

CEDAR ROD & GUN CLUB, INC.

RANGE MANUAL



STANDARD OPERATING PROCEDURES

CEDAR ROD & GUN CLUB, INC.
8075 S. SULLIVAN RD
CEDAR, MI 49621

Cedar Rod & Gun Club – Range Manual

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Version 1.1

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PURPOSE

In 1994, the Michigan legislature passed the Sport Shooting Ranges Act. This act is intended to protect sport shooting ranges from nuisance lawsuits and exclusionary zoning. In order to be protected under the Act, a range must operate “in compliance with generally accepted operation practices.” In a letter dated April 9, 1997, from the Department of Natural Resources to the Natural Resources Commission, “generally accepted operation practices” are defined as certain Sections of the 1988 NRA Range Manual. The NRC has construed these sections as meeting the “generally accepted operation practices” of the Act.

In the summer of 2002, the Cedar Rod & Club (“Club”) hired an expert from the NRA Range Technical Team Advisors to determine if we were in compliance with these standards and to suggest other, non-required changes. As part of the Club implementing these suggestions, this Range Manual was created. Many items in this manual address issues presented in the NRA Range Manual. Promulgation of these rules and procedures will ensure our Club is safe, enjoyable and will be here for the next generation of shooting enthusiasts.

SECTION 1 GENERAL CLUB INFO

Cedar Rod and Gun Club History

The Cedar Rod & Gun Club was established by Pete Schettek, Paul Garvin, Rufus Brow and Joe Pleva. In the beginning, meetings were held at the Solon Township Hall, the Cedar Fire Hall or Brow's Barber Shop in Cedar. In 1960, the Club purchased 25 acres of land on Sullivan Road from John Rosinski. Trap shooting was established in 1962 and continues at the site to this day. A log building was moved to the site in 1964 from Lake Leelanau to serve as the clubhouse. In 1966, a garage was moved from Greilickville and added to the north side of the building. Early in the 1970's, a Skeet and Rifle range was added. In 1978, a kitchen was added to the clubhouse, and in 1990, a range was established for Sporting Clays. An addition to the east end of the building was completed in 1992 and a Pistol Range was developed in 1994. The Club is a not-for-profit corporation.

In 2001, the Cedar Rod & Gun Club Educational Foundation was formed. The Education Foundation is the training and education arm of the Club and is a 501(c)(3) charity for tax purposes.

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Club Address and Phone Number

Cedar Rod & Gun Club, Inc. Club Facilities
8075 S. Sullivan Rd
Cedar, MI 49621
(231) 228-6109 (Clubhouse)

Cedar Rod & Gun Club, Inc. Bills and General Mail
P.O. Box 171
Cedar, MI 49621-0171

Cedar Rod & Gun Club Membership and Foundation Mail
Educational Foundation, Inc.
P.O. Box 1825
Traverse City, MI 49685-1825

Board of Directors and Officers: The Club has a President, Vice President, Treasurer and Secretary as well as five directors. Together, these nine individuals manage the Club.

The 2008 Officers and Directors are:

Role	Name	Phone Number
President	Tim Stein	231.228.6984
Vice President	Jim Brady	231.275.5053
Treasurer	Fred Broghamer	231.947.9387
Secretary	Rich Bechtold	231. 271.4957
Director	Matt Schwarz	231.946.6691
Director	David Newman	231.256.9281
Director	Bill Roush	231. 228.6248
Director	Alex Garvin	231.228.6077
Director	Bob Orent	231.271.6749

Please consult a current CRGC newsletter for updated information.

Range Safety Officers (RSOs): The Club has several NRA Certified RSOs as follows:

Name	Phone Number
Mark Stephens	231.922.0258
David Bieganowski	231.275.5119; 947-6073
Jerome Bufka	231.228.5411
Robert Bufka	231.228.5751
Lou Bufka	231.228.7212
Greg Julian	231.228.6291

Pursuant to the Club Constitution and Bylaws, all Club Officers and Directors are considered RSOs for purposes of enforcement of these rules. The Board may appoint

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other Range Safety Officers as they deem appropriate. Range Safety Officers and Club Officers and Directors have the authority to remove people from the range for unsafe behavior or any other reason. **Throughout this Range Manual, RSO shall be defined as any individual designated as either an NRA Certified Range Safety Officer, an Officer, or Director of the Club in this section.** RSOs are not always on-site. Members are to police themselves when RSOs are not on duty.

Constitution and Bylaws:

The Club Constitution and Bylaws are found in this manual in **Appendix A.**

Maps, Plans, Surveys and Drawings

A site plan showing the Club property and each range is found in this manual in **Appendix B.**

SECTION 2 ADMINISTRATIVE RULES / FACILITIES

These rules pertain to the Club facilities, Club grounds and general Club policies.

1. **Membership Cards:** Every member must carry his or her membership card on their person when using the Club or any range. Any RSO, event range officer, or member may ask that another member show their card and some identification. Members must first show their own card before asking another to show their card.
2. **Gate Combination:** All gates to the Club have a 4-digit combination lock and each member is given the combination in April of the year of their membership. Members shall not give the combination to non-members. Doing so will be grounds for revocation of your membership.
3. **Gate Policy:** Unless an event is in progress, members must close and lock the gate behind them when using the ranges. New arrivals will open the gate themselves using the combination.
4. **Hours:** The ranges are open from 10:00 a.m. until dark from December 1 to November 14. Trap shooting may run until 10:00 p.m. with the lights on and a RSO or range officer present. **From November 15 until November 30, the ranges are open ONLY for emergency sight-in from 12:00 noon to 2:00 p.m.**

These hours are generally a courtesy to the Club's neighbors but may be deviated from with special permission by a RSO or the Board.

