

CENTRAL CAOLINA GUN CLUB: POLICIES AND PROCEDURES

SECTION I – MEMBERSHIP DUES

- a. Membership annual dues are set by the Executive Committee at the October meeting.
- 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 25).
- c. Membership annual dues shall be prorated quarterly for first time members from date of the member's range orientation.
- d. No one person shall hold more than one membership at a time.

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 Executive Committee per Article III, section (e). Regular Membership application fee is \$200.
- b. Life Membership – Life memberships in the Club may be awarded to Regular and Founder members who have made exceptional contributions to the Club. The Club may award life memberships by a majority affirmative vote of the Club membership present at the annual meeting. A Life membership can be transferred to an eligible adult at the time of death or incapacitation of the original Life member. Annual dues are waived for Life members.
- 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 over the age of sixteen must have successfully completed the Club's range orientation course in order to shoot at any of the Club's ranges. Junior members do not pay dues and are not allowed to vote.
- d. Founder Membership – Founder memberships in the Club will be awarded to the first 100 members that meet the criteria for Regular membership and pay the Founder member application fee of \$500. A Founder membership will automatically convert to a Life membership after a period of fifteen years.

SECTION III – CLUB SHOOTS

- a. Shoots may be held when the Club has approved such shoots by a four-fifths affirmative vote of the Executive Committee 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 a four-fifths affirmative vote of the Executive Committee present at any regular or special meeting.
- c. A Club appointed 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 a four-fifths affirmative vote of the Executive Committee present at any regular or special meeting.

- d. Outside organizations and/or individuals shall be required to file proof of insurance with the Club Secretary.

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 operation 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 Executive Committee present at any regular or special meeting.

SECTION VI – CLUB APPOINTED OFFICIALS

The Club may have appointed officials. These appointed officials may be the Chief Instructor, the Newsletter Coordinator, the Historian, the Rangemaster, the Publicity Officer, Match Directors and the Junior High Power 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 Rangemaster – The Rangemaster shall be an NRA Certified Firearms Instructor or equivalent in charge of the Club’s range facilities and upkeep of the same, and shall oversee all committees holding special shooting events. The Rangemaster 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 Webmaster – The Webmaster shall be responsible for maintenance of the Club website and electronic records that are accessible to Club members through the Club’s website.

- f. The Publicity Officer – The Publicity Officer shall be responsible for advertising special shooting events and prize solicitation for all Club related events. The Publicity Officer will coordinate with Match Directors for special shooting event prizes.
- g. Match Director – Match Directors are responsible for advertising, planning, and running of monthly shooting matches. Match Directors will notify the appropriate governing body (e.g., National Rifle Association for High Power matches) of match dates and will notify the governing body of registered shooters' scores. Match Directors will be responsible for the safe conduct of the shooting competition and ensure compliance with all rules relevant to the match. Match Directors shall render a complete written match report to the Treasurer within seven (7) days to include: a) the total number of entries and for each entrant the amount of entry fee collected, b) the total amount of money collected, c) receipts for match costs including the costs of trophies or other awards associated with the match and d) the net proceeds, if any, will also accompany the match report. Whenever possible, Match Directors will submit reports electronically and coordinate with the Webmaster for reporting match results.
- h. The Junior Shooting Program Manager – The Junior Shooting Program Manager is responsible for advertising, planning, and running of all shooting programs for juniors including the Junior High Power Rifle Team. The Junior Shooting Program Manager will notify the National Rifle Association of registered shooters' dates and will notify the NRA of registered shooters' scores as determined by the NRA. The Junior Shooting Program Manager is also responsible for upkeep of the team equipment, maintaining the number of targets needed to hold a shoot, minor equipment repairs and replacement, and replacement of expendables for training sessions.

