled club event. Please lock the gate behind you when entering or leaving the range.
- b. Gate Key – Your gate key also opens the green box, which contains the flag and sign-in sheet, across from the flagpole, the green shed which contains target frames, and the black box located at the shotgun range.
- c. Targets – Targets are not provided by the Club. Exploding targets are prohibited on the range.
- d. Target Frames - The Club provides a limited amount of target frames which are stored in the target shed. All frames should be at height sufficient to allow the bullets to enter the backstops and prevent ricochets.
- e. Trash Barrels – Please pack out all of your own trash. Pick up old targets and police your shooting station.
- f. Picnic Tables – Picnic tables are located underneath the metal roof directly north of the chain link fence. The picnic tables are not to be used as loading benches or shooting benches.

- g. Chain Link Fence – The chain link fence separates the shooting area from the non-shooting area. The area to the north of the chain link fence is the non-shooting area containing the parking lot and the picnic area. The area south of the chain link fence is the shooting area where the loading and shooting benches are located.
- h. Loading Benches – The series of benches located immediately to the south of the chain link fence. These benches are used for loading black powder firearms, loading firearm magazines, and for storage of equipment for shooters currently using the shooting benches.
- i. Shooting Benches – The series of benches set directly in front (south) of the loading benches. The edge of these benches and the edge of the poured concrete are the actual range firing line. Shooter must fire directly downrange from the top of these shooting benches or fire directly downrange while positioned to the side of the bench. Shooters must not cross the range firing line (the line formed by the front edges of the benches and the edge of the poured concrete) when the range is open for live fire.
- j. Shooting Side Berms – Side berms provide the side protection for each of the shooting bays. The shooting berms surround the 25 and 50 yard ranges.
- k. Shooting Backstop - Shooting backstops are located downrange from all shooting benches. The shooting backstops provide a protection at 25, 50, 100, and 200 yards. PVC pipes, which hold the target frames, are located in front of each shooting backstop. Shooters must always shoot into the shooting backstops located directly in front (and directly downrange) of their shooting benches. All targets must be positioned so that the bullets enter the shooting backstops.
- l. Fouling Bucket – There is a fouling bucket located in the front section of the picnic area. All live cartridges found on the ground and any non-functional cartridges should be placed in this bucket. Never fire any cartridges found on the ground as the source, condition, quality, and suitability for use in your firearm is unknown. The oil medium contained in the fouling bucket is used as a neutralizing agent, which destroys the primer material in the cartridge. Do not place previously fired and empty cartridges in the fouling bucket.
- m. Firing Line – The firing line is the line formed by the front edges of the shooting benches and the edge of the poured concrete. The firing line is extended east and west beyond the shooting area indefinitely. The firing line cannot be moved for casual shooting, no exceptions. No one is allowed downrange past the firing line when the range is open.
- n. Range Fence – The property is fenced. All members should know the boundaries of the Club’s fence. There is a yellow sign placed on the fence every 75 yards.
- o. Downrange – The direction that is 90 degrees south of the firing line.
- p. Shooting Station – The combination of a shooting bench with its corresponding downrange backstop. The 25, 50, 100, and 200 shooting stations are to be run as one range. The shotgun shooting station is run as its own range independent of the other range.
- q. Drop Zone – The location downrange where a stray bullet will land. It is the responsibility of all persons who use the range to insure that all shots are fired into the berms as the downrange drop zone is very limited.
- r. Restrooms - The Club provides four (4) Porta Potties for club use. Please keep the doors shut to maintain hygiene and infiltration of wildlife, and to protect the doors from damage.
- s. Flag – There is a red range flag in the green box across from the flagpole and in the black box located at the shotgun range. Your key will open these boxes. The range flags must be flown at all times the range is being used. The red flag in the green box is to govern the 25, 50, 100, and 200 shooting stations. The red flag in the black box is to govern the shotgun area. The flag at full staff indicates the firing line is active. The flag at half staff indicates someone is down range somewhere, even if you don’t see them. If the flag is at half staff, do not shoot. If you come to the range and notice the flag is being flown, be sure to verify that no personnel are downrange. Be sure to put the flag back in the box when leaving.
- t. Sign-In Sheet – There is a sign-in sheet located in the green box with the range flag. Be sure to fill in the required information and return the sheet to the box. All members using the range **must** sign in each time.
- u. First Aid Supplies – A small amount of First Aid supplies is located in the shed. These are for use at the range.

These Policies and Procedures will be enforced indefinitely. A majority of the Executive Committee can change the Club Policies and Procedures on a provisional basis to address issues of safety and/or liability. Any provisional rule changes must be propagated to the club membership within 2 weeks via the club website and postal mail. Any provisional changes must be ratified within 3 months by two-thirds of the regular membership present at a regular meeting.