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5. **Parking:** Parking is only permitted in designated parking lots. No parking is allowed on Sullivan Road or the road shoulders.
6. **Parking Lot Lights:** Parking lot lights should be used during Club events after dark. The switch is in the main clubhouse and runs off a timer.
7. **Trap Field Lights:** Trap field lights may only be used for regular trap shooting on scheduled dates.
8. **Location of Information:** Special range closings or information can be found on the bulletin board on the west wall of the sporting clays building or on the bulletin board on the pistol range. This board also contains a calendar of events and a schedule of what range is open on what days. Information on range availability and scheduling is also accessible 24 hours a day via the Internet at www.crgc.org. Range Rules are posted in the following locations and material data sheets are found in the Sporting Clays Building, Main Clubhouse, Rifle Range and the Pistol Range.
9. **Guests/Children:** Members may bring a non-member guest. A member must accompany all non-member guests at all times and children must be closely supervised. All guests must sign the Club provided “**RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT**” (“Release”) agreement found in the range cabinets, clubhouse behind the counter or in the Range Rules Manuals.
10. **Releases/Hold Harmless:** Each individual must sign the Club provided release/hold harmless agreement (“Release”) annually when establishing or renewing a membership. A sample release/hold harmless agreement is shown in **Appendix C**. These forms may be found in the clubhouse, sporting clays building or in the pistol and rifle range cabinets. Forms can also be printed from the web site. Completed forms should be placed in the mailbox near the main clubhouse door marked for that purpose.
11. **Pets:** Pets are not allowed in buildings or unrestrained on Club grounds with the exception of Guide Dogs.
12. **Alcohol and Drugs:** Alcohol is prohibited on all Club property pursuant to the Club’s Constitution and Bylaws. Drugs are prohibited on all Club property. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The RSO shall deny range access to anyone in violation.
13. **Smoking:** Smoking is not allowed on the firing line or during any black powder shooting.
14. **Main Clubhouse:** The main clubhouse can be used during organized events. The heat, water and lights must be turned off and doors locked when finished using the building.
15. **Sporting Clays Building:** The gate combination will open the Sporting Clays Building. Members may use the building at any time.

16. **Telephone Numbers:** A list of important telephone numbers is found in each range cabinet, in Section 1 of each Range Rules Manual, and in the club house. If a situation arises where an RSO or Director must be called, call one of the individuals on the list.
17. **Inspections:** Ranges shall be inspected at least quarterly by an RSO.

SECTION 3

VIOLATIONS/ENFORCEMENT OF RULES

1. **Conduct:** All members shall observe the NRA safety rules and range rules of the Cedar Rod & Gun Club.
2. **Enforcement of Rules:** Any member may enforce the rules found in this Range Manual. Suspensions and ejections can only be made by the RSOs or range officer. If none of these officials are on site, notify an RSO at the telephone numbers found in the range cabinets or on the bulletin board.
3. **Reporting:** Violations of these rules shall be reported to the RSOs or range officer on-site. Injuries, incidents, unsafe conditions, equipment failure, and other unusual occurrences shall also be reported to the RSOs.
4. **Sanctions:** A member found violating these rules may **first** receive a verbal warning and be asked to leave for the remainder of the day. A **second** offense or any unsafe handling of a firearm may result in suspension of membership and shooting privileges for one year. A **third** offense may result in lifetime expulsion.

It is not a member's obligation to physically remove an offender. If an unsafe practice is observed by a member, that member should leave the range for their own safety. Obtain a name or license plate number, if possible, and report the incident to an RSO. Use the phone numbers herein starting with the Club President and going down the list until an RSO is reached.

SECTION 4

GENERAL SAFETY RULES

NRA Rules for Safe Gun Handling

1. **Always keep the gun pointed in a safe direction.** This is the primary rule of gun safety. A safe direction means that the gun is pointed so that even if it were to go off it would not cause injury or damage. The key to this rule is to control where the muzzle or front end of the barrel is pointed at all times. Common sense dictates the safest direction, depending on different circumstances.
2. **Always keep your finger off the trigger until ready to shoot.** When holding a gun, rest your finger on the trigger guard or along the side of the gun. Until you are actually ready to fire, do not touch the trigger.
3. **Always keep the gun unloaded until ready to use.** Whenever you pick up a gun, immediately engage the safety device if possible, and, if the gun has a magazine, remove it before opening the action and looking into the chamber(s) which should be clear of ammunition. If you do not know how to open the action or inspect the chamber(s), leave the gun alone and get help from someone who does.

A safety can fail. Safe gun handling rules should be followed all the time!

NRA Rules on Using or Storing a Gun

- **Know your target and what is beyond.** Be absolutely sure you have identified your target beyond any doubt. Equally important, be aware of the area beyond your target. This means observing your prospective area of fire before you shoot. Never fire in a direction in which there are people or any other potential for mishap. Think first. Shoot second.
- **Know how to use the gun safely.** Before handling a gun, learn how it operates. Know its basic parts, how to safely open and close the action and remove any ammunition from the gun or magazine. Remember, a gun's mechanical safety device is never foolproof. Nothing can ever replace safe gun handling.
- **Be sure the gun is safe to operate.** Just like other tools, guns need regular maintenance to remain operable. Regular cleaning and proper storage are a part of the gun's general upkeep. If there is any question concerning a gun's ability to function, a knowledgeable gunsmith should look at it.
- **Use only the correct ammunition for your gun.** Only BBs, pellets, cartridges or shells designed for a particular gun can be fired safely in that gun. Most guns have the ammunition type stamped on the barrel. Ammunition can be identified by information printed on the box and sometimes stamped on the cartridge. Do not shoot the gun unless you know you have the proper ammunition.

