

Safety Orientation



RIFLES and REELS GAME and FISH

R&R SAFETY ORIENTATION

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Disclaimer:

Rifles and Reels Game and Fish, hereinafter known as the club. The club reserves the right to amend their rules and regulations as deemed necessary. The following information was designed to provide all new members with a course in safe firearms handling and to inform the new members of the current rules and regulations set out by the club.

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R&R SAFETY ORIENTATION

Introcuccion

Welcome to Rifles and Reels, Game and Fish Club. Our club was established in the late 60's. We have continuously endeavoured to improve our club, and are always open to new ideas from our membership to help us achieve this goal. To date our current membership exceeds 400 members. We have 7 active firearm ranges and both an indoor and an outdoor archery range on the property.

They are as follows:

- Range #1, 16-Yard Trap Range.
- Range #2, 400-yard Precision Range.
- Range #3, 15-Yard Action Range.
- Range #4, 100-Yard Rifle/Shotgun (slugs only) Range.
- Range #5, 50-Yard Handgun/Rifle/Shotgun (slugs only) Range.
- Range #6, 25-Yard Handgun/Rifle/Shotgun (slugs only) Range.
- Range #7, 200-Yard Rifle Range.
- Outdoor Archery Range.
- Indoor Archery Range.

Our club goals are to **promote and support the safe use of firearms and Archery** as a fun family sport as well as to promote and support any educational programs advancing firearms, game and fisheries.

This orientation booklet, along with the course all new members must complete, is to provide all our members with an introduction to our club and its rules and regulations. We'll cover safe shooting practices, the proper and safe handling of your firearm and the basics of range etiquette.

Upon satisfactory completion of this orientation course you will be given the gate code. This should be written on the back of your membership card. This card must be **worn at all times** while on range property, and must not be modified. First year members, new to the sport, will carry a yellow dot on their membership card. This is so other shooters on the range are aware you are new to the club.

As a member, feel free to ask questions when you see someone you do not recognize loitering on club property. Try to identify anyone attempting to follow you into the club. (Lic. Plate number, type of vehicle, etc.) Report any vandalism or suspicious activities to a club executive. If you are the last to leave the club, please ensure all doors and gates have been secured before leaving the club property.

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Entering Club Property

Upon entering the property certain procedures must be followed.

- If you are the first person to arrive at the range you will be required to open the gate.
 - Make sure the red flag at the main gate is raised.
 - Make sure the closed sign to the right of the gate is flipped down to "Welcome"
 - The gate must be left open and unlocked whenever the property is in use.
 - Combination lock must be scrambled to protect security.

- You must sign in at the Club house.
 - Write the date, time in, membership number, your first name and your activity.
 - Make sure you sign out before leaving the range.

- If you bring a guest,
 - You may bring up to 3 guests at one time
(But they are your responsibility and members have priority over all guests.)
 - Each guest must pay \$5 and fill out the guest form every time they visit the range.
 - Guests must also wear a guest ID badge which can be found next to the guest fee drop box.
 - First year members are permitted to bring guests to the club but need to confirm by sending an email to rifles.reels@gmail.com before doing so.

- The club door should be closed when no one is present inside.

- Each range has the range rules posted. They are also included within this booklet. Be aware of these rules and the ranges to which they apply.

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Note: these rules are subject to change, please check for updates.

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General Club Rules

These rules are in effect throughout the property and must be obeyed at all times.

- 1) Assume every firearm is loaded.
- 2) Always control your muzzle direction.
- 3) Trigger finger must be kept off the trigger and out of the trigger guard.
- 4) See that the firearm is unloaded - PROVE it safe.
- 5) No drugs or alcohol are allowed on club property.
- 6) Any person under the influence shall not be permitted on property.
- 7) The red flag shall be raised when the firing line is active.
- 8) All shooters and spectators shall remain behind the established firing line when the range is active.
- 9) All firearms shall be boxed / unboxed at the firing line, muzzle pointed downrange unless otherwise stated in the specific range rules.
- 10) Eye and ear protection shall always be worn on each range while the range is hot.
- 11) Muzzle loaders are unloaded if they are uncapped or not primed.
- 12) Range officers shall always be obeyed.
- 13) When two or more shooters are present one shooter shall take on the duties of a range officer.
- 14) Minimum steel stand-off distance is **10 meters with pistol caliber** and **50 meters with a rifle caliber.**
- 15) Empty chamber indicators **MUST** be used.
- 16) The only acceptable way to transport your unboxed firearm is high carry (muzzle up, finger off the trigger) or in a holster (on holster approved ranges).
- 17) Shooting times are ½ hour before sunrise until ½ hour after sunset.
- 18) Pick up your brass and dispose of your targets in the proper bins.
- 19) Use only approved targets **NO TRACER, INCENDIARY, EXPLOSIVE TARGETS** and/or **AMMUNITION.**

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- 20) Place your target down range directly in line with your shooting position, (no cross-range shooting)
- 21) Make sure your shots will hit mid point of the berm behind your target, your round **MUST NOT** strike the ground or exceed the height of the berm.
- 22) APPROVED TARGETS. Paper, clays and steel only (all steel shall be AR500 or higher and placed in a bunker or shrouded for competition use)
- 23) Do not attach targets to support posts or edges of target frames or other range structures.
- 24) The firing line is **SAFE** when a ceasefire is called and only after all firearms have been made safe, magazines removed, and an **ECI (empty chamber indicator)** inserted, and the firearm is either put in the rack or on the bench pointed down range. ECIs are available in the shooting shack
- 25) Hunting, Harassing and Shooting wildlife is prohibited on club property.
- 26) Show respect for others at the range. Be considerate and respect the property of others. Violence and threats are a violation of good sportsmanship and will not be tolerated.
- 27) Membership cards must be worn on your person at all times when on club property.

Emergency

If an emergency occurs that requires outside help, your first call is to 911. When the situation is under control you must contact a member of the executive. Their contact information is posted in the club house and at the 100yd range shooting shack. If the member has completed the back of their membership card, you may call their emergency contact as well.

All ranges are equipped with a fire extinguisher and a first aid kit. If at anytime you notice these to be missing, please notify a member of the executive right away.

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Range Officers

A Certified Range Officer must take control of the line to ensure all shooting is done safely and in compliance with both CFO and CLUB rules and regulations. If a Certified Range Officer is not available, a range officer must be chosen by mutual agreement from the shooters present. This person will take on the duties of Range Officer to ensure safety rules are followed and all firearms are clear before calling a range safe.