SECTION VII – CLUB APPROVED INSTRUCTORS

- a. To instruct at CCGCI for profit as an instructor:
 - 1. Must be a member in good standing with the club,
 - 2. Must have proof of \$1 million liability insurance on file with the secretary,
 - 3. Must have course description on file with the secretary and approved by the Executive Committee, Rangemaster or designee, to include maximum number of attendees,
 - 4. Must request a specific range two weeks in advance for approval by the Executive Committee. Training will not interfere with other prescheduled club activities on those range(s).
- b. Guest instructors who have insurance and submit a course description, date, time and other information may be approved for classes based upon a vote of the Executive Committee.
- c. General Instruction Guidelines
 - 1. No charge for CCGCI members in good standing,
 - 2. \$10/hour for each non-CCGCI member student,
 - 3. Classes will be on the CCGCI training calendar and students will register for the class there,
 - 4. Non-CCGCI member students, unless the guests of another member and within guest guidelines, may not utilize the range after the class has ended and shall be escorted by the instructor off the property and the gate locked,
 - 5. Training privileges can be revoked by the Executive Committee or Rangemaster with just cause.

SECTION VIII – RULES FOR RANGE AND FACILITIES

These Policies and Procedures will be enforced indefinitely unless a majority of the Board of Trustees at the annual or special meeting votes to change these Policies and Procedures.

Every member must check in with Range Control each time they enter range property. Failure to do so can result in revocation of membership.

Some rules may be temporarily suspended by authorization of a majority of the Executive Committee. Failure to follow any rule in effect at the time of the incident will result in disciplinary action up to and including termination of membership.

If any rules are not understood, do not use the range until you have asked for clarification. Ignorance is not an excuse for not following Central Carolina Gun Club, Inc. range and facility rules.

General Safety Rules

1. CCGCI is a COLD range. All firearms shall be unloaded before entering the property. Exceptions being firearms carried under the guidance of a Concealed Carry Permit or Sworn Law Enforcement Officers who are authorized by state or federal law to openly carry.
2. When transporting firearms from vehicles to ranges, they must be cased or have an Empty Chamber Indicator (ECI) installed.
3. When the range is COLD, all firearms shall be unloaded and have an Empty Chamber Indicator (ECI) installed. Revolvers shall have the cylinders open and exposed.
4. No handling of firearms while the range is COLD or if a "Cease-Fire" has been called.
5. All firearms shall not be loaded unless on the firing line and the range is HOT.
6. All firearms shall be treated as if they are loaded at all times.
7. Proper muzzle control shall be observed at all times.
8. Misfires must be cleared before anyone goes down range.
9. No tracer, explosive or incendiary ammunition is allowed at any time.
10. Only shooters, scorers, Range Safety Officers (RSO) and coaches/trainers are allowed on the firing line.
11. Zero all firearms in the Multi-Purpose Pits before moving to the rifle range.
12. Eye and ear protection is required for shooters at all times and for spectators when in proximity of the firing line.
13. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PROPERTY AT ANY TIME.
14. No members or guests will be permitted on the range while under the influence of alcohol or drugs.

All Range Rules

15. Members must display membership cards while on range property at all times.
16. Driving on the range is not permitted unless approved by the Rangemaster for maintenance purposes or event set up.
17. Members are responsible for their children, guests and pets.
18. Each member is allowed two guests. Guests must remain with members at all times.
19. Parking is only allowed in the gravel parking areas. Handicapped parking is allowed near the Rifle Range shelter and behind the Multi-Purpose Pits for those with state issued handicapped signs.
20. Range hours are sun-up to sun-down, 7 days a week. No night shooting is allowed. On Sundays shooting may not be done before 9:00AM. You may setup prior to this time and matches can hold registration, setup and preparation, but shooting will not begin prior to 9:00AM.
21. Bumpfire shooting is not allowed.
22. Shooting with full-auto, slide-fire stock firearms or rifle calibers greater than .30 is only permitted when endorsed, in writing, by the Rangemaster.

