

**JOSEPHINE COUNTY SPORTSMAN ASSOCIATION
POLICY AND PROCEDURES
JCSA
REVISION 2019**

JCSA AFFILIATED CLUBS

3-GUN CLUB

ACTION PISTOL

CAVEMAN ARCHERS

JCSA PISTOL SILHOUETTES

JEFFERSON STATE SCHUETZEN SOCIETY

JEFFERSON STATES SHARPSHOOTERS

MERLIN MARAUDERS COWBOY ACTION SHOOTERS

SPORTING CLAYS

TRAP AND SKEET

WALKER MOUNTAIN LONG RIFLES

WESTERN STATES MUZZLE LOADERS ASSN.

WILD RIVER SHOOTERS & YOUTH SHOOTERS

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- I. JCSA FINANCIAL CONDITION:**
- A. The treasurer will maintain accurate financial records of JCSA and report the Association's financial condition to the Board of Directors on a monthly basis. The financial records will include a current Statement of Income, Expenses and a current Statement of Assets and Liabilities.
- II. JCSA ATTORNEY:**
- A. Willard L. Ransom is the legal counsel for JCSA. Mr. Ransom will be contacted by the EVP under direction of JCSA Board of Directors, or the Executive Committee in emergencies only.
- III. SAFETY DEPOSIT BOX:**
- A. JCSA shall maintain a safety deposit box for storage of important papers at a local financial institution designated by the Board of Directors. An inventory list of the safety deposit box shall be done at the beginning of each New Year in January or February. This inventory list shall be accomplished by a minimum of two Executive Committee members and reported to the board no later than the February board meeting.
- IV. DUTIES OF JCSA'S SECRETARY:**
- A. Complete and distribute minutes of each board meeting to each board member, directors, and presidents of each club, within seven (7) days prior to the next meeting.
- B. Complete and file finalized minutes of each board meeting within seven (7) days after the minutes are approved at the subsequent meeting.
- C. Take and record meeting minutes at each Executive Committee meeting and keep in the JCSA meeting minutes log book. With the exclusion of personnel (HR) issues discussed.
- D. Tape each board meeting and maintain the tapes in file for five (5) years. The tapes are not deemed to be the official minutes of JCSA.
- E. Maintain motion log.
- F. Any other duties specified by JCSA's By-Laws.
- V. PARKS DEPARTMENT:**
- A. The Executive Vice-President (EVP) shall be the liaison officer between JCSA and the County Parks Department. This duty cannot be delegated to any other officer or member of JCSA without action of the Board of Directors.
- VI. ANNUAL RENEWALS AND NEW-MEMBER EXPIRATION DATES:**
- A. All new memberships shall be effective on the first of the month joined.
- B. Members who have not paid their renewal fee within thirty (30) days of their anniversary date shall be placed on elapsed status. Elapsed members who have not paid their membership renewal fees by the end of the second thirty (30) day period shall be considered expired.
- C. If an individual desires to become a member of JCSA after being considered expired, that individual will be treated as a new member and all administration fees shall be paid.

VII. USE OF JCSA FACILITIES BY NON-MEMBERS:

- A. Any individuals desiring to use JCSA facilities who are not members of JCSA shall pay the prevailing day-use fee as provided for within the JCSA P&Ps (XXXV. Fees) and abide by all rules and regulations.

VIII. BUDDY CARDS:

- A. JCSA members may purchase a “Buddy Card”. The purpose of the “Buddy Card” is to allow a member of JCSA to invite a guest to use the park facilities with the member. “Buddy Cards” will be issued and used as follows:
 1. Only JCSA members in good standing may purchase and use a “Buddy Card”.
 2. The purchasing member of JCSA must accompany the guest using the “Buddy Card”.
 3. The cost of the “Buddy Card” is set by the Board of Directors, found in section (XXXV. Fees) and good for five (5) uses.
 4. The “Buddy Card” will **not** be used for club shoots, or any class of instruction held at JCSA as a means of avoiding payment of any “day-use” fees.
 5. “Buddy Cards” are valid for as long as the JCSA member retains his/her membership or until all five (5) punches are used.