Range Officers have complete authority to:

- Stop and correct a shooter on the line.
- Remove anyone from the line for safety reasons.
- Inspect all firearms on the line before calling the line safe and allowing members to advance ahead of the line to change or patch targets.

All members must obey the Range Officer while on the range.

Any discussions with the Range Officer regarding their decision must happen off range.

All non-resolved issues must be brought to the club executive.

Range Officers should keep notes of all actions taken at the range in case the information is required in the future.

Range Officers are to complete and submit an incident report for all safety infractions, removal of members from the range and all range equipment failure. Incident reports are in the club house

Guests

We limit the number of guests you bring to the range to 3, and we expect you to utilize some common sense. You are one person. As such you can only watch one person at a time. Remember, you are 100% responsible for your guest. If they do something wrong you will be held accountable for it.

A licensed guest may shoot while you are shooting, provided that you are comfortable for them to do so. As a member, you have access to one shooting position. If other positions are open, you and your guest may use both positions. If other members arrive you will be expected to relinquish the extra position.

A non-licensed guest may not handle or shoot any firearm unless they are under the member's complete observation at all times. The member and the non-licensed guest may not shoot at the same time, and remember all shooting guests are the sole responsibility of the hosting member.

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Transporting, Boxing / unboxing a firearm

Remember, you are responsible for your firearms 24 hours a day.

A non-restricted firearm must be transported unloaded. You may leave a non-restricted firearm in an unattended vehicle if it is unloaded and placed in a locked trunk or a similar compartment of the vehicle. If the unattended vehicle does not have a trunk or a similar compartment, lock the vehicle or the part of the vehicle that contains the non-restricted firearm and leave the non-restricted firearm inside, unloaded and out of sight.

A restricted firearm must be transported unloaded and rendered inoperable by using a secure locking device. The restricted firearm must also be in a locked container that is made of an opaque material and cannot be easily broken open or into or accidentally opened during transportation. A heavy-duty soft case (i.e., made of nylon) meets these requirements as long as you can lock it securely. You may leave the locked container (carrying the restricted firearm) in an unattended vehicle's securely locked trunk or similar compartment. If the unattended vehicle does not have a securely locked trunk or similar compartment, lock the vehicle, or the part of the vehicle that contains the container, and leave the locked container out of sight.

Boxing or unboxing must be completed in a safe manor always. This can be done at the safety table (if the available) or at your firing position. If your case contains several firearms we would instruct you to use the safety table for unboxing to limit the risk of accidently dropping your firearm. The firing position is too small a work space for larger cases.

Any time you handle a firearm you must prove it safe and maintain muzzle control. Remember the safe handling of any firearm is based on the following two acronyms.

ACTS

- A** - Assume every firearm is loaded.
- C** - Control the muzzle direction.
- T** - Trigger finger kept off the trigger and out of the trigger guard.
- S** - See that the firearm is unloaded and proved safe.

PROVE

- P** - Point the firearm in the safest available direction.
- R** - Remove all cartridges.
- O** - Observe the chamber(s) or cylinder.
- V** - Verify the feeding path.
- E** - Examine the bore

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High Carry

When not cased or holstered your firearm must be carried to or from the fire line using the high carry method.

- Grip the firearm with your finger off the trigger.
- The action or cylinder must be opened.
- The magazine (cylinder if so designed) must be removed.
- The muzzle must be pointed upwards with the muzzle above your shoulder

REMEMBER TO ALWAYS MAINTAIN MUZZLE CONTROL!

Safety Areas

Safety areas (tables) on a range are to be used for boxing/unboxing of firearms and any minor cleaning or repairs. **No ammunition and/or their components** are permitted in this area. This applies to empty casings and/or ammo boxes.

If a live round is jammed in your firearm it must be cleared at your firing position before leaving the line. At no time, will a firearm in this condition be allowed at a safety table.

AMMUNITION IS PROHIBITED IN A SAFETY AREA!

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Range Etiquette

Good range etiquette isn't just good manners, it's a combination of common sense, courtesy and safety. We all have different likes and dislikes, we may not shoot the same guns or calibers, but we're all here to have fun.

First, Last and ALWAYS – SAFETY

- Keep your equipment contained to your area.
- Clean up your brass and empty boxes, garbage goes in the garbage can.
- Never pick up another member's firearms without permission
- Do not call a cease fire for the purpose of hanging a target, if you arrive and others are shooting, set up and wait for a break in the shooting before asking to hang your target.
- Be kind and helpful to the other shooters at the range.
- If someone is doing something wrong, don't read them the riot act. Tell them what their doing wrong, give them some helpful advice.

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Range Commands

Although many shooting disciplines have their own range commands there are three basic commands that are common on most ranges.

CEASE FIRE:

When a **CEASE FIRE** command is given, all shooters will immediately stop shooting and **P.R.O.V.E.** their firearm safe. The firearm **MUST** be unloaded, action/cylinder open, an ECI (Empty Chamber Indicator) inserted. The firearm is then either placed in the rack or on the bench pointed down range. When complete the shooter must step behind the **CEASE FIRE LINE** and the Range Officer will inspect all firearms before calling the line safe.



CEASE FIRE LINE

ECI (EMPTY CHAMBER INDICATOR)



During a CEASE FIRE

NO ONE is allowed to step forward of the CEASE FIRE LINE.

NO ONE is allowed to handle or take anything from in front of the CEASE FIRE LINE.

NO ONE is allowed to handle a firearm and/or accessory.

If a firearm is discovered to be unsafe after the range has been declared safe and shooters have advanced ahead of the line. Said firearm **MUST NOT BE HANDLED!** All shooters are to be called back behind the line, the line is to be declared hot and the firearm proven safe.

FAILURE TO COMPLY WITH THE RULES OF A CEASE FIRE WILL RESULT IN CORRECTIVE ACTIONS.

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RANGE IS SAFE:

This command is stating that the range is now safe to check your targets. All firearms are unloaded and either open at the shooting position or holstered. When the range is safe all shooters must be behind the cease fire line and no firearms are to be handled, boxed or unboxed.

Range is Hot:

This command is stated once the RO has proven the range safe for shooter to commence shooting. Hearing and eye protection must be used and firearms can be handled. This command is only given once the range officer has confirmed no shooters are ahead of the firing line.

Alcohol / Drugs

NO ALCOHOL of any kind is allowed on the range. Any person who is **INTOXICATED** or **IMPAIRED** will not be allowed on CLUB PROPERTY and **PRIVILEGES WILL BE REVOKED**. Keep in mind, the local police as well as the CFO may be notified of such an infraction.