23. Shotguns are only permitted on the shotgun range unless shooting is at an Executive Committee approved event.
24. All shooting shall be directed into berms on Rangemaster approved ranges only.
25. All targets must be placed directly in front of existing berms and shall NOT be placed above eye level of the shooter.
26. Targets shall NOT be placed on target frames or posts. Target frames and posts are club property and shall not be used as targets. Purposefully destroying club property will result in membership termination.
27. Appropriate targets shall be used so that all bullets strike the berms.
28. No glass or other targets that leave debris are allowed except biodegradable clay targets.
29. Members are expected to leave the area free of used targets, trash and debris when they leave.
30. Endorsements are not transferable to other members or guests, unless approved by the Executive Committee.

Black Powder

31. No loose caps or open powder allowed on the firing line.
32. No capping of black powder firearms until on the firing line and muzzle control is observed.
33. In case of a hang-fire, a “cease fire” must be called. Keep the firearm pointed downrange for a minimum of two minutes before inspecting the firearm.

Multi-Purpose Pits

34. No handling of firearms while standing behind the designated firing line. Magazine may be loaded behind the firing line but must NOT be loaded into the firearm until on the firing line.
35. Targets must be placed on the existing target boards. No shooting into berms on the left, right or behind unless shooting in an Executive Committee approved event.
36. No exploding targets allowed in the Multi-Purpose Pits.
37. AR500 steel targets are allowed in the Multi-Purpose Pits when endorsed, in writing, by the Rangemaster for handguns only. No steel shot is allowed. Minimum shooting distance is 15 yards.
38. No shooting allowed from behind the center berm.
39. Full auto shooting is allowed when endorsed, in writing, by the Rangemaster.
40. Drawing from concealment is allowed so long as members on the firing line have been notified.

Rifle Ranges

41. No placing of targets or target frames at distances less than 100 or 200 yards on the respective rifle ranges.
42. All members not going down range must stand behind the yellow line. Firearms cannot be cased to leave or uncased when arriving until the range is HOT.
43. Before calling the firing line HOT, verify the range is clear and all shooters are aware the line is going HOT.
44. No moving in front of the red line when the range is HOT.
45. No fully automatic shooting on the Rifle Ranges.
46. Handgun shooting is allowed on the 100-yard range only when endorsed, in writing, by the Rangemaster.
47. Exploding targets are only allowed when approved, in writing, by the Rangemaster. Shooting exploding targets is to be conducted under the supervision of a Range Safety Officer (RSO) who is approved by the Rangemaster.
48. AR500 steel targets are only allowed when endorsed, in writing, by the Rangemaster. Steel targets can only be used on the 200-yard rifle range.
49. Shooting ultra-high power calibers (e.g. 338 Lapua, 50 BMG) on club provided steel targets is prohibited.

Shotgun Range

50. Steel shot and slugs are not permitted on any range.
51. Lead shot of any size permitted on shotgun range only.

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. The Rangemaster may require additional documentation and special operational procedures not explicitly mentioned here in order to ensure a safe and well-managed shooting environment for the Club.

The Rangemaster must approve all special event shoots. Any special range procedures or safety considerations that apply during special event shoots will be approved by the Rangemaster. All special event shoots must be conducted under supervision of a qualified range officer designated by the Rangemaster.

USE OF ILLEGAL DRUGS OR ALCOHOL. GUNS AND ALCOHOL DO NOT MIX! IT SHALL BE STRICTLY PROHIBITED TO PARTICIPATE IN ANY SHOOTING ACTIVITY, OR HANDLE ANY FIRERAMS, ON THE CLUB PROPERTY WHILE UNDER THE INFLUENCE OF ALCOHOL OR ANY ILLEGAL SUBSTANCE.

It shall be strictly against the rules of the Club to use any illegal substance while on Club property. Further, it shall be strictly prohibited to partake in any shooting event or handle any firearms while under the influence of alcohol or an illegal substance. It shall also be prohibited to partake in any shooting event or handle firearms while under the influence of a prescription drug that might impair your senses or your ability to safely handle a firearm.

USE OF ALCOHOL: Representatives or employees of the Club are prohibited from serving alcoholic beverages to anyone, member or not, on the Club property. Representatives include, but are not limited to Trustees, Board members, Match directors, Event coordinators, Caretakers or any other person in a leadership position in the Club.