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- **Wear eye and ear protection as appropriate.** Guns are loud and the noise can cause hearing damage. They can also emit debris and hot gas that could cause eye injury. For these reasons, shooting glasses and hearing protectors should be worn by shooters and spectators.
- **Never use alcohol or over-the-counter, prescription or other drugs before or while shooting.** Alcohol, as well as any other substance likely to impair normal mental or physical bodily functions, must not be used before or while handling or shooting guns.
- **Store guns so they are not accessible to unauthorized persons.** Many factors must be considered when deciding where and how to store guns. A person's particular situation will be a major part of the consideration. Dozens of gun storage devices, as well as locking devices that attach directly to the gun, are available. However, mechanical locking devices, like the mechanical safeties built into guns, can fail and should not be used as a substitute for safe gun handling and the observance of all gun safety rules.
- **Be aware that certain types of guns and many shooting activities require additional safety precautions.**

Cleaning

- Regular cleaning is important in order for your gun to operate correctly and safely. Taking proper care of it will also maintain its value and extend its life. Your gun should be cleaned every time that it is used
- A gun brought out of prolonged storage should also be cleaned before shooting. Accumulated moisture and dirt, or solidified grease and oil, can prevent the gun from operating properly.
- Before cleaning your gun, make absolutely sure that it is unloaded. The gun's action should be open during the cleaning process. Also, be sure that no ammunition is present in the cleaning area.

Hygiene

These hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues. Everybody exposed at the range or cleaning area, even if they did not participate in the shooting session, should follow these guidelines.

- Refrain from eating, drinking, and smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

Working with Lead

1. Wear different clothing and footwear to the range....separate to what you wear at home or to work.
2. Wash your hands immediately after shooting using COLD water. Warm water opens up the pores on your hands, increasing the likelihood of lead ingestion. Blow your nose as well, rinse out your mouth several times with cold water.
3. DO NOT chew gum or tobacco on the range.
4. Wash all range clothes SEPARATELY from normal clothes. Use Liquid Sugar Soap to do this, not regular washing liquid.
5. Remove footwear before entering your dwelling (in fact, put them into your trunk if you can avoid stepping into your car).
6. Shower in cool water as soon as possible after leaving the range. Use separate face washers etc.
7. Try not to eat until you have cleaned yourself.
8. Follow the same decontamination steps after cleaning your firearms as well.

Make no mistake; lead poisoning is seriously damaging stuff. It can lead to serious complications such as birth defects, respiratory problems, memory loss etc., and lead in your blood does not go away quickly. Protect yourself at all costs and never take lead for granted. Soap and water are available in the clubhouse bathroom when the building is open.

SECTION 5 GENERAL RANGE RULES

1. **General:** Live firing conducted at the Range Complex is designed to provide members and authorized personnel access to a facility where they can become proficient with their privately-owned firearms.
2. **Facilities for Use:** Range availability is set forth on the written schedule posted in the bulletin board and on the Club website. Live-fire shooting is normally limited to the ranges and equipment shown in this manual under **Section 6 -Special Range Rules**. A summary is found below:

Rifle Range: Any black powder firearm; rifles up to .50 caliber; pistols and shotguns any caliber or gauge

Pistol Range: Any black powder pistol, BB guns, air rifles, air pistols, rifles - 22 caliber only; handguns up to .50 caliber

Trap and Skeet Range: Shotguns only. (Up to #7½ shot; no slugs.)

Sporting Clays Range: Shotguns only. (Up to #7½ shot; no slugs.)

For questions or clarification on the above list, please contact an RSO.

3. **Range Limitations and Safety Requirements:**

Live-fire shooters will:

- a. Fire only on scheduled ranges at scheduled times. Watch for posted range closings.
 - b. Fire only authorized firearms and ammunition.
 - c. Fire at authorized targets only and authorized target stands. Metal targets are to be used for organized events only and not for recreational shooting.
 - d. Ensure all projectiles impact within the established range safety limits.
 - e. Call "Cease Firing" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
 - f. Call "Cease Firing" if a firing line becomes staggered (i.e. one shooter forward of another) anywhere on the range.
 - g. Use appropriate ear protection.
 - h. Wear appropriate eye protection. This means 3-sided, approved eyewear.
 - i. Shooters must wear a shirt and shoes. No open toe shoes allowed.
 - j. Notify the RSO of any safety infractions.
 - k. Police all brass, targets, boxes, paper, and other debris that accumulates on the range and dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms:** Fully automatic firearms are authorized. However, the owner must contact an RSO for approval prior to live-fire. The RSO can deny automatic fire during shooting for any reason. The member must provide the proper federal licenses and all required paperwork to the RSO prior to firing any automatic firearms.

Illegal firearms are not authorized. Black powder cannons are prohibited.

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5. **Authorized Personnel:** The following persons are allowed to fire on the range:
 - a. Current members of the Club.
 - b. Invited guests of the above who have signed a Release, provided the authorized member is present and assumes full responsibility for the conduct of his or her guest(s).
 - c. Personnel approved by the RSOs on a case-by-case basis.