NO ILLEGAL DRUGS are allowed on club property. Any person under the influence WILL NOT be allowed on CLUB PROPERTY and **PRIVILEGES WILL BE REVOKED**. Again, the local police as well as the CFO may be notified of such an infraction.

Holsters

- Must point straight down in a safe direction.
- Must hold the firearm well enough that it will not fall out while moving.
- Must cover the trigger guard to ensure nothing can snag the trigger.
- Must have all OEM retention devices in use. (Must not be modified)
- Shoulder, cross draw or small of the back holsters are **prohibited**.
- The firearm must only be drawn from the holster when on the firing line or at a safety area.

If you are holster certified, you may draw hot from the holster (firearm loaded). But this is only allowed on an action range, on the firing line. When not on the firing line, ready to engage the targets, the firearm must be **in the holster unloaded**.

If you are not holster certified, you can only use a holster as a storage device. **Your firearm must never be loaded in the holster**. The firearm must only be drawn from your holster when at the firing line or a safety area.

Holster certified members have a **red dot on their membership card**. The club hosts holster certification courses every year.

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Transferring

From time to time you may wish to try another shooter's firearm, or they, yours. First you must ask before handling someone else's firearm. Secondly transferring the firearm from one person to another must be done in a safe way. **NEVER HAND THE FIREARM TO ANOTHER PERSON.**

- Prove your firearm safe.
- Place it on the shooting position or safety area in a safe condition:
 - o Unloaded.
 - o Locked open. (ECI in place)
 - o Magazine removed.
 - o Muzzle pointed in a safe direction.
- Step back and allow the other person to pick up the firearm.

Shooting Fundamentals

There are seven fundamentals in shooting. When practiced, these fundamentals will result in more accurate shooting.

GRIP

- You should always have a strong grip on the firearm.
- Keep your finger off the trigger until you're ready to shoot.
- Keep the muzzle pointed down range.
- Apply sufficient pressure and firmness to prevent the firearm from shifting in your hand during firing.
- Equalize the pressure of all fingers and thumb.
- Too much pressure will create excessive vibrations and tension.

STANCE

Isosceles (Handgun)

The isosceles stance is generally considered the preferred modern shooting stance as it allows both ease of movement as well as firearm hand transfers.

To assume an Isosceles stance the shooter lines up with their feet shoulder width apart, and square to the target.

Then unlock or flex their knees very slightly.

Now lean forward just enough to feel your weight to begin to shift from your heels to the balls of your feet.

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- Feet shoulder width apart

Weaver (Handgun)

While no longer seen as an ideal stance, it does do a better job at recoil management. Unfortunately, it lacks the versatility for rapid movement and firearm transitions.

Feet shoulder width apart

Shooter steps back with holstered side foot

Angle the rear foot about 45° away from body

Shooting arm is straight. Supporting arm is bent at elbow

The shooting arm presses forward while the supporting arm pulls back to make all the arm muscles firm up.

Standing position (rifle)

The standing position is the least stable shooting position from which to fire a rifle.

To shoot from the standing position, first, turn your body approximately 45° to the right of the target. Place your feet shoulder width apart. Support the rifle with your left arm and hand. Hold the left arm against your body for extra support where possible. Hold the stock firmly against your shoulder with the right hand. Keep holding the rifle firmly but not tightly.

Kneeling position (rifle)

The kneeling position is better than the standing position but not as steady as either the prone or the sitting positions.

Turn to about a 45° angle to the target. Kneel on your right knee and place your left foot slightly forward. Sit on the heel or the side of the right foot. Place the left elbow near you but not on the bony part of the left knee, as far under the rifle as you can.

Sitting position (rifle)

The sitting position is one of the steadiest shooting positions.

Sit solidly on the ground, with your legs crossed or open, and your body positioned about 30° to the right of the line of aim.

Place your left elbow near, but not on, the bony part of the left knee. Tuck the elbow as far under the rifle as possible. Place the right elbow on or near the right knee.

Hold the rifle firmly but do not grip it tightly. If bracing your body against a tree or rock to steady your aim, be careful that the recoil will not force you against the support.

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Prone position (rifle)

The prone position is the most stable shooting position.

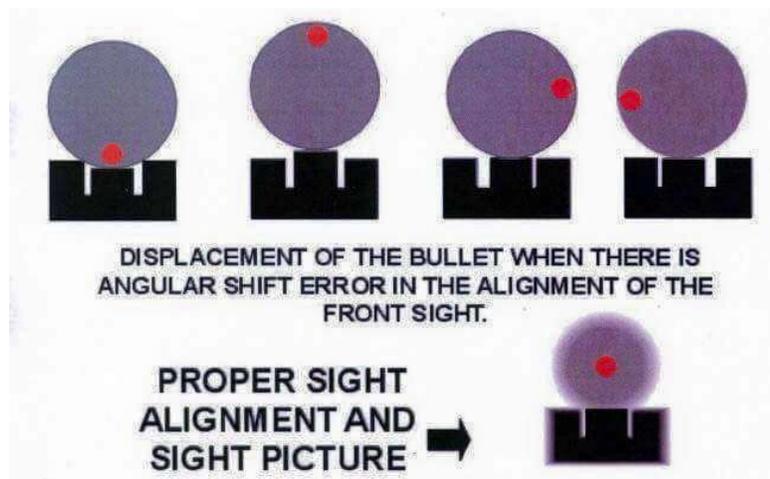
It is good for firing accurate long-distance shots if tall grass or dense brush does not obscure the line of sight to the target.

Lie on your stomach with your body angled slightly to the left of the line of aim. Keep your back straight and legs in a relaxed position. The right leg should be bent slightly. Both elbows should be bent and your shoulders curved slightly forward to form a solid upper-body position. The upper body and arms support the rifle weight.

When shooting, you can use a rifle sling for extra support. Hold the rifle grip with the trigger hand. Place your opposite arm through the sling as far as it will go. Swing your arm in an outward circular motion, ending with your hand under the fore-stock of the rifle and the sling across the back of your hand.

SIGHTING Alignment:

- Raise the firearm and point it at the target or downrange.
 - Align the tip of the front sight with the centre of the target.
 - Fit the front sight into the rear sight notch.
 - There should be equal light each side of the front sight blade and the rear sight notch.
- sight notch.
- The tip of the front sight should be level with the rear sight shoulders.
 - Look through the rear sight notch at the front sight.
 - Keep looking at the front sight.
 - The front sight should be sharp, clear and in focus at all times.
 - The target will be fuzzy and out of focus.



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TRIGGER CONTROL

NOTE: The majority of shooting errors are trigger control related.

