

River City Rifle & Pistol Club  
Standard Operating Procedures  
January 2023

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## **Emergency Contacts for River City Rifle & Pistol Club Outdoor Range**

### **911 – County-Wide Emergency Dispatcher**

If ever someone is shot at the range, these should be your first words: “We have had an accidental shooting at **20935 Jonquil Avenue**. This **is not** an active shooter incident.”

#### **Sheriff – Kevin Pals**

641-421-3000

Cerro Gordo County Sheriff’s Department

Mason City, IA 50401

#### **Clear Lake Police Department**

641-357-2186

511 First Avenue North

Clear Lake, IA 50428

#### **Clear Lake Fire Department – First Responders – Fire**

641-357-2186

511 First Avenue North

Clear Lake, IA 50428

#### **Clear Lake Fire Department – Ambulance Service**

641-357-2186

511 First Avenue North

Clear Lake, IA 50428

### **Emergency Procedures**

Injury and accident reporting procedures for incidents occurring at the River City Rifle & Pistol Club Range – Notification of River City Rifle & Pistol Club Board member within 24 hours of incident.

In case of an incident requiring immediate response, call 911. The range address is 20935 Jonquil Avenue, Clear Lake (Cerro Gordo County).

**River City Rifle & Pistol Club Elected Officials for 2023**

<b>President</b>	Chris Charbonneau	2024	515-460-0259
<b>Vice President</b>	Garry Niver	2023	641-423-9140
<b>Executive Officer</b>	Rodney Haag	2024	641-425-1036
<b>Secretary</b>	Janet Solberg	2023	641-425-0749
<b>Treasurer</b>	Todd Cash	2024	641-494-9198
<b>Range Officer</b>	David Nobis	2023	641-420-1835
<b>Directors</b>	Debra Sedars	2024	641-420-7764
	Scott Peterson	2024	641-420-2387
	Randy Ciavarelli	2023	641-420-3596
	Todd Applegate	2023	641-512-0395

**Appointed Positions**

Sargent at Arms		
Membership Chair	Todd Applegate	641-512-0395
Newsletter Editor	Earl Hill	515-851-1039
Club Rifle Director	Rick Hunt	641-530-0418
Gun Show Director	Phil McCormick	641-529-1605
Gate Issues	Any Board Member	
Facebook	Rod Haag	641-425-1036
Website	Vacant	

Your Sponsor: \_\_\_\_\_

Contact Information: Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date Completed \_\_\_\_\_

Club Contact Information:

Mailing Address: PO Box 847, Mason City, Iowa 50402

Range Address: 20935 Jonquil Avenue, Clear Lake

Email Address: [rcriflepistolclub@gmail.com](mailto:rcriflepistolclub@gmail.com) Web Address: [rcriflepistolclub.org](http://rcriflepistolclub.org)

Wireless Internet at the Range: Network: RCRPC Password: 1968club

## **Club Mission**

River City Rifle & Pistol Club's mission is to provide a safe and proper recreational shooting range within the community, promote proper firearm safety, competitive spirit, civilian marksmanship and conservation of our natural resources through land management at our range facility.

This list shows the continuing networking that the River City Rifle & Pistol (RCR&P) Club does to meet its mission listed above:

- Range open to the public: Trap shooting and action pistol on Monday nights; high power rifle matches on Wednesday nights. Also hosts Rim-Fire Silhouette, Varmint Bench Rest, High Power Rifle Matches, NRA Women on Target, and Civilian Marksmanship Program Rim-Fire Sporter.
- The Club's spring and fall gun shows bring many firearm dealers and shooting enthusiasts to the North Iowa Event Center. We average around one hundred tables of firearms and firearm-related items and well over 1,200 admissions.
- Boy Scouts of America Firearm Safety Merit Badge qualification training and overnight camp outs.
- 4-H shooting sports clubs' practice and competitions in shotgun, small-bore rifle, 22 rim-fire rifle silhouette and air rifle events.
- High school trap teams including Mason City Mohawks (state champions several years) and Northwood-Kensett Vikings (2011 state champions) trap teams.
- Law Enforcement outdoor training: The RCR&P Club range facility has been utilized in the past by the Mason City Police Department, Cerro Gordo County Sheriff's Department, and the nine-county North Iowa Drug Task Force Team.
- The United States Secret Service Department utilized the RCR&P Club facility for training exercises when President Bill Clinton visited the North Iowa area.
- Economic impact: Shooting sports enthusiasts purchase food, clothing, gas, lodging, equipment, and supplies while in the North Iowa area.
- The range can be made available to other Boy Scout troops, school shooting teams, 4-H shooting sports clubs, and other shooting safety and education organizations.
- The 50 and 100 yard firing lines are handicap accessible as are the porta potty and club house.