6. **Club Member Responsibilities:**
 - a. All shooters and spectators must fill out "Release" agreements. Club members will sign one before getting a membership card.
 - b. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
 - c. All shooters are responsible for their guns and ammunition while on the Club property.
 - d. Firearms that are out of the case and not being fired must be benched or in a rack. (Actions open and facing up, chambers empty, muzzles pointing in a safe direction, and safety on.)
 - e. Only load firearms on the firing line. This is a “cold” range.
 - f. Do not point firearms at anything other than authorized targets.
 - g. Fire at your own target only.
 - h. Give the command "Cease Firing" if an unsafe condition exists.
 - i. Follow all instructions from the RSO or range officer.
 - j. Assist in policing the area of brass and any other debris.
 - k. No pets are allowed on the ranges.

7. **Authorized Targets:** Members may only shoot at the Club provided targets and use Club target stands. Members cannot bring their own target stands without prior approval from an RSO. Members shall not place any targets on the ground or use clay birds for targets. **YOU MAY NOT SHOOT AT CLAY TARGETS WITH RIFLES OR PISTOLS.** Metal targets and moving targets may only be used with RSO permission or with an RSO present.

Metal targets are to only be used for organized events and not for recreational shooting.

8. **Changing Targets/Going Downrange:** Unless otherwise agreed by all the shooters on the line/range, live fire will break every 15 minutes to give an opportunity to change or put up targets and to police brass. Live fire may commence after the range is clear and all shooters are behind the firing line. Shooters should loudly announce their intentions (“Range is closed” and “Range is hot”) so that others hear them.

9. **Club Equipment:** The Club has some shooting rests and spotting scopes available to members. They are in the range cabinet and must be returned to the cabinet after use. This equipment is to be shared by all members.

10. **Availability and Cost of Targets:** Targets are available from the range cabinet and cost \$0.25 each. The money should be placed in the metal can near the cabinet. When you are done shooting, tear down your targets and put them in the trashcan.

11. **Availability and Cost of Hearing/Eye Protection**: Ear protection is available from the range cabinet and cost \$0.75 each. The money should be placed in the metal can near the cabinet. Club owned eye protection is only available during organized events.
 12. **Brass/Trash**: Shooting stations must be policed and swept after each use. All brass/casings must be picked up.
-

SECTION 6 SPECIAL RANGE RULES

Rifle Range

1. This is a 6-station range. Shooters must stay under the covered section and are not allowed on the grass in front or on the side of the covered shooting positions. Be courteous if other shooters are waiting for an open position.
2. Do not monopolize the stations. Shooting is limited to one-hour if other members are waiting to use the range.
3. Center fire rifles up to .50 caliber; pistols and shotguns of any caliber or gauge are allowed.
4. No metal targets allowed unless an RSO is present.
5. During the public “Sight-In Days,” the rifle range will be staffed and run by RSOs.
6. Clay targets (new or old) are **NOT** allowed on the range.

Pistol Range

1. This is a 15-station range. Shooters must stay under the covered section and are not allowed on the grass in front or on the side of the covered shooting positions. One shooter per station. Two persons shooting per station is allowed during organized shooting events only.
2. BB or pellet guns, air rifles, air pistols, .22 caliber rifles only; handguns up to .50 caliber are allowed.
3. The pistol range may not be used while Sporting Clays is operating.
4. Clay targets (new or old) are **NOT** allowed on the range.

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Shotgun Ranges

1. Gun action or breach must be kept open whenever carried uncased on Club property.
2. Muzzles must be kept pointed in a safe direction at all times.
3. Shotguns only. (Shot size 7½ shot; no slugs.)
4. Never load more than 2 shells in chamber and magazine combined.
5. Gun must remain open and empty until in shooting position and ready to call for your target. Open action or breach before turning to leave shooting position.
6. No “backup” shooting at targets called for by others except during specific team events requiring it.

Special events or special shooting events may be authorized by the Board and may have special rules specific to that event. The Board may require that an RSO be present. The Board may restrict or close other ranges during an approved special event or special shoot.

SECTION 7 ACCIDENTS/INCIDENTS/UNSAFE CONDITIONS

1. **Accidents:** The Club defines “Accidents” as medical emergencies or injuries, such as, but not limited to, heat stroke, cardiac arrest, broken bones, bee stings or any other sudden or unforeseen injury to any person. Accidents shall be responded to by the first person on the scene. Notification of proper authorities using the two emergency call boxes located on the north side of the clubhouse and on the southeast end of the rifle range should be the first step. These call boxes immediately connect to 911 emergency services once the receiver is lifted; no dialing is required. Follow the emergency script located at the call box to report the emergency. After calling 911, appropriate first aid should be rendered, if possible. First aid kits are located in each range cabinet and in the main clubhouse. Once the emergency is over, please notify an RSO and complete an Injury Report Sheet. The completed Injury Report Sheet shall be given to an RSO as soon as possible. **Forms are in the back of the Range Manual.**
2. **Incidents:** The Club defines “Incidents” as events involving Club equipment, property, buildings or other non-life threatening situations including, but not limited to, fires, water leaks, gas leaks, downed power lines, equipment breakage or malfunctions. Incidents should be reported to an RSO as soon as possible and an Incident Report Form found in the Range Rules Manual should be completed.
3. **Unsafe Conditions:** The Club defines “Unsafe Conditions” as a violation of Range Rules, unauthorized persons on the range, unruly behavior, or other general unsafe range conditions such as worn equipment, missing safety items, and general environmental hazards. Unsafe conditions shall be reported by the person witnessing the condition to an RSO and an Incident Report completed as soon as possible.