Trigger finger placement - Double Action

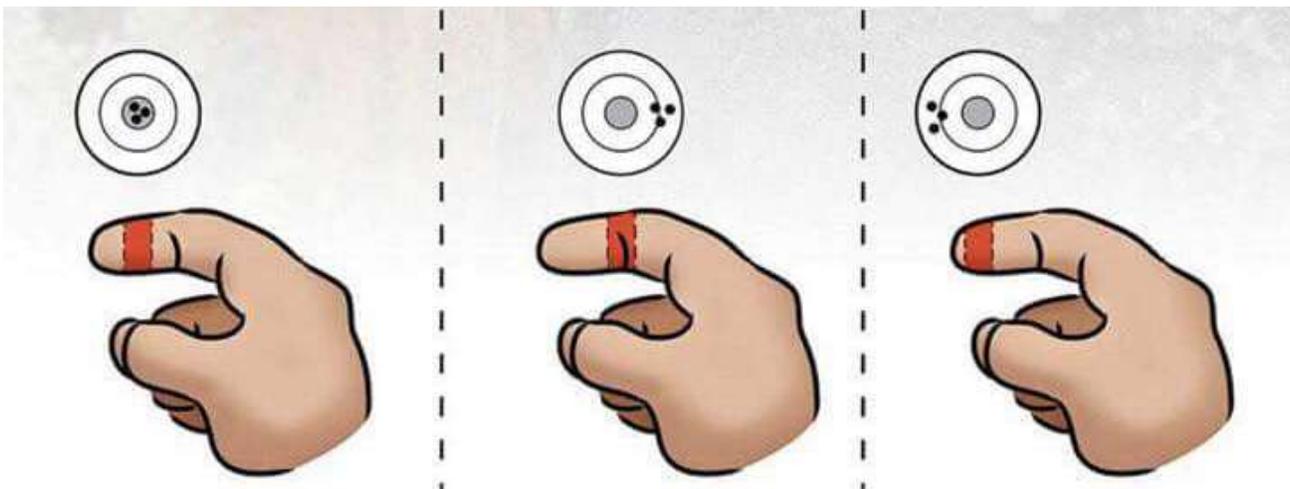
The trigger finger should be positioned on the trigger at the seam between the first and second sections.

Trigger finger placement - Single Action

The pad of the trigger finger between the tip and the seam between the first and second sections should be positioned on trigger.

Trigger operation

- When operating the trigger, it must be manipulated through the complete cycle in one smooth continuous pull or stroke.
- Steadily increase the pressure on the trigger until the shot is delivered. Pausing the trigger part way through the pull or stroke will cause jerking. This is known as "staging" and should not be practised.
- The trigger must be operated straight to the rear in one fluid continuous motion.
- A smooth trigger operation is the key to improved shot delivery.



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BREATH CONTROL

Breath Control is the key to you being relaxed and able to concentrate on the job at hand. When you are ready to start shooting take a deep breath and exhale it all.

Take a second breath and exhale part of it as you deliver the shot or operate the trigger. Then resume normal breathing.

Do not hold your breath too long as this will cause excessive tension and body vibration. Practice will tell you how your breath control will assist your improvement of your shooting skills.

FOLLOW THROUGH

In a nutshell, "FOLLOW THROUGH" means "finish the shot". As the trigger reaches the rear of the stroke travel the firearm discharges.

Hold the trigger fully to the rear briefly and allow the sights to come back on target.

Pick up the front sight and release the trigger.

Don't be in a hurry to fire the next shot.

Analyse what you have done.

In multi-shot shooting strings where time is very reduced this pause is extremely brief and may not exist.

RHYTHM

Establish and build your rhythm for each shot you deliver so that all fundamentals come together and you finish smoothly.

Form sound habits and practice them to establish your rhythm.

This rhythm may be sped up or slowed down to meet the shooting conditions or the program.

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Malfunctions

Malfunctions may occur from time to time. The main thing to remember is to stay calm. Maintain muzzle control at all times, unload your firearm and prove it safe. Then clear the malfunction. The following are the most common malfunctions you may encounter.

FAILURE TO FEED

This usually happens with a self loader type firearm, and the usual cause is an improperly seated magazine. It can be corrected by removing the magazine and reseating it properly.

MISSFIRE

This can occur when the hammer falls and/or the firing pin strikes the primer but the primer fails to ignite the powder. Should this happen to your firearm:

Keep the muzzle pointed downrange for 60 seconds before opening the action.

It may be a delayed ignition.

After 60 seconds, open the action slowly and remove the misfired cartridge.

Dispose of the cartridge in the red, LIVE AMMO box in the shooting shack.

SQUIB LOAD

This occurs where the primer is struck by the firing pin, detonates and the powder is not ignited by the primer inside the casing. Shooters must eventually learn to recognize the distinct sound of a primer detonating without igniting the powder and the absence of recoil. Should this happen to your firearm:

- DO NOT continue shooting
- Stop firing immediately
- Keep the muzzle/pointed downrange
- Wait 60 seconds and then unload the firearm
- Carry out the ACTS - PROVE method of examination to make sure there are no cartridges in the firearm AND there is no bullet stuck partially in the bore

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HOT SHELL CASINGS

It is extremely common for ejected shell casings to land in “uncomfortable” places. New and inexperienced shooters getting burned by casings are at the highest risk of pointing the firearm in an unsafe direction. It is of the utmost importance that safe muzzle direction is maintained!

Leaving club property

Upon leaving the property certain procedures must be followed,

You must sign out at the Club house.

The club door should be closed when no one is present inside.

If you are the last person to leave the range, you will be required to Close the range.

Make sure the red flag at all ranges are down.

Make sure the welcome sign is flipped to “closed” at the range and main gate.

The gate must be closed and locked whenever the property is not in use.

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Range Rules

Range #1, 16-Yard Trap Range.

Approval Conditions:

- SHOTGUN USE ONLY – No 7 ½, 8, 8 ½ or 9 SHOT ONLY

WHEN SHOOTING ON THE FIRING LINE:

- 1) All shotguns shall be boxed / unboxed at the firing line or at the safety table, muzzle pointed downrange.
- 2) All shotguns shall be high carried from the rack / safety table to the firing line and vice versa.
- 3) When filling the carousel all firearms shall be,
 - 1) Unloaded and
 - 2) Boxed or
 - 3) Action open (magazine removed if applicable) and secured in the rack, or
 - 4) Action open (magazine removed if applicable) and placed on safety table muzzle pointed downrange.
- 4) When not firing,
 - 1) Break action - stand with your gun open at the action, unloaded and muzzle down.
 - 2) Self loader/pump/bolt - stand with your gun unloaded, action open and muzzle up. (high carry)
- 5) When the gunner immediately before you in the firing rotation calls for his bird, slip a shell into the chamber of your gun but DO NOT CLOSE THE ACTION. The action is closed only immediately before you shoulder the gun.
- 6) Call for your target in a loud voice, using the word "PULL!"
- 7) After firing, eject the spent case immediately if the gun does not do so automatically.
- 8) When your turn comes be ready, do not delay.
- 9) If your shotgun malfunctions keep your muzzle downrange until you clear the malfunction.