SECTION VIII – RANGE RULES

- a. These Range Rules will be in effect any time the club range is in use with the exception of special event shoots.
1. Obey instantly all range commands. The first person to arrive at the range is designated the "safety officer" and shall have the responsibility to raise and lower the flag and give range commands. This responsibility can be passed to any shooter as needed. Any NRA Range Safety Officer can assume the "range officer" if an unsafe condition arises. The last person leaving the range shall put the flag away.
 2. Any person, anywhere on the range, may call a "cease-fire." When "cease fire" is heard, all shooters must immediately bench their firearms until further notice from the person calling the "cease fire." All shooters must instantly obey a "cease fire." Absolutely no handling of firearms during a "cease fire." "Cease fire" cannot be used to close the range.
 3. Be familiar with the operation of your firearm.
 4. Use only the correct manufacturer's approved ammunition or hand loads that meet the requirements of an official reloading manual for your firearm.
 5. Unsafe or damaged firearms are not allowed on the range.
 6. Proper muzzle control, pointed downrange or pointed straight up, will be observed at all times.
 7. No person shall place any section of their body directly over the muzzle of any firearm.
 8. No handling of firearms during a cease fire. Be aware of people downrange at all times.
 9. No person is allowed forward of the firing line while the range is open.
 10. Do not insert any magazine or load any modern firearm until you are on the firing line, except with holstered firearms.
 11. At no time shall a loaded firearm be left unattended on the firing line.
 12. All firearms will be treated as if they are loaded at all times.
 13. All firearms north of the chain link fence must be either cased or holstered.
 14. Only shooters and coaches/trainers allowed on the firing line.
 15. Do not prime or cap any black powder firearm until you are on the firing line.
 16. Misfires will be cleared before anyone goes downrange.
 17. All shooting to be directed into backstops.
 18. Do not place any targets beyond the farthest earthen backstop (200 yards).
 19. Do not set any targets on the top of any earthen shooting backstop.
 20. Identify your target and what is beyond the target.
 21. Do not shoot across any other shooting lane. The only allowed shooting direction is directly down-range from a shooting bench.
 22. Appropriate targets will be used so that bullets, shot, etc. strike the berm or backstop. This prohibits use of glass, rocks, soft metals or other materials that could deflect a bullet or leave unwanted material on the berms
 23. No steel target shall be shot at distances less than 25 yards except where 1) soft lead bullets are used, 2) the velocity of the projectile must be less than 1400 ft. per second, and 3) the steel target must be downward deflecting. The minimum distance to shoot steel targets will be 10 yards.
 24. All steel targets must be designed to deflect all bullet splatter downward. Any side spinning targets must be positioned to deflect bullet spatter into the shooting berms. Top spinning targets are NOT allowed anywhere on the range. No steel targets that dimple when hit shall be used at the range.
 25. No tracer or other incendiary ammunition is allowed.
 26. Fully automatic weapons allowed.
 27. No 50 caliber BMG (Browning Machine Gun) rounds allowed.
 28. Eye and ear protection is required for shooters and others while on the firing line and while in the proximity of the firing line, including the parking area.
 29. Regular members are responsible for their children, guests, and pets (including eye/ear protection).
 30. No member shall bring more than three guests excluding family members who have taken the range orientation to the range at any given time. Only one guest at a time may be on the firing line and the member shall exercise direct supervision over the guest on the firing line. The member shall not be engaged in live fire while supervising his/her guest.

- 31. No smoking on the loading or firing line, the area south of the chain link fence.
 - 32. No alcoholic beverages allowed on the entire range premises at any time, even behind the firing line.
 - 33. Glass containers of any type are not allowed on the range.
 - 34. You are responsible for cleaning up your shooting position and removing your trash.
 - 35. For your safety, lock the gate every time you go through it.
 - 36. These Range Rules are intended to provide a safe shooting environment. They are intended to encourage safe and responsible use of firearms and are to be interpreted broadly in their application. These Range Rules are not intended to limit the club in solely enforcing safe and responsible use of the Shooting Range. The club can limit use of the range beyond the Range Rules set forth above if the club deems any use to be unsafe or irresponsible.
- b. Special rules will apply to all special event shoots. The special rules do not apply to casual shooters using the range.

I hereby certify that these Policies and Procedures have been adopted by the club at the Annual meeting, held on Oct. 1, 2015

Tom Lukes

 PRESIDENT'S SIGNATURE

10/1/15 T.L. - 15

 DATE

Sally Howard

 SECRETARY'S SIGNATURE

10-1-15

 DATE