Permission for a sanctioned event where alcohol will be consumed requires the following:

1. Permission must be granted for all sanctioned events where alcoholic beverages are consumed by a majority vote of the Executive Committee.
2. The Executive Committee will designate one person to serve as the event coordinator. That individual will be responsible for furnishing a copy of the Drug and Alcohol policy to every member and nonmember that will be present at the sanctioned event where alcoholic beverages are being consumed.
3. The Club will, under no circumstances, purchase or dispense any alcoholic beverages. All firearms will be stored and secured during sanctioned events where alcoholic beverages are being consumed.
4. There shall be no drinking on the club property when firearms are in use or being handled. The only designated areas on Club property that alcohol use will be permitted is in the parking and clubhouse area. Drinking alcohol in any other area of the Club facilities is strictly prohibited.

SECTION IX TESTING OUTSIDE ESTABLISHED CLUB RULES

1. Must be a member in good standing, including current NRA membership.
2. Activities that conflict with established policies, procedures and rules, (Special Projects), must be approved by the Executive Committee, Rangemaster or a designee.
3. Special Projects require the presence of an approved range officer.
4. Member is responsible for range officer compensation.

I hereby certify that the Club at the organizational meeting, held on July 17, 2016, has adopted these Policies and Procedures.

TRUSTEE SIGNATURE	DATE
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Revision Log.

1	09/10/2011	Policies and Procedures Established
2	09/04/2013	<ul style="list-style-type: none"> • Section VII.b Every member must display their range membership card while on range property. • Section VII.b Additional statement: The Rangemaster may require additional documentation and special operational procedures not explicitly mentioned here in order to ensure a safe and well-managed shooting environment for the club.
3	11/06/2013	<ul style="list-style-type: none"> • Section I.a Board of Trustees changed to Executive Committee • Section I.c Change prorated weekly to quarterly • Section II.a Board of Trustees changed to Executive Committee • Section III.d Outside organizations/individuals requirement for insurance changed from may to shall, and added shall be on file with Secretary. • Section V.b membership changed to Executive Committee • Section VII Added COLD RANGE rule to Range Rules. • Section VII.d.1 Board of Directors changed to Executive Committee • Section VII.d.2 Board of Directors changes to Executive Committee
4	02/20/2014	<p>Section VII - Changes made to Range Rules</p> <ul style="list-style-type: none"> • Rule 1: Clarification of a cold range. Defined when a firearm shall and shall not be loaded. • Rule 2 (new): Added rule regarding the zeroing of rifles in the pistols pits prior to moving to the rifle range. • Rule 6 (previously rule 5): Defined what signifies bump fire. • Rule 7 (previously rule 6): Defined what signifies slide fire and that Rangemaster approval is require to use on range. Defined the NRA .30 caliber rule. • Rule 9 (previously 8): Added RSOs to those allowed on firing line. • Rule 10 (new): Defined where to place targets to ensure shots strike the berm.

		<ul style="list-style-type: none"> • Rule 16 (new): Stated handguns are not allowed on the rifle range without prior approval from the Rangemaster. • Rule 18 (previously 15): Added only metal targets previously installed on the rifle range may be used. • Rule 19 (new): States no glass or other targets that leave debris may be used on the range. • Rule 26 (new – moved from previous section): All members while on range property must display their membership cards. • Rule 27 (new): No driving on the range at any time.
5	05/24/2015	Range rules moved into categories
6	07/17/2016	<ul style="list-style-type: none"> • Spelling and grammatical corrections • Changed General Range Rules section to General Safety Rules • Removed rules 10, 11, 12, 27, 50 (added above rules section or no longer applicable). • Added new section under Range and Facility Rules for Shotgun Range • Added new section VII for club approved instructors. • Changed Range and Facility rules from section VII to section VIII • Added new section IX for testing outside established club rules
7	04.09.2017	<ul style="list-style-type: none"> • Added "On Sundays shooting may not be done before 9:00AM. You may setup prior to this time and matches can hold registration, setup and preparation, but shooting will not begin prior to 9:00AM." to range hours statement.