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Range #2, 400-yard Precision Range.

Approval Conditions:

- HANDGUNS ARE NOT PERMITTED AT THIS RANGE
 - SHOTGUNS ARE NOT PERMITTED AT THIS RANGE
 - ONLY QUALIFIED INDIVIDUALS MAY USE THIS RANGE
 - ONLY 1 GUEST PER SHOOTER IS PERMITTED FOR PURPOSES OF SPOTTING
- 1)** Red Flag is raised when the range is hot, the green flag is raised when the range is not in use or there is someone forward of the firing line placing/patching/retrieving targets
 - 2)** Firing only occurs at the fixed firing line. The baffling system has been designed specifically for this purpose and cannot be circumvented in any way.
 - 3)** No Firearm shall be used that lacks the capability to effectively reach the backstop berm with the baffling in place
 - 4)** When checking targets all firearms shall be,
 - i. Unloaded and
 - ii. Boxed or
 - iii. Action open, magazine removed, ECI (empty chamber indicator) installed and secured in rifle rack, or
 - iv. Action open, magazine removed, ECI (empty chamber indicator) installed, placed on firing line muzzle pointed down range, or
 - v. Muzzle loaders are unloaded if they are uncapped or not primed.
 - 5)** Targets are to be placed only on the fixed target stand in front of the berm
 - 6)** Shooting shall be directly in line with the targets. NO CROSS FIRING. shoot from the appropriate station to the appropriate target.
 - 7)** No "Rapid Firing" at targets – defined as firing in such a manner as to not be able to obtain proper sight alignment and sight picture for each shot.
 - 8)** Club Executive reserves the right to revoke qualification from members causing repeated baffle or ground strikes
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Range #3, 15-Yard Action Range.

Approval Includes: IPSC

Approval Conditions:

- No target placement on the range floor.
- All bullets must impact the backstop at midline or lower without striking the range floor.
- All targets are to be placed as close to the backstop as practical.
- No shooting at an angle greater than 45 degrees when measured from a line running between the shooters position and the backstop.
- No moving props permitted unless the Chief Firearms Office is notified in writing, 15 days prior to the IPSC competition using moving props.

"IPSC APPROVAL ONLY ON SPECIFIED RANGE"

All steel targets must be bunkered for regular day to day use and shrouded for competition use. All steel targets shall be shrouded or clad with a covering constructed of wood and designed to protect exposed steel hinges, angled or plate steel, bases or other mechanisms used to operate the steel, so as to eliminate random ricochets from bullet strikes to that portion of the target array that is not intended as the striking surface of the target. This is to include bases, supports or stands used in conjunction with the targets.

- 1) New shooters shall announce themselves to other shooters already using the range before unboxing any firearms.
- 2) If there are multiple shooters using the range, the designated RO shall give permission when shooters can bring their firearms to the firing line.
- 3) All firearms shall be boxed / unboxed,
 - At the firing line muzzle pointed downrange. (Only when the range officer has given permission)
 - At the safety table then holstered.
 - At the safety table then high carried to the firing line. (Only when the range officer has given permission)
- 4) When checking targets all firearms shall be,
 - Unloaded and
 - Boxed or
 - Action open, magazine removed, ECI (empty chamber indicator) installed and secured in rifle rack, or
 - Action open, magazine removed, ECI (empty chamber indicator) installed, placed on safety table muzzle pointed in the designated safe direction, or
 - Secured properly in a holster.
- 5) Holsters are allowed as a secured storage device provided,
 - The member has been holster certified by the club,
 - The holster meets club regulations,
 - The firearm is unloaded; magazine is removed and the hammer down.
- 6) A firearm is never to be loaded in a holster unless the shooter is holster qualified and at the firing line.
- 7) Do not handle firearms when/while
 - There is a ceasefire, or
 - Someone is downrange.
- 8) Place all stands and props back in the appropriate storage area.

R&R SAFETY ORIENTATION

Range #4, 100-Yard Rifle/Shotgun (slugs only) Range.

Approval Conditions:

- HANDGUNS ARE NOT PERMITTED IN THIS POSITION
 - Shotguns permitted for use with SLUGS ONLY
- 1) When range is active, the lighting system shall be used. Red = Hot, Green = Ceasefire
 - 2) The tables behind the firing line are for equipment storage and not the boxing/unboxing of firearms. Unboxed long guns at this table shall be in the rifle rack with an ECI and shall be transported to and from the firing line using the HIGH CARRY method ONLY. Pistols and other firearms that do not fit in racks may not be stored in this area.
 - 3) When checking targets all firearms shall be,
 - a. Unloaded and
 - b. Boxed or
 - c. Action open, magazine removed, ECI (empty chamber indicator) installed and secured in rifle rack, or
 - d. Action open, magazine removed, ECI (empty chamber indicator) installed, placed on firing line muzzle pointed down range, or
 - e. Muzzle loaders are unloaded if they are uncapped or not primed.
 - 4) Holsters are NOT approved for use on this range even as a secured storage device.
 - 5) Shooting shall be directly in line with the targets. NO CROSS FIRING. shoot from the appropriate station to the appropriate target.

R&R SAFETY ORIENTATION

Range #5, 50-Yard Handgun/Rifle/Shotgun (slugs only) Range.

Range #6, 25-Yard Handgun/Rifle/Shotgun (slugs only) Range.

Approval Conditions:

- HANDGUNS ARE NOT PERMITTED IN THIS POSITION
 - Shotguns permitted for use with SLUGS ONLY
- 1) When range is active, the lighting system shall be used. Red = Hot, Green = Ceasefire
 - 2) The tables behind the firing line are for equipment storage and not the boxing/unboxing of firearms. Unboxed long guns at this table shall be in the rifle rack with an ECI and shall be transported to and from the firing line using the HIGH CARRY method ONLY. Pistols and other firearms that do not fit in racks may not be stored in this area.
 - 3) When checking targets all firearms shall be,
 - a. Unloaded and
 - b. Boxed or
 - c. Action open, magazine removed, ECI (empty chamber indicator) installed and secured in rifle rack, or
 - d. Action open, magazine removed, ECI (empty chamber indicator) installed, placed on firing line muzzle pointed down range, or
 - e. Muzzle loaders are unloaded if they are uncapped or not primed.
 - 4) Holsters are NOT approved for use on this range even as a secured storage device.
 - 5) Shooting shall be directly in line with the targets. NO CROSS FIRING. shoot from the appropriate station to the appropriate target.
 - 6) Handgun approval shall include the discharging of prohibited handguns if you have the appropriate licence.