## **River City Rifle & Pistol Club History**

The River City Rifle & Pistol (RCR&P) Club was incorporated in 1968 in Mason City, Iowa, as a nonprofit organization to promote civilian marksmanship, proper gun safety, competitive spirit, conservation of natural resources, and to provide a safe and proper place to shoot (RCR&P Club Bylaws Article II). Membership in the RCR&P Club is open to any citizen of the United States. All members are required to be current members of the National Rifle Association (NRA) (RCR&P Club Bylaws Article III).

The RCR&P Club have members from a broad spectrum of occupations in our communities. Members include families, men, women, and youth who reside in several local counties not limited to Winnebago, Mitchell, Cerro Gordo, Franklin, and Worth counties. Since the Club's beginning, the RCR&P Club has used an outdoor shooting range that was near the Winnebago River in northern Cerro Gordo County. Thirty years ago the Lehigh Portland Cement Company purchased the property for their then future mining of limestone. During the 1990s, Lehigh suggested RCR&P Club move their outdoor shooting facility to another location due to quarry expansion.

RCR&P Club purchased 40 acres in the spring of 2003 at the southeast corner of Jonquil and B20. This property was functional as a shooting range the spring of 2005. All features of the range will be completed as time, money, and volunteer labor are available. The goal of the current range is to be a facility that will suit our present membership activities with room for modification that will conform to our future shooting needs. The Club will also continue its conservation policies on RCR&P Club property, which has been in force since the original range was founded. Many wildlife species use our shooting ranges as habitat. Though sounding odd, the two do co-exist and even flourish.

In January 2004, the RCR&P Club purchased an adjoining 80 acres directly east of our new location with intentions of using it as a shooting range buffer area, along with promoting conservation on all non-tillable acres (approximately 15 acres).

The Club hosts an annual two-day gun show at the North Iowa Event Center in late February/early March (since 1982) and in the fall (since 2015) with dealers coming from a four-state area.

RCR&P Club holds public shoots throughout the spring, summer and fall. The trap shoot and action pistol are open to the public every Monday night from 5 p.m. until dusk with high power rifle on Wednesday nights. Numerous other matches such as NRA high power, running deer and CMP rim-fire sporter have been held through the spring, summer and fall months. 2008 marked the first year the Club hosted the Iowa State

High Power Rifle 300 Yard Championship with it continuing in 2010 and beyond. In 2010, the Club hosted the Iowa Service Rifle State Championship and 2011, the Mid-Range and F Class Championships. Varmint benchrest matches started in 2010 with three matches held per year.

The RCR&P Club promotes civilian marksmanship and gun safety. A junior program is in place to train youth in these areas. The Club owns Remington 521T .22LR, M1 Garand, and AR-15 rifles that are used in junior and adult shooting and safety programs.

RCR&P Club is proud to have worked with the community through the years in making our outdoor range available for their needs. Some of these include local law enforcement training by the Cerro Gordo County Sheriff's Department, North Iowa Drug Task Force, Iowa Highway Patrol, and Mason City Police Department, Boy Scout activities, and high school shooting sports activities.

Final major earth work, construction of shelters, 100-200 yard firing line cover, the remaining target pit construction, placement of the running game, and planting of trees and other cover vegetation were completed in 2007.

The club house was moved from the old range and renovation started in late summer, 2008. A sliding door and three windows were donated to the Club and installed in 2008. Electrical rough-in for club house was completed in late 2009. The cement slab under the four 100/200-yard benches was poured in May 2009. A new sign in/sign out structure was erected in the fall of 2009. Eight more benches and cover were started late fall of 2009, with completion in June 2010. Sheet rock was hung and electricity was run to both the 50 yard range firing line and the 100-200 yard firing line in 2011. Also in 2011, a yard light at the entry gate and one at the main parking lot were erected along with electrical service for up to four camper units. A well and water hydrant were dug and installed in July 2011. A new Patt trap was bought in the spring of 2012 to use with the growing Monday night trap and trap league.

December 2012 finalized the purchase of the 40 acres directly south of our present range. With this purchase, a liability issue was resolved and many possibilities for future use maximized. A second trap facility was constructed south of the original trap house in 2017.

January 2022 the 2012 the 40 acre purchase was paid off in total.

**Articles of Incorporation**

**River City Rifle & Pistol Club**

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

We, the undersigned, acting as incorporators of a corporation under the Iowa Nonprofit Corporation Act under Chapter 504A of the 1966 Code of Iowa, adopt the following Articles of Incorporation for such corporation:

- I. The name of the corporation is “River City Rifle & Pistol Club.