IX. TEN VISIT PUNCH CARDS:

- A. “Ten Visit Punch Cards” allowing ten (10) visits by non-JCSA members are available. “Ten Visit Punch Cards” will be issued and used as follows:
 1. The cost of the “Ten Visit Punch Card” is found in section (XXXV. Fees) and is set by the Board of Directors.
 2. “Ten Visit Punch Card” is good for ten visits by the non-JCSA members, in lieu of the “day-use” fee.
 3. “Ten Visit Punch Cards” are valid for three (3) years from date of purchase or until all ten punches have been used, whichever comes first.

X. NATIONAL RIFLE ASSOCIATION:

- A. JCSA will maintain “Affiliate Club” status with the National Rifle Association.

XI. TRAINING BUSINESSES:

- A. Training Classes shall pay a non-refundable reservation fee for each requested date to be placed on JCSA’s calendar. Any student who is not a member of JCSA shall pay the prevailing day-use fee as provided in section (XXXV. Fees) and abide by all rules and regulations of JCSA.
- B. All instructors must be insured and provide proof of insurance. A certificate of liability in the amount of \$2,000,000 naming JCSA as an additional insured is required of each instructor unless the business has a policy that include their instructors on that policy. A current list of instructors and certificate of liability (as stated above) is required each January for approved instructors. All new instructors must meet same requirements. A new certificate of insurance is required before it expires so there will be no lapse in coverage.

XII. CLUB LOANS:

- A. JCSA has a loan fund that was created for the purpose of making short-term loans to affiliated clubs in order that they may expand or maintain the services and activities they provide to their respective members.
- B. Loans shall not exceed \$1,500 per club and will be repaid within one (1) year. The loan shall be no less than 10% and no more than 50% of the completed project. No interest will be charged.
- C. All requests shall be presented in writing to the Board of Directors for approval.
- D. All loan requests shall be in writing and shall consist of the following:
 - 1. A statement of why the loan is needed.
 - 2. A statement of the total estimated cost of the project.
 - 3. Time frame for the project with start and finish dates.
 - 4. A written plan of how and when the loan will be repaid.
- E. The affiliate club shall furnish JCSA Board of Directors a progress report at the monthly Board of Directors meeting along with a detailed accounting of the expenditures of the loan to date and percentage of completion of the project. The Board of Directors will review the accounting and progress.
- F. The Board of Directors may, at its discretion, grant an extension of time beyond the deadline stated in the club's original loan request. If an extension of time to repay is necessary, a written request will be made to the Board of Directors stating why an extension is needed along with a new repayment plan.
- G. Failure to repay the loan will be grounds for suspending or terminating a club's membership under Article IX of the By-Laws.
- H. In order that the loan fund grows, one percent (1.00%) of all Membership fees paid will be placed in this fund quarterly. This fund will not exceed a maximum balance of \$4,500. Loan funding will close when maximum \$4,500 balance is reached, at which time the funds (1.00%) will roll into the park maintenance fund. This will be reported in the treasurer's report with separate line items.

XIII. CLUB DOCUMENTATION REQUIREMENT:

- A. A financial report, current membership list, and a current list of club officers will be provided at the January Board meeting each year.

XIV. POWDER MAGAZINE:

- A. Powder, primers, percussion caps and loaded ammunition will be stored in the JCSA powder magazine. Only two (2) sets of keys will exist to the powder magazine.
- B. The Range Manager on duty will maintain one set of keys in his/her custody at all times. A duplicate set of keys will be stored in the safe in the JCSA range office. The magazine will be accessed only in accordance with federal law as it applies to a licensed magazine.
- C. The Range Manager on duty will have a sign-in/sign-out sheet to be signed by said manager, representative of clubs who have use of the powder magazine, and the law enforcement representative as ammunition is checked in or out of the powder magazine.

XV. FIRST AID KITS:

A. JCSA will maintain a first aid kit in the range office.

XVI. AUTOMATIC WEAPONS:

A. The firing of fully automatic weapons or weapons adapted for this purpose is limited to the appropriate range (the four (4) eastern most stations on the Big Bore range and LE range). Pistol caliber fully automatic weapons may be fired on the LE range and on the four (4) southern-most stations of the Pistol range. The times of firing will be coordinated with the Range Manager, and the Range Manager's determination will prevail. Valid and current license of weapons must be presented.