R&R SAFETY ORIENTATION

Range #7, 200-Yard Rifle Range.

Approval Conditions:

Bench rest shooting only from the fixed firing line.

HANDGUNS ARE NOT PERMITTED FOR USE ON THIS RANGE

- 1) The tables behind the firing line are for equipment storage and not the boxing/unboxing of firearms. Unboxed firearms at this table shall be in the rifle rack and shall be transported to and from the firing line using the HIGH CARRY method ONLY.
- 2) When checking targets all firearms shall be,
 - a. Unloaded and
 - b. Boxed or
 - c. Action open, magazine removed, ECI (empty chamber indicator) installed and secured in rifle rack, or
 - d. Action open, magazine removed, ECI (empty chamber indicator) installed, placed on firing line muzzle pointed down range, or
 - e. Muzzle loaders are unloaded if they are uncapped or not primed.
- 3) Shooting shall be directly in line with the targets. NO CROSS FIRING. shoot from the appropriate station to the appropriate target.

R&R SAFETY ORIENTATION

Outdoor Archery Range.

Approval Conditions:

All bows permitted

Crossbows for use only on your own personal targets

FIELD TIPS ONLY – unless shooting at your own personal 3d Targets

- 1) No cross firing, shoot only proper targets from proper peg or position.
- 2) Clean up all your targets and garbage when you are done using the course.
- 3) 3D targets are to be placed out and shot on the practice range or archery trail only and returned to storage when finished.
- 4) No sky pulling, bows shall be drawn level to target.
- 5) Do not nock an arrow until all other archers are clear and you have checked target and beyond.
- 6) Approved targets only

Indoor Archery Range.

Approval Conditions:

All Bows Permitted

CROSSBOWS NOT PERMITTED

FIELD TIPS ONLY

AIRGUNS PERMITTED FOR USE ONLY ON PERSONAL TARGETS

DO NOT USE AIR GUNS ON ARCHERY TARGETS!!!!!!

- 1) No cross firing, shoot only proper targets from proper peg or position.
- 2) Clean up all your targets and garbage when you are done using the course
- 3) 3D targets are to be placed out and shot on the practice range or archery trail only and returned to storage when finished.
- 4) No sky pulling, bows shall be drawn level to target.
- 5) Do not nock an arrow until all other archers are clear and you have checked target and beyond.
- 6) Approved targets only

R&R SAFETY ORIENTATION

Constitution

Article 1. Name

The name of this organization shall be **Rifles and Reels Game and Fish Club.**

Article 2. Objectives

To encourage, promote and support the safe use of firearms and Archery.

To encourage, promote and support educational programs pertaining to, but not limited to firearms, game and fisheries, for our members.

Article 3. Affiliation

The Corporation shall maintain an associate membership with a Federal or Provincial firearms association that provides the insurance and whose interests best aligns with Rifles and Reels Game and Fish Club.

R&R SAFETY ORIENTATION

By-Laws

A by-law relating generally to the conduct of the affairs of

Rifles and Reels Game and Fish Club

(the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1.0 Definition

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

"articles" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation.

"board" means the board of directors of the Corporation and "director" means a member of the board.

"by-law" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect.

"Meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of members and a special meeting of all members entitled to vote at an annual meeting of members.

"Ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution.

"proposal" means a proposal submitted by a member of the Corporation

"Special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

"executive" means the president, secretary or treasurer.

"officer" means the president, the secretary or the treasurer

R&R SAFETY ORIENTATION

2.0 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

3.0 Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the board and the executive. If a corporate seal is approved, the secretary of the Corporation shall be the custodian of the corporate seal.

4.0 Financial Year

The financial year end of the Corporation shall be December 31 in each year.

5.0 Banking Arrangements

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation.

6.0 Annual Financial Statements

The Corporation may, instead of sending copies of the annual financial statements and other documents, publish a notice via the club newsletter stating that the annual financial statements and documents are available to any member and may, on request, obtain a copy free of charge.

7.0 Membership Conditions

There shall be one class of members in the Corporation. Membership in the Corporation shall be available only to individuals interested in furthering the Corporation's purposes. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation. If requested by the executive, a member or prospective member must agree to a police check, which shall be paid for by the member or prospective members. Persons wishing to join from another club must provide a letter of Good Standing from their former club that is signed by a current executive of said club, if requested by the Corporation.

If at any time, a member no longer holds a valid PAL, they must immediately notify the Corporation in writing. Failure to do so may result in immediate expulsion.

R&R SAFETY ORIENTATION

All members who join the corporation for the first time will have a one-year probationary period during which they may become accustomed to the policies and procedures of the corporation. They shall be identified by a yellow "Rookie" stripe or dot on their membership card. If at any time during the probationary period they demonstrate themselves to be a risk in any way to the corporation, the corporation reserves the right to not renew their membership.

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No member shall make any statements as a spokesperson for the Corporation unless it is authorized at a meeting by the Executives and or the Board of Directors. Any statements made shall be of personal opinion only.

7.1 Membership Types

Membership types are as follows:

- (a) Individual
- (b) Family**
 - i.** Primary membership.
 - ii.** Secondary membership.
 - iii.** Any additional family memberships.
 - iv.** Family members under 15 years old
 - v.** All members listed under family membership must reside in the same dwelling.
- (c) Seniors (members over 60 yrs.)
- (d) Honorary (one who assists Club materially)
- (e) Corporate Membership

All members listed in a corporate membership must be continually employed by the Corporation named in the membership agreement.

Membership fees shall be determined by the executive. Increases shall not exceed 3% of the membership fee unless approved by the membership. Increases greater than 3% must be approved by the membership. Membership fees may only be increased once per calendar year. Revised fees shall go into effect immediately for new applicants and upon renewal for existing members.

7.2 Early bird clause:

In the event of an increase in the membership fees, members may renew at the old rate, provide they renew prior to November 1st.