SUGGESTIONS FOR IMMEDIATE RESPONSE FOR ACCIDENTS/INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- Notify EMS from the emergency call box: Give the following information.
 1. Specific location or address of incident with directions
 2. Telephone number that you are calling from (if it is not the emergency call box)
 3. Your name
 4. What happened and possible hazards for rescuers
 5. Number of people injured or ill
 6. Condition of injured or ill
 7. First aid provided, if any so far
- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.
- Someone should go to the range entrance and direct EMS personnel to the injured.
- The first responder should:
 1. Identify self to the injured
 2. Inform injured of training (American Red Cross Standard First Aid & CPR)
 3. Inform injured of aid offered
 4. Receive verbal permission from injured (if adult), or parent/guardian (if child) prior to giving care
 5. Refrain from giving care to a conscious injured person whom objects
 6. Assume implied permission if the injured is unconscious or unable to respond
 7. Assume implied permission if the injured is a child with a serious injury and a parent or guardian is not present
 8. Move the injured only if life is endangered
 9. Check injured for life threatening condition before providing care. Provide care only within level of training
 10. Never dispense aspirin, medications, or activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Poison Control Center
- Retrieve one of the first-aid kits and assist EMS personnel as needed.
- If the accident involves a gun shot injury, notify police and preserve the scene as it appeared at the time of the incident.

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COORDINATION

- A member should supervise the situation and ensure fulfillment of emergency procedures by :
 1. Getting names of witnesses and taking statements
 2. Providing EMS with information and next of kin information for the injured
 3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility
 4. Completing injury report forms
 5. Notifying a Club Officer, Director, or RSO

- A Club Officer, Director, or RSO should ensure fulfillment of emergency procedures by :
 1. Notifying insurance company
 2. Evaluating emergency plan for possible revisions
 3. Filing copies of the injury report form with records as appropriate
 4. Following up with physician for recommendations and release prior to allowing ill or injured to participate

EMERGENCY COMMUNICATIONS

Contact	Primary Phone Number	Secondary Phone Number
EMS	911	231.256.8800
Police	911	231.256.8800
Fire	911	231.256.8800
Poison Control Center	231.935.6333 800.222.1222	
Range/Club	231.228.6109	

INJURY REPORT FORM

Name: _____

Date of Injury: _____

Address: _____

Time of Injury: _____

Telephone Number (Day): _____

(Evening): _____

1. Describe nature and extent of injury (specify parts of body): _____

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

4. First aid was provided by (include names and phone numbers): _____

5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.): _____

6. Notification of next of kin (specify time, person contacted, and method): _____

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable)? _____

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9. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

10. Witness Statements: Interview witness separately. Use additional sheets if needed.

A. Witness (Name): _____ Statement attached? Yes___ No___
Address: _____

Phone Number (day) _____ Evening _____

B. Witness (Name): _____ Statement attached? Yes___ No___
Address: _____

Phone Number (day) _____ Evening _____

11. Notes and Comments: _____

12. Injury Report Completed by:

Name: _____
Title: _____
Date: _____
Signature: _____

13. Disposition and follow-up:

Name: _____ Title: _____
Signature: _____ Date: _____

INCIDENT REPORT FORM

Name: _____

Date of Incident: _____

Address: _____

Time of Incident: _____

Telephone Number (Day): _____

(Evening): _____

1. Describe nature of Incident: _____

2. Describe how the Incident occurred: _____

3. Describe any immediate action taken: _____

4. List individuals involved (include names, phone numbers, license plate numbers, etc.): _____

5. Notification of Club Officers, Directors or RSO (specify time, person contacted, and method):

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6. Describe steps taken to make the area safe: _____

7. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

8. Witness Statements: Interview witness separately. Use additional sheets if needed.

A. Witness (Name): _____ Statement attached? Yes ___ No ___
Address: _____

Phone Number (day) _____ Evening _____

B. Witness (Name): _____ Statement attached? Yes ___ No ___
Address: _____

Phone Number (day) _____ Evening _____

9. Notes and Comments: _____

10. Incident Report Completed by:
Name: _____
Title: _____ Date: _____

11. Disposition and follow-up:
Name: _____ Title: _____
Signature: _____ Date: _____

SECTION 8 - CHECKLISTS

RIFLE RANGE INSPECTION CHECKLIST

Inspected by _____

Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed Fence & Gate Locks		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
Backstop/Impact Area Inspected		
No Trespassing Signs in Place		
Target Frames/Stands/Mounts in Good Repair		
Firing Line Marked		
Firing Points Clean		
Shooting Benches/Tables Inspected		
Sandbags/Gun Rests on Hand		
Supplies Available: Ear Protection, Targets, Staples and Staplers		
Emergency Call Box Operational; Emergency Script in Place		
First-Aid Kit Filled/Accessible		
Range Rules Posted and Forms Available		
Bulletin Board Up-to-Date		
Gun Racks Available and in Good Repair		
Empty Trash Receptacles Available		
Brass/Dud Buckets Labeled		
Snow Removed from Pathways		

Comments:

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PISTOL RANGE INSPECTION CHECKLIST