XVII. ORGANIZED INVITATIONAL SHOOTS:

- A. An organized Invitational Shoot is a shoot authorized as an "Invitational Shoot" by the EVP, is sponsored by an affiliated club, and is intended to attract shooters outside of Josephine County.
- B. Non-members of JCSA may shoot in an Invitational Shoot providing they pay the fees as outlined in section (XXXV. Fees). Payment will be made by the sponsoring affiliated club within seven (7) days following completion of the event and will be accompanied by a shooting roster with each shooter's full name (nicknames will not be accepted). An itemized list of all fees collected will accompany payment.
- C. Each affiliated club may sponsor up to four (4) Invitational Shoots per year with approval of the Board of Directors. Board of Directors may approve, additional Invitational Shoots.

XVIII. CLUB SHOOTS:

A. A regular club shoot put on by the affiliated club is open to any shooter providing he/she is a member of JCSA or pays the prevailing day-use fee, or uses a ten visit punch card. The affiliated club will provide the Range Manager with a shooting roster with each shooter's full name (nicknames will not be accepted) and the appropriate day-use fees collected at the conclusion of the regular monthly club shoots.

XIX. ARCHERY TARGET FEES:

- A. The Archery Club is allowed to ask all persons shooting their respective ranges for a \$5 target fee. The only exceptions would be any member of the archery club shooting their own ranges having in their possession a current and valid membership card. The monies collected by the Range Manager will be used monthly by the archery club to replace targets on the ranges if possible.
- B. If the Range Manager is refused payment of the archery target fee they will not be allowed to shoot on the archery ranges.
- C. Archery range receipts will have name, date, and fee paid.
- D. ALL ARCHERS ARE REQUIRED TO SIGN IN BEFORE USING ARCHERY RANGES.

XX. VENDORS:

- A. A vendor is defined as approved, independent, on-premises supplier that provides JCSA or affiliated clubs product for a profit.
- B. In all instances the vendor, group, or sponsoring club will be responsible for setup, security, and cleanup.
- C. All vendors or non-member groups shall sign a form absolving JCSA and clubs from any liability while they are in or on JCSA grounds.
- D. Affiliated clubs handling products for their member's consumption are not subject to the above.
- E. Vender fee schedule is found in section (XXXV. Fees)

XXI. CAMPING:

- A. A trailer, motor home, pickup with camper, tent, or primitive site will be considered a campsite. Campsite includes use of the showers.
- B. The Range Manager will collect the fees on behalf of the JCSA. All fees (XXXV. Fees) will be set by JCSA Board of Directors.

XXII. RANGE OPERATIONS (CLOSURE/OPEN):

- A. JCSA will remain open seven (7) days a week. Winter hours are 8:00 a.m. to 5:00 p.m. November 1st to April 1st. Summer hours are 8 a.m. to 6:00 p.m. April 1st to November 1st. All shooters will cease-fire and prepare to exit the park 30 minutes prior to JCSA closure. No new shooters will be allowed access to the ranges 45 minutes prior to JCSA closure. The JCSA gate will remain open and the Range Manager will remain on duty until JCSA closure. All JCSA members and their guest must exit JCSA no later than closure. **JCSA will be closed Thanksgiving, Christmas, and New-Year's.** After hours shooting events may be arranged with the EVP and will require over-time pay by the group involved for our Range Managers.

XXIII. PROHIBITED ACTIVITIES:

- A. The following activities will **not** be allowed on JCSA facilities:
 - 1. Mushroom hunting.
 - 2. Skateboarding.
 - 3. Smoking in the range office, indoor range, and other JCSA buildings and on firing line.
 - 4. Game taking or use of live animals as targets.
 - 5. Fishing (other than catch & release with barbless hooks).
 - 6. Exploding targets.
 - 7. Targets other than those approved by JCSA's Board of Directors.
 - 8. Handling/examination of a loaded firearm except on the firing line.
 - 9. Lead recovery, unless approved by the Board of Directors.
 - 10. Cutting of trees, unless approved by the EVP.
 - 11. Taking of trees/firewood only except as approved by EVP.
 - 12. The use of any electronic recording device (other than the JCSA-owned recording device used during meetings of JCSA Board of Directors) by any member, guest, or the general public is prohibited without the express consent of all parties involved in the conversation.