R&R SAFETY ORIENTATION

7.3 Membership Year:

The membership year is from January 1st to December 31st. The membership renewal date is between November 1st and December 31st. Members may apply for renewals sooner. Membership fees that are not paid within one (1) calendar month of the last renewal date, (December 31st), shall result in the member being in default and shall automatically cease to be a member of the Corporation.

8.0 Notice of Members Meeting

Notice of the time and place of a meeting of members shall be given to each member entitled to vote. Only members in good standing will be entitled to vote. Notice shall be by any of the following means:

- a) By mail, corporate newsletter, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held.

 - b) In the case of a corporation that has more than 250 members, by publication
 - a. at least once in each of the three weeks immediately before the day on which the meeting is to be held in one or more newspapers circulated in the municipalities in which the majority of the members of the corporation reside as shown by their addresses in the register of members,
- or
- b. at least once in a publication of the corporation that is sent to all its members, during a period of 21 to 60 days before the day on which the meeting is to be held.

9.0 Place of Members' Meeting

Meetings of the members may be held at any place within Canada determined by the board or the executives.

10.0 Frequency of Members' Meetings

There shall be no less than three (3) General Meetings of the membership in a calendar year, in addition to the AGM. The executive shall determine meeting dates and inform the membership in accordance with By-law 8 Notice of Members Meeting. The AGM shall not be considered a general meeting.

R&R SAFETY ORIENTATION

11.0 Annual General Membership Meeting

(AGM) shall be held in December at which time elections shall take place. Newly elected executives shall begin their term on January 1st.

12.0 Members Calling a Members' Meeting

The board of directors or the executives shall call a special meeting of members on written requisition of members carrying not less than 5% of the voting rights. If the directors do not call a meeting within twenty-one (21) days of receiving the writ (petition), any member who signed the requisition may call the meeting.

Absentee Voting at Members' Meetings (Proxy)

A member entitled to vote at a meeting of members may vote by proxy by appointing in writing a proxy holder. Each member must appoint a different proxy holder. Only family memberships may appoint the same proxy holder.

a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment.

a member may revoke a proxy in writing executed with the chairperson of the meeting on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting.

a proxy holder has the same rights as the member by whom they were appointed, including the right to speak at a meeting of members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, to vote at the meeting by way of a show of hands

a form of proxy must include a statement that, when the proxy is signed, the member confers authority with respect to matters for which a choice is not provided only if the form of proxy states, in bold-face type, specific instructions, how the proxy holder is to vote at the membership in respect of each matter or group of related matters.

- a) If a choice is not provided, the member may write in how they wish to vote.
- b) Proxies must be returned in a sealed envelope. One proxy per envelope.
- c) Proxies are to be **opened by the chairperson** at the beginning of the meeting.
Proxies will not be accepted after the CALL TO ORDER.
- d) All proxies **must be signed**. Signatures may be subject to verification.

R&R SAFETY ORIENTATION

Rifles and Reels Game and Fish Club – Proxy

I, _____, a member in good standing of the above named corporation, authorize _____, also a member in good standing of the same corporation, to attend the general membership meeting to be held on _____, 20____ and to act at the meeting in the same manner, to the same extent, and with the same power as if I were present at the meeting.

I understand that my signature may be subject to verification and that I can only submit one proxy per meeting.

Specific Instructions:

Signature _____ Membership No. _____

Dated this _____ day of _____, 20____

R&R SAFETY ORIENTATION

13.0 Sportsman of the Year Award

The Sportsman of the Year Award represents members, who through their actions, promoted, supported, or advanced the corporation well beyond the day-to-day activities of the corporation.

Nominations for Sportsman of the Year shall begin at the October General members meeting. Final nominations as well as the election shall take place at the November General Membership meeting. Election for Sportsman of the Year shall be by secret ballot only.

There shall be a maximum of two (2) winners and if deemed appropriate by the executive and or the board of directors, not more than three (3) Honorable Mentions

14.0 Election Voting

The nominations of Officers and Directors shall be conducted by secret ballot starting in October. Scrutineers shall be nominated from the floor.

In November, a committee of three (3) persons, who are not nominated, shall be formed to run the elections at the December AGM. They shall appoint one member of the committee to be the Chairmen of the Elections Committee and said person shall run the elections during the December AGM.

Nominations shall be made from the floor at the general meeting in October and November. The nominee need not be present, but they must be a member in good standing and their willingness to stand must be submitted in writing or verbally expressed to the executive prior to the election.

The sequence of elections shall be as follows:

NOTE THAT ALL THESE ELECTIONS SHALL BE BY NOMINATION AND BALLOT.

President

Secretary

Treasurer

Directors (between 3 and 5)

R&R SAFETY ORIENTATION

A member may vote only once per position.

Proxy voting is not permitted.

The secretary shall deliver the ballots to two or more scrutineers appointed by the Chairmen of the Elections, who are NOT nominated.

The scrutineers shall count the votes cast by the ballots. They shall prepare and sign a certificate of the names of the members receiving the highest number of votes and deliver it to the Chairmen of the Elections Committee. The certificate will be appended to the minutes of the AGM.

Ties will be broken by the current President.

The Chairman shall declare, at the Annual General Meeting, the candidates named in the scrutineers' certificate have been elected, but the current executives shall continue to act until their successors begin their term on January 1st.

The ballots shall be destroyed not less than 48 hours following the adjournment of the AGM.

15.0 Voting at regular meetings

Business arising at any Members' meeting shall be decided by a majority of votes.

- a) each Member shall be entitled to one vote at any meeting.
- b) votes shall be taken by a show of hands among all members present by the chair of the meeting.
- c) an abstention shall not be considered a vote cast.
- d) before or after a show of hands has been taken on any question (motion), the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- e) if there is a tie vote, the chair of the meeting shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f) Whenever a vote by show of hands is taken on a question (motion), unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

R&R SAFETY ORIENTATION

15.1 Special Resolutions

Vacancy in Office

By-laws and Effective Date

16.0 Appointment of Officers due to Vacancies

The board may designate the offices of the Corporation, appoint officers on an annual basis, specify their duties and, delegate to such officers the power to manage the affairs of the Corporation in the event no one is elected to fill said position or such person resigns, or vacates their position. A director may be appointed to any office of the Corporation. An officer may, but need not be, a director unless these by-laws otherwise provide. Two or more offices may not be held by the same person.

17.0 Committees

The board or the executive may, each year, appoint one or more standing committees to advance the work of the corporation as stated in the corporation's objectives. These committees shall always be subject to the final authority of the executive. Any committee appointment may be terminated by the sole discretion of the executive.