Inspected by _____

Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
Backstop/Impact Area Inspected		
Maintenance Access Barrier and Warning Sign in Place		
Side Berms in Good Condition		
Target Frames/Mounts in Good Repair		
Firing Line Marked		
Firing Points Clean		
Shooting Benches/Tables in Good Repair		
Sandbags/Gun Rests on Hand		
Supplies Available: Targets, Ear Protection, Staples and Staplers		
First-Aid Kit Filled/Accessible		
Range Rules Posted		
Bulletin Board Up-to-Date		
Empty Trash Receptacles Available		
Brass/Dud Buckets Labeled		
Port-a-John in Good Condition		
Wash Area Identified		

Comments:

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SHOTGUN RANGE INSPECTION CHECKLIST

Inspected by _____

Date _____

	Yes	No
Controlled Access/Fencing/Gates Closed		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
Backstop/Impact Area in Inspected		
Traps and Controls in Good Repair		
Patterning Board in Good Repair		
Firing Lines Marked		
Firing Points Numbered/Clean		
Shooting Positions Inspected		
Supplies Available: Ear protection		
Emergency Call Box Operational and Emergency Script Posted		
First-Aid Kit Filled/Accessible		
Range Rules Posted		
Gun Racks Available		
Empty Trash Receptacles Available		
Hull Buckets Labeled		
Scoring Tables in Good Repair		

Comments:

APPENDIX A

CONSTITUTION AND BYLAWS OF THE CEDAR ROD AND GUN CLUB

Founded in 1936

Bylaws Revised in 1991, 1997, 2002, 2003, 2004, 2007; Omission Correction 1999

Article I

Section 1

This organization shall be known as the Cedar Rod and Gun Club. P.O. Box 171. Cedar, Michigan 49621. It shall operate without profit, be non-sexist, non-political, and is incorporated.

Section 2

The purpose of this organization shall be to: Promote good sportsmanship; support and promote the shooting sports; promote hunting, fishing and sound conservation practices; and provide and promote sound hunter safety education programs to the general public.

Article II

Section 1

The officers of this organization shall consist of President, Vice President, Secretary, and Treasurer, and shall be elected to two (2) year terms. President and Secretary one year, and Vice President and Treasurer the following year. No member shall be elected as officer who has not been a member in good standing for a period of at least one year.

- A. President shall preside over all meetings and have general supervision and direction of all officers and board members. He shall call all regular and board meetings.
- B. Vice President shall perform all duties of the President in his absence.
- C. Secretary shall handle all correspondence of this organization; keep minutes of the regular meetings and board meetings; maintain records, files, books, (except account and receipt books) and any other club property necessary to the execution of his office. He shall receive a salary of \$ 99.00 per year to be paid at the end of the calendar year.
- D. Treasurer shall receive all payment of all income, including dues and keep proper account of all income (including dues) and be authorized to make payments necessary to the operation of the club on a monthly basis upon approval by the board at its monthly meeting. At each regular meeting he shall review the status of all club accounts. The Treasurer shall have a \$200.00 emergency fund for use by himself or an appointed board member for unscheduled or unexpected club expenses. He shall receive a salary of \$ 99.00 per year to be paid at the end of the calendar year.
- E. If any officer misses three (3) consecutive meetings without a good excuse being presented, he shall be suspended from his office and the position shall be filled by appointment by the officers and board and the appointee shall serve the remainder of that officer's term.

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Section 2-Board of Directors

- A. The Board of Directors shall consist of five (5) members and be elected for a two year (2) term. Two (2) shall be elected at the same time as the President and Secretary, and three (3) elected at the same time as the Vice President and Treasurer.
- B. The Board of Directors shall, in addition, include all officers.
- C. The Board of directors shall have the power to manage all affairs of the club, membership, or on any and all questions relative in any manner whatsoever thereto, and to make all necessary contacts for the proper transactions of all business.
- D. It shall be necessary to have a quorum of five (5) members to conduct business at any board meeting.
- E. The Board of Directors shall be limited to authorizing capital expenditures in amounts not to exceed \$15,000 per expenditure without membership approval. Customary operating expenditures are not subject to membership approval.

Article III

Section 1-Membership

- A. Any person 18 years of age upon completion of, and approval of an application form shall be eligible to become a member of the organization. Membership covers all family members up to the age of 18 but enjoys only one (1) vote.
- B. A 2/3 majority vote of the Board may suspend or revoke without compensation any member either not in good standing or in violation of the Bylaws.
- C. Any member charged with conduct harmful or prejudicial to the purpose or interest of the Cedar Rod and Gun Club, or who causes or intends to cause injury or embarrassment to the Cedar Rod and Gun Club, or is in violation of its Bylaws or rules shall be subject to suspension. The member shall be notified in writing by Registered Mail of the nature of the complaint and will be given not less than fifteen (15) days to respond to said complaint. The Board of Directors, if upon review of the facts finds the complaint to be true, may suspend the member upon a 2/3 affirmative vote for suspension.

Section 2-Class of Membership

- A. Regular Membership: Upon meeting the requirements in Article III, Section 1 (A) and payment of the annual dues fee will become a member.
- B. Honorary Membership: A membership bestowed upon an individual for having made extraordinary contributions, either in services to the Club, or in civic or humane acts. Such memberships shall be at the discretion of the Board of Directors, and shall enjoy full membership privileges.
- C. Serviceman's Membership: Any member of the Armed Forces shall be eligible to receive free regular membership privileges subject to qualifications of regular membership.

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Article IV

Section 1-Dues:

Members shall have two options for membership dues: 1) a calendar year membership with no MUCC affiliation, or 2) a calendar year membership which includes individual MUCC affiliation. The annual dues amount shall be set by a vote of the Board of Directors. The dues are payable on January 1st and membership is on a calendar year basis. New applicants shall present the dues with their application. Any member failing to pay his dues within 30 days of the due date shall be dropped from membership.