13. Pets must remain on a leash. If the Range Manager feels that the animal is uncontrollable or presents a possible threat to a person or other animal JCSA the Range Manager may require the animal be caged or removed from the property. Owners are ultimately responsible for the actions of their animals.
14. Dog rules:
 - a. No dogs allowed on any range unleashed.
 - b. No dogs allowed in the park unattended.
 - c. Scoop the poop, except the exercise area northwest of Traders Row.
 - d. Dogs will be allowed off leash only northwest of Traders Row.
 - e. Members who do not comply will lose their dog privileges.
15. **Shooting** beyond 300 yards on the Big Bore Range except for shoots approved by EVP.
16. **Alcoholic** beverages on any range.
17. Smoking in the vicinity of the powder magazine.
18. Smoking on any firing line.
19. Access beyond 300 yards on Big Bore Range without expressed permission of the Range Manager.

XXIV. PARK-OWNED UTILITY VEHICLES/PICKUP USE:

- A. JCSA owned utility vehicles (UV) and pickups are to be used exclusively by range personnel. No off-facility usages of these vehicles are allowed unless the vehicles are properly licensed and insured. UV to be stored in Quonset hut each night and keys removed.
- B. No other riders in/on UV or truck except range personnel and EVP or persons designated by EVP.

XXV. RANGE USE PRIORITY:

- A. Due to the priorities of scheduled events such as the Oregon National Guard and JCSA club shoots, the Range Managers have the option of providing alternate shooting ranges, if available, to the general public and JCSA members.
- B. All persons must sign in at the JCSA range office except those individuals participating in organized events.

XXVI. NON-JCSA EVENTS:

- A. The archery pavilion, skeet pavilion, clubhouse, and picnic/lawn area are available for events. The EVP will schedule all non-JCSA events. Range Manager will approve cleanup.

XXVII. RANGE OFFICERS:

- A. The Range Manager on duty may select a JCSA member to act as a Range Officer for casual shooters if the level of range usage requires additional supervision based on the Range Manager's knowledge of the level of expertise of the member in the event he will be supervising. Each affiliate club will select one or more individuals to act as Range Officer during scheduled shoots. The persons selected will be chosen based on their known level of expertise within the shooting discipline they will be supervising.

XXVIII. RANGE STAFF:

A. RANGE MANAGERS/PERSONNEL:

1. TERMS OF EMPLOYMENT:

- a. Range Managers/personnel will be supervised by the EVP.
- b. One range manager will be designated as lead range manager by EVP.
- c. Lead range manager will work (4) days weekly, available for a (5th) day when deemed necessary by EVP.
- d. Additional positions may consist of one or two personnel as needed to fulfill duties. These positions will be under the supervision of the EVP and lead manager.
- e. Days and hours will be determined by the EVP.
- f. Range managers will receive a year membership in JCSA. Membership will cease immediately in the case of leaving the employment of JCSA.
 1. Vacation time will be as follows:
 - a. One year of employment – 1 week of paid vacation
 - b. After 3 years employment – 2 weeks paid vacation
 - c. After 10 years employment – 3 weeks paid vacation
 - d. Vacation pay will consist of 8 hours per day or 40 hours per week.
 - e. Request for desired vacation period is to be submitted in writing to the EVP at least ninety (90) days prior to the desired vacation period.
 - f. Vacation periods cannot be accrued.
 - g. Vacation periods cannot conflict with any major scheduled activity at the park.
 2. Range managers/personnel will be afforded one (1) weekend off every calendar quarter. Range managers will notify the EVP of his or her choice of weekends thirty (30) days prior to the beginning of the calendar quarter. These quarterly weekends cannot be accrued. Quarterly weekends are not paid days by JCSA.
 3. Range managers/personnel may be provided living quarters on JCSA property. These quarters will be maintained in orderly appearance at all times. These quarters will be unfurnished; with electricity, gas, water, and household garbage collection (arising from normal domestic use) being provided by JCSA. The employee at his/her expense will provide private telephone service for the residence. The range managers/personnel may have their families reside in the living quarters.
 - a. Definition of families: Personnel, spouse (significant other), and their children. Upon children reaching 19 years of age, they will be permitted to reside in the living quarters for a reasonable length of time; JCSA Executive Committee will review on a case by case basis.
 - b. Relatives and friends may reside in the living quarters with approval of the JCSA Executive Committee.
 - c. Any extended stay will be approved by the EVP.
 4. All employees will be paid minimum wage or better.
 5. All overtime pay will be paid at time & half. Overtime consists of any amount over 40 hours in a 7 day work week. Overtime to be approved by the EVP.