18.0 Termination of Membership

A membership in the Corporation is terminated when:

1. the member dies, or, in the case of a member that is a corporation, the corporation is dissolved.
2. a member fails to maintain any qualifications for membership described in the section on membership conditions of these by-laws.
3. the member resigns by delivering a written resignation to the executive of the Corporation in which case such resignation shall be effective on the date specified in the resignation.
4. the member is expelled in accordance with any discipline of members section or is otherwise terminated in accordance with the articles or by-laws.
5. the member's term of membership expires; or
6. the Corporation is liquidated or dissolved.

R&R SAFETY ORIENTATION

19.0 Effect of Termination of Membership

Upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, **automatically cease to exist.**

20.0 Discipline of Members

The board and or the executive shall have authority to suspend any member from the Corporation for any one or more of the following grounds:

1. violating any provision of the articles, by-laws, or written policies of the Corporation;
2. carrying out any conduct which may be detrimental to the Corporation as determined by the board and or the executive in their sole discretion;
3. Mismanagement, or stealing of funds or mismanagement, or stealing property of the Corporation;
4. for any other reason that the board and or the executive in their sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the executive determines, by no less than a 2/3 majority vote, that a member should be suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension to the member and shall provide reasons for the proposed suspension. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended from membership in the Corporation.

While suspended, a member may not:

: vote at meetings

: act as a proxy holder

: access club property unless it is to attend a meeting

R&R SAFETY ORIENTATION

20.1 Expulsion

Should the executive and or the board recommend expulsion for a member, a motion shall be placed to expel said member at the next general membership meeting. The membership will decide by 2/3 vote on said members expulsion. The suspended member has the right to address the membership immediately prior to the vote.

21.0 Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors and such other persons who are entitled or required under any provision of the articles or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members. Such persons may not vote and shall be clearly identified with a "Guest" tag.

22.0 Quorum at Members' Meetings

A quorum at any meeting of the members shall be a minimum of 15 members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

23.0 Quorum at the Annual General Meeting (AGM)

Quorum shall be not less than 5% of the total membership on record for that year or not less than 15 members in good standing.

24.0 Participation by Electronic Means at Members' Meetings

Participation at meetings of members may not be by telephonic, electronic or other communication facility.

25.0 Members' Meeting Held Entirely by Electronic Means

Meetings of members may not be held entirely by telephonic, an electronic or other communication facility.

26.0 Number of Directors

The board shall consist of a minimum of three (3) and maximum of five (5) directors, the board shall be comprised of the fixed number of directors as determined from time to time by the members by ordinary resolution. While serving as a director, a director may not hold a position on the executive.

R&R SAFETY ORIENTATION

27.0 Term of Office of Directors

The directors shall be elected to hold office for a term expiring not later than the close of the next annual meeting of members following the election.

28.0 Calling of Meetings of Board of Directors

Meetings of the board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time.

29.0 Regular Meetings of the Board of Directors

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting.

30.0 Notice of Meeting of Board of Directors

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in section

31.0 Method of Giving Any Notice

On giving notice of meeting of directors of this by-law to every director of the Corporation not less than 10 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.

Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

32.0 Votes to Govern at Meetings of the Board of Directors

At all meetings of the board, every question (Motion) shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

R&R SAFETY ORIENTATION

33.0 Description of Offices

Persons must be members in good standing with the Corporation in order to hold an office. Officers shall have the following duties and powers associated with their positions:

President – If appointed, the president shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The president shall, subject to the authority of the board, have general supervision of the affairs of the Corporation. The president shall preside over all meetings of the members. The president shall hold their office for a term of two (2) years. After a MAXIMUM of three (3) consecutive terms as president, that member may not run again for president for at least one (1) year. If no member is willing to stand for election to the position, this requirement may be waived.

Secretary – If appointed, the secretary shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation and act as de facto membership chair should the need arise. The secretary shall hold their office for a term of one (1) year. After two (2) consecutive terms as secretary, that member may not run again for secretary for at least one year. If no member is willing to stand for election to the position, this requirement may be waived.

Treasurer – If appointed, the treasurer shall have such powers and duties as the board may specify. The treasurer shall be the de facto chair of the Budget Committee, if one is appointed by the board or by the executives. The treasurer shall hold their office for a term of one (1) year. After two (2) consecutive terms as treasurer, that member may not run again for treasurer for at least one year. If no member is willing to stand for election to the position, this requirement may be waived.

Should any of the directors or executives fail to attend three (3) or more meetings with out just notice, they shall be deemed to have been removed from office.

R&R SAFETY ORIENTATION

34.0 Vacancy in Office

The board may remove, by 2/3 vote, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- 1) the officer's successor being appointed,
- 2) the officer's resignation,
- 3) such officer ceasing to be a director (if a necessary qualification of appointment) or
- 4) such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the directors may, by resolution, appoint a person to fill such vacancy. If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and

The board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

35.0 Method of Giving Any Notice

Any notice (which term includes any communication or document), other than notice of a meeting of members or a meeting of the board of directors, to be given (which term includes sent, delivered or served) pursuant to the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board shall be sufficiently given:

- 1) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation;
- 2) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
- 3) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose;

R&R SAFETY ORIENTATION

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

36.0 Invalidity of any Provisions of this By-law

The invalidity or unenforceability of any provision of these by-laws shall not affect the validity or enforceability of the remaining provisions of these by-laws.

37.0 Omissions and Errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

38.0 Mediation and Arbitration

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in the section on dispute resolution mechanism of this by-law.

39.0 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

R&R SAFETY ORIENTATION

- 1 The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- 2 The number of mediators may be reduced from three to one or two upon agreement of the parties.
- 3 If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
- 4 All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

40.0 Procedural Binder

All changes made to the Bylaws are also to be made to the Procedural Binder. The original Motion shall be quoted, and appended to the appropriate by law. A second copy shall be placed in the current years working copy of the procedural binder. The procedural binder shall consist of the working rules and regulations of the Corporation and shall not supersede the constitution and by-laws of the Corporation. The secretary shall keep and maintain the procedural binders.

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41.0 By-laws and Effective Date

These by-laws may not be amended or repealed without having the by-law, amendment or repeal confirmed by the members by special resolution and stamped with the corporate seal. The by-law, amendment or repeal is only effective on the confirmation of the members and in the form in which it was confirmed.

Passed by the membership, and confirmed by the Executive as well as the Board of Directors and stamped with the Corporate Seal this

_____ day of _____, _____

President

Secretary

ADDENDUMS

A-1 On November 29th, 2016 Addition of Spokesperson by-law to 7.0 Membership Conditions by unanimous vote.

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FOR MORE INFORMATION

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