Section 2-M.U.C.C. AFFILIATION:

The Cedar Rod and Gun Club shall be affiliated with the Michigan United Conservation Clubs.

Section 2.1 National Rifle Association Affiliation:

The Cedar Rod and Gun Club shall maintain an active affiliation with the National Rifle Association.

Section 3-Bank Accounts:

- A. The commercial accounts of the organization, referred to as the general fund and checking account shall be used to defray all expenses. All monies shall be placed in the general fund unless placed in a special fund. The Treasurer's name and the President's name shall be on all accounts.
- B. There shall be an annual accounting of all funds at the Annual Meeting in January.

Section 4-Mortgages:

No mortgages or lien of any nature shall be placed on any real estate, building, or property belonging to the Cedar Rod and Gun Club.

Article V

Section 1-Meetings:

- A. All regular meetings shall be held the First Friday of the month (October through March) at 8:00 p.m.
- B. The Annual Meeting shall be held the first Friday in January.

Section 2-Conduct at Meetings:

- A. A motion may be put on the floor by any member; provided it pertains to the subject being discussed at the time of the proposal.
- B. In order for a motion to pass, it must be supported by another member and have a majority of favorable votes of the members present.
- C. Voting shall be limited to current members in good standing only.
- D. A quorum of at least ten (10) members must be present at any regular meeting in order to conduct business.

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- E. Any member wanting the floor shall raise his hand to be recognized by the chair.
- F. No member shall hold the floor for more than three (3) minutes at one time.
- G. No member shall take the floor for a second time on the same subject until other members have been heard.
- H. Unruly members may be ejected from any meeting at the President's direction.

Section 3-Elections

- A. Election of Officers and Board shall take place at the annual meeting in January.
- B. Nominations for Officers and Board shall be accepted at the December meeting.
- C. All members in good standing may vote.
- D. Absentee ballots will be mailed to members two (2) weeks prior to the annual meeting.
- E. Write-in nominations are accepted up to the time of voting.
- F. Election of Officers and Board members shall take place in the order as prescribed in Article II, Sections 1 and 2.

Article VI

Section 1-Committees:

- A. The Board of directors shall have the power to appoint committees and their chairs. They may consist of any member in good standing and consent to the appointment.
- B. There shall be standing committees for (1) Membership; (2) Trap and Skeet Range; (3) Rifle and Pistol Range; (4) Archery Range.
- C. The Membership committee shall consist of three (3) members of the Board.
- D. Other committees may be formed as necessary at the discretion of the Board.

Article VII

Section 1- Use of Club Facilities:

- A. All Cedar Rod and Gun Club property is for the express use of its members, invited guests, and designated parties only.
- B. Pets are not allowed in buildings or unrestrained on club grounds, Guide Dogs are the exception.
- C. Activities requiring dogs, i.e. Field Trials or dog training must be approved by the Board.
- D. Designated organizations may use the club facilities with a 2/3 majority vote of the Board, any groups using the club facilities shall leave it in a clean and orderly condition.

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- E. Alcohol is prohibited on all Cedar Rod and Gun Club Property unless specifically authorized by the Board of Directors.

Section 2-Conduct:

It is the purpose of this organization to promote safety in the shooting sports.

- A. All members shall observe the safety rules for all ranges of the Cedar Rod and Gun Club.
- B. Any member exhibiting poor or unsafe handling of firearms or weapons of any type will a verbal warning.
- C. A second offense of poor or unsafe handling of firearms or weapons of any type may result in the suspension of membership at the time of the infraction, at the Range Officers discretion, subject to review by the Board of directors at a later date.
- D. All officers and Board members shall be considered Range Officers.

Article VIII

Section 1-General:

- A. Any amendment or addition to the constitution or By Laws of this organization must first be referred in writing to the Board of Directors for study. If recommended by that body, it must be brought to a vote of the membership at a regular meeting where the members have been notified of the proposed change. If passed by a majority vote of the members present, it becomes part of the Constitution and By Laws of this organization.
- B. Each member shall receive a copy of the Revised By-Laws.

Section 2:

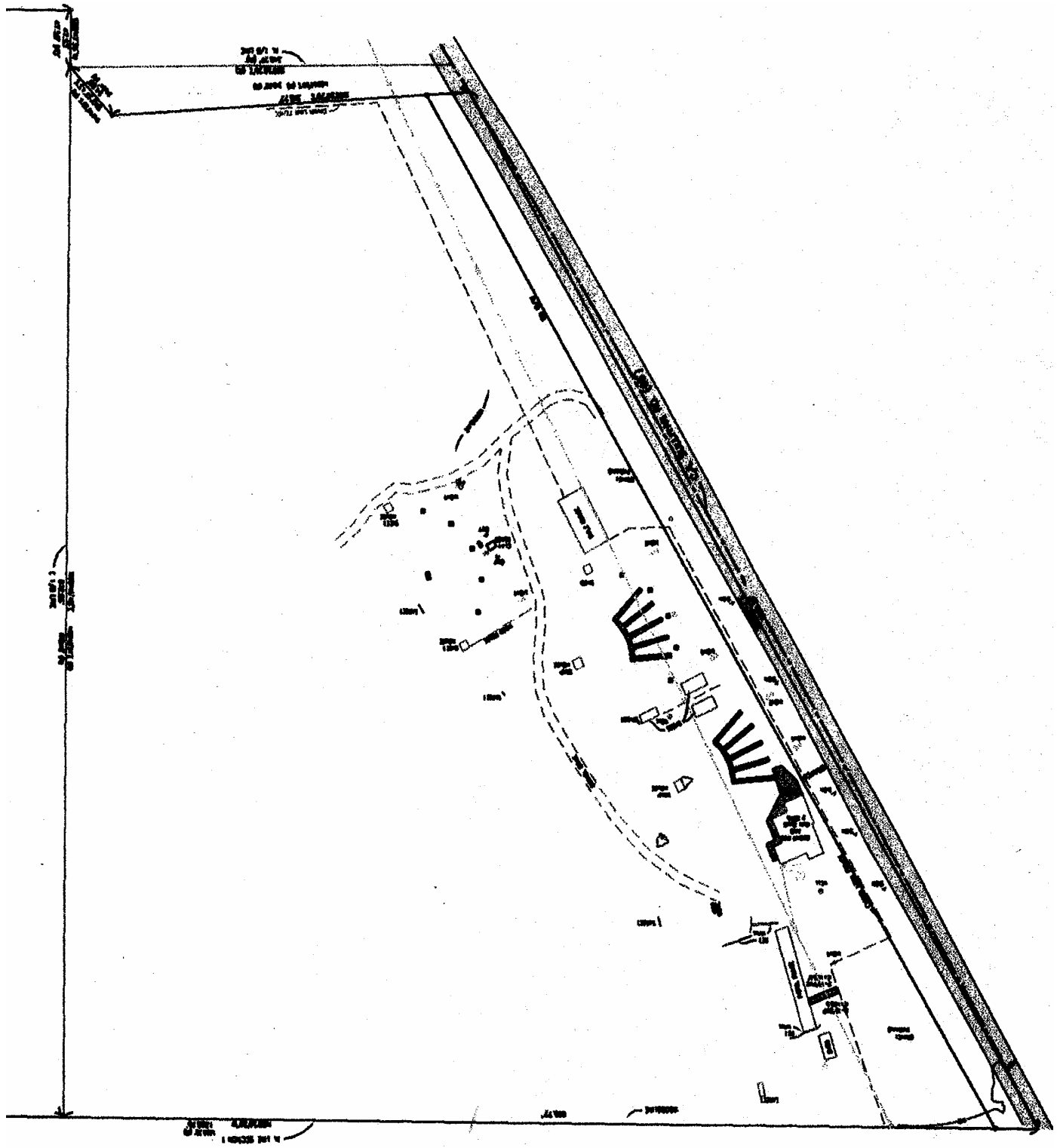
Upon dissolution of the Cedar Rod and Gun Club, any funds remaining may be distributed equally among remaining members, or may be donated to any charitable or service organization. Such action would be at the approval of the general membership in a simple majority vote at a special meeting called for this purpose. All members will be notified two (2) weeks prior to such a meeting.

Section 3:

The Cedar Rod and Gun Club shall maintain a tax status under the provisions of Section 501(c)(7) of the Internal Revenue Service, and shall be incorporated.

APPENDIX B

Map/Drawing of Club Facility



APPENDIX C

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT

WHEREAS, in consideration of being permitted to observe and/or participate in the shooting, sporting and outdoors activities at the Cedar Rod & Gun Club, and in consideration for the Undersigned's right to use the range, buildings, land and premises ("Premises") of the Cedar Rod and Gun Club, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend the Cedar Rod & Gun Club, Cedar Rod & Gun Club Educational Foundation, Inc., their officers, directors, employees, agents, representatives, affiliates, subsidiaries, and any persons acting in an official capacity on behalf of or with the permission of the club, including, but not limited to, instructors, (the preceding entities and persons are hereinafter collectively referred to as "Releasee's") and the members of the Cedar Rod & Gun Club, from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to, or connected with Undersigned's negligence in any shooting activities; the discharge of firearms by Undersigned; Undersigned's negligence in the use of the range, buildings, land and premises; and, any and all negligent acts or omissions of Undersigned.

Undersigned furthermore waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she has or may have against Releasee's (including but not limited to the death of Undersigned and/or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property), which may, in any way whatsoever, arise out of, be related to, or be connected with shooting activities; instruction; the Premises, including any latent defect in the Premises; Undersigned's presence on or use of the Premises; Undersigned's property (whether or not entrusted to Instructors); and, the discharge of firearms. Releasee's shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Releasee's from any and all such claims and liabilities. The undersigned does not waive any claim for an intentional tort committed by Releasee's in connection with Club activities, notwithstanding anything contained in this paragraph to the contrary.

Undersigned hereby expressly assumes the risk of taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Releasee's.

This Agreement shall not cover any environmental liabilities, is non-assignable and shall immediately terminate upon the commencement of a voluntary or involuntary proceeding under any bankruptcy, insolvency, reorganization, liquidation, dissolution or similar law or the appointment of a trustee, custodian, sequestrator, liquidator, receiver or similar official with respect to a substantial portion of the assets of the Cedar Rod and Gun Club or Cedar Rod & Gun Club Educational Foundation, Inc.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law as to the subject matter of this Agreement, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Releasee's shall not constitute any waiver of Releasees' right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin and will remain valid and in effect for as long as the person remains a member or until the instrument is expressly revoked in writing by the member.

UNDERSIGNED:

Date: _____

Signature

Print Name

(ver. 2007-1)