6. Payroll period is bi-weekly. A bi-weekly period consists of two (2) weeks. With a work week beginning on Saturday and ending on Friday.
 7. Payroll checks will be issued on the Wednesday after the end of the payroll period.
 8. Any questions regarding any aspect of payroll should be directed to the EVP or the Treasurer.
 9. Should it be necessary to terminate any range personnel, it will be the responsibility of the EVP to present the facts to the JCSA Executive Committee.
2. RANGE MANAGER'S DUTIES:
- a. Safety is the first consideration at JCSA. The range managers will be alert to all unsafe practices. The range manager has the authority to deal with Safety issues in a manner that is in the best interest of JCSA. Range manager will take immediate action if justified and necessary, without jeopardizing the safety of him/her or any other individual.
 - b. The range managers will be responsible for the enforcement of JCSA's safety Rules, SOPs, and Policies and Procedures.
 - c. The range managers/personnel will be responsible to the EVP
 - d. The range managers/personnel will be responsible for the day-to-day operations of the park.
 - e. The range managers will maintain the calendar of shoots and special events at the park within the guidelines of Policies and Procedures and approved by the EVP.
 - f. The range managers will be responsible for the overseeing range safety and communications with other range safety officers on the ranges.
 - g. The range manager will provide the EVP and/or JCSA Executive Committee with all information necessary for those officers to fulfill their duties.
 - h. Check range users for membership cards and cross check names with membership roster. Collect all fees due JCSA.
 - i. Check all range equipment to see that it is in proper operating condition. Do range clean up and repair target frames.
 - j. Maintain JCSA property in good operating conditions at all times. This includes but is not limited to, emptying trash cans, picking up any and all debris, cleaning restroom facilities and JCSA buildings.
 - k. Fill sandbags and supply ranges with sandbags and targets.
 - l. Open gates each morning, lock gates each night on his/her days of duty and set security system.
 - m. Report to and advise EVP of equipment repair needed and completed.
 - n. On a semi-annually basis check fire extinguishers and service as needed.
 - o. Check water system chlorinating equipment as required by state and county standards and perform regular tests of the potable water supply.
 - p. The range managers will be responsible for scheduling of all community service workers assigned to the park.
 - q. The range managers will be available for any emergencies while on JCSA grounds and to notify appropriate authorities of such.

- r. Maintains an inventory of range and maintenance supplies, arranges replacement as necessary and provides receipts to Treasurer.
 - s. Mow park areas as needed, to include lower field and ranges (excluding trap & skeet fields and archery sight-in area) whenever necessary.
 - t. Keep records for powder magazine up to date. Check safe condition of the powder magazine at least weekly.
 - u. Maintain ditches and drainage system. Clean gutters, downspouts and drains at least once before winter and as needed when blockage occurs.
 - v. Stock indoor classroom and furnace area with wood and kindling.
 - w. Maintain and repair picnic tables and paint as necessary.
 - x. Perform routine maintenance and keep records of service dates to mowers and other association tools and equipment. Report deficiencies to the EVP.
 - y. The Range manager will water the park. (Trap & Skeet is responsible for the watering of their fields and the maintenance of the automatic sprinkler system).
 - z. Assist trap & skeet shooter with range set-up if needed.
 - aa. Lead manager only attends the JCSA Board of Director's monthly meetings.
 - bb. Other duties as assigned.
3. STAFF CONVENIENCE DAYS OFF
 - a. Range personnel may, on occasion, and with approval of the EVP, exchange days off without inflicting any hardship upon JCSA.
 4. USE OF JCSA FACILITIES DURING DUTY HOURS
 - a. Range personnel will not use the range facilities for personal activities during normal duty hours without proper relief.
 5. PROVIDED LIVING QUARTERS
 - a. Living quarters will be kept in a presentable, clean, and sanitary condition at all times. At a minimum, the President and/or EVP may inspect living quarters and grounds quarterly with reasonable advance notice.
 6. STAFF PETS
 - a. Household pets for the range staff will be allowed subject to the approval of the EVP and/or JCSA Executive Committee. The employee will be responsible for the care of the pet and maintaining a clean and sanitary environment for the pet. The employee will be responsible for any damage caused by the pet to any JCSA property. Damage caused could lead to disciplinary action to the employee, including but not limited to having the employee remove the pet from the premises. Employee pets are not to roam free during business hours.

XXIX. HUNTER EDUCATION PROGRAM:

- A. JCSA, in conjunction with the Oregon Department of Fish and wildlife are pleased to present to all members and friends a Hunter Education Program. This program is designed to provide a uniform course of instruction in ethics, conservation, and safe hunting to all prospective hunters. The course is designed for adults and children.
- B. The purpose of this course is to promote responsible hunter conduct and safe handling of hunting equipment. Secondary objectives are to make hunting in Oregon not only a safe sport, but also a more pleasant, productive, and enjoyable experience. Students

who successfully complete the course will have a better understanding of their outdoor obligations to the landowner, to the resource, to other hunters, and to themselves.

C. Instructor Qualifications:

1. Oregon Administrative Rule (O.A.R), Oregon Revised Statutes (O.R.S.), and guidelines of the Oregon Department of Fish and Wildlife (O.D.F.W.) govern course content, minimum class length, and instructor qualifications. So long as classes are conducted in accordance with all relevant statutes, O.D.F.W. and the State of Oregon will accept responsibility for the courses. Instructors are all volunteers of the O.D.F.W. and as such are covered by state insurance policies, and personnel regulations while conducting Hunter Education courses.
2. At the time of adoption of this policy, Hunter Education courses included information regarding causes of hunting casualties, hunter ethics and responsibilities, wildlife management, hunting regulations, and a mandatory live fire session.
3. Scheduling of classes will be the responsibility of the chief instructor for that course and will be done subject to availability of JCSA facilities. O.D.F.W sponsored Hunter Education courses will be allowed use of the facilities at no charge of their Hunter Education courses.

XXX. INDOOR RANGE:

A. Who:

1. JCSA affiliated clubs
2. JCSA members
3. Public
4. Non-JCSA shooting events are subject to EVP and/or JCSA Board of Directors approval.

B. When:

1. Same as regular park days
2. Days – scheduled events will take priority over normal operating hours. Scheduling will be done through the EVP.
3. Hours – Standard business park hours – evening use with EVP and/or JCSA Executive Committee approval and with qualified supervision.

C. Supervision:

1. General public
 - a. During daytime hours Range Manager will supervise the public in the same manner as the rest of the ranges.
 - b. Uniform firing line will be maintained at all times when range is in use. No firing at a distance closer than 50 feet with rim-fire weapons.
 - c. Log sheet – check in and out
2. Evening hours open to the public must be supervised by an RSO approved by EVP or his/her duly appointed representative.
3. Club activities must be supervised by an RSO approved by EVP or his/her appointed representative.

D. Fee collection:

1. During daytime hours, Range Manager will handle fee collection in conjunction with his/her other duties.
2. After hours RSO will be responsible for collecting payment of fees owed to JCSA.

E. Allowable firearms and archery equipment:

1. Archery bow equipment with draw weight less than 100 lbs.
2. Target or field point only. No crossbows allowed.
3. Air pistol, air rifle, sling shot (lead projectile only).
4. 22 cal. rim-fire pistol, rifle, .22 shorts, long, long-rifle –NO MAGNUMS
5. No fully automatic weapons
6. All rim-fire will be shot from 50 feet at the established RED firing line as painted on the floor - **NO CLOSER. PRECLUDES 25-YARD SHOOTING without prior approval.**

XXXI. JCSA PUBLIC RANGE RULES/OPERATING PROCEDURES:

A. JCSA RANGE RULES/SAFETY IS OUR FIRST PRIORITY

Failure to strictly comply with the range rules can result expulsion from JCSA range and its privileges. Damaging or vandalizing the premises or equipment may result in prosecution.

1. Hearing and eye protection are strongly recommended for all persons while on JCSA property.
2. Eye protection is strongly recommended on ALL Archery Ranges.
3. The “RED” light system (lights on) must be used during ALL “CEASE FIRE” activities.
4. Turn the “RED” lights off when the range is actively in use.
5. Obey ALL range commands promptly – they are for your protection.
6. The command “Cease Fire” will be obeyed immediately by EVERYONE.
7. **No one** will be permitted in front of the firing line during firing procedure.
8. **Do not** aim any firearm from behind firing line for any purpose.
9. Adjusting or handling of firearms during cease fire period is **prohibited**.
10. **NO** shooting across your target lane.
11. All actions must be open except during actual firing procedure.
12. Only shooters and coaches are allowed on firing line during the firing procedure.
13. Youth shooters 17 years and younger must be supervised by an adult 21 years or older.
14. Lead recovery is prohibited.
15. Pick up your own brass or hulls and leave your shooting area clean.
16. PLEASE remove your old targets and place in garbage cans.
17. Shotguns on shotgun range, ONLY.
18. Pistols on pistol range ONLY. **NO** holster work permitted.
19. Rifles on rifle range ONLY.
20. Shooting ONLY approved targets on approved target frames.
21. NO shooting at rocks, cardboard boxes, cans, bottles, plastic, glass, or metal of any kind including metal swingers.
22. Metal targets are only allowed at scheduled matches.

23. NO use of photo/human silhouette targets.
24. NO targets beyond 300 yards.
25. NO tracer or incendiary or exploding rounds allowed.
26. NO 50 BMG on ANY range.
27. NO smoking on firing lines.
28. NO alcoholic beverages or substance abuse allowed anywhere on the JCSA facility.
29. NO “horseplay” allowed on the ranges.
30. For more information, please check with Range Manager.

B. RANGE SAFETY PROCEDURES

1. **ONLY APPROVED TARGETS** will be used. No metal, glass, etc., will be used for targets. Metal targets may be used during approved JCSA events. If target frames other than the standard frames are used, they will be placed as close to the impact area as possible. Further, Cowboy Action may use metal targets in bays one and two **ONLY** for practice. Monthly Cowboy Action shoots will require one range on either side of Cowboy Action to be closed in addition to the ranges requested and approved by the EVP and/or JCSA Executive Committee.
2. A barrier gate has been installed on the access road on the east side of the high power range, at the closest southerly location on the access road, to prevent vehicular traffic on the access road without permission of the Range Manager. Gate will remain locked at all times and posted with a sign reading “No vehicular traffic without permission of the Range Manager”.
3. The Range Manager will authorize passage beyond the barrier gate to RSO’s of events, members of JCSA’s Executive Committee, work parties, and other committees commissioned by the Board of Directors to perform studies or work on the range when these officer/committees explain the purpose of their passage to the Range Manager. The Range Manager may also authorize passage to others, whom he/she deems necessary, for the transportation of material, personnel for the maintenance of the range, planning of said maintenance, or other purpose necessary for the good of JCSA.
4. No person is allowed beyond the 300-yard target stands without specific authorization obtained from the Range Manager, exceptions are for scheduled matches using targets beyond the 300-yard range as approved by EVP and/or JCSA Executive Committee, setting or resetting targets beyond 300-yards requires that Slug Alley be closed.
5. **ALL** users of JCSA facilities will comply with JCSA’s Range Safety Rules and Policies and Procedures as follows: **Should a dangerous situation be sensed on a range the Range Manager should be contacted immediately.**

Failure to strictly comply with these rules can cause expulsion from this range and its privileges. Damage or vandalizing the premises or equipment may result in prosecution.

XXXII. LE RANGE:

- A. May be used by interagency law-enforcement (with a membership roster) and may include the Sheriff’s Posse.
- B. All active law-enforcement members may use the interagency law-enforcement range.
- C. May be used by the military.
- D. Action Pistol Club may use on designated matches scheduled by the EVP.
- E. Any non-scheduled Action Pistol, JoCo3Gun, and Sheriff’s Posse event must immediately withdraw for interagency law-enforcement personnel.
- F. Any Action Pistol/JoCo3Gun members practicing on LE Range must have a current JCSA membership along with their respective club’s membership/safety card.
- G. JoCo3Gun club may use on designated matches and scheduled practices by the EVP.

XXXIII. MEMBERSHIP:

Club Membership shall be available only to organized clubs.

Single Membership shall be available to individuals who are 18 years of age or older.

Adult Membership shall be defined as a member in good standing 18 years or older.

Junior Membership shall be available to individuals who have not attained their 19th birthday.

Family Membership shall consist of a family unit and junior children, living at home, who have not attained their 19th birthday.

Honorary Membership shall consist of those whom the Directors of JCSA wish to honor because of their achievements in the field activities described in ARTICE II of the By-Laws and may be chosen by a two-thirds (2/3) majority of the Board of Directors. Honorary members shall have no vote in the meetings of JCSA.

Life Membership is non-transferable and shall be available to individuals who will have at the rights and privilege of single membership for the remainder of his or her life. The cost of the life membership will not be less than 20 times the prevailing annual single membership cost. At 60 years of age and 10 years of JCSA membership (in good standing) a life membership can be purchased for 10 times the prevailing annual single membership cost. A spouse of the life member may obtain a life membership for \$100.00.

XXXIV. MEMBERSHIP DUES:

Membership in JCSA:

- Application or reinstatement fee \$10
- Single membership \$65
- Family Membership \$80
- Junior Membership \$35 (no application or reinstatement fee)
- Law Enforcement: One half the single membership fees per their roster for use of the LE Range only.

XXXV. FEES:

- A. Daily Fees:
 - 1. Day-use fee \$7.00
 - 2. Junior fee \$3.50
 - 3. Archery fee \$5.00
- B. Card Fees:
 - 1. Buddy Card \$25.00
 - 2. Ten Visit Punch Card \$50.00
- C. Invitational Shoot:
 - 1. Club invitational shoot \$4.00 per day
 - 2. Club invitational shoot junior \$2.00 per day
- D. LE Range for law enforcement is \$30.00 for night use (ends at 10 pm)
- E. JCSA affiliated clubs use of the range is \$50.00 for night use (ends at 10 pm)
- F. Training Business:
 - 1. Day Event Fees:
 - a. Pistol and Cowboy Range will be \$25.00 non-refundable reservation fee plus \$5.00 per person attending (approved instructors excluded). The \$25.00 non-refundable reservation fee is due when reserving a date to be put on the JCSA calendar.
 - b. LE Range will be \$50.00 non-refundable reservation fee plus \$5.00 per person attending (approved instructors excluded). The \$50.00 non-refundable reservation fee is due when reserving a date to be put on the JCSA calendar.
 - 2. Evening fees for LE Range will be \$100.00 plus \$5.00 per person attending (approved instructors excluded). The \$100.00 non-refundable reservation fee is due when reserving a date to be put on the JCSA Calendar. Event ends at 10 pm.
 - 3. Classroom fee is \$20.00 for daytime use and \$50.00 for night use approved by the EVP.
- G. Vendor fees are \$25.00 per day with additional costs for utilities and/or additional services with a refundable cleaning deposit of \$100.
- H. Non-JCSA event fees for the use of the archery pavilion, skeet pavilion, and picnic/lawn area are \$2.00 per person (children under 11 years old are free) with a refundable cleaning deposit of \$100.
- I. Non-JCSA event fees for use of the clubhouse, indoor range, and classroom are \$50 per use with a refundable cleaning deposit of \$100.
- J. Camping Fees:
 - Dry camp \$15.00
 - Camp site w/hookups \$20.00

NOTE: All scheduling is done by the EVP and the clean-up approved by EVP and/or Range Manager before refunding of cleaning deposit is refunded. Caterers hired by individual clubs to provide food for their events will not be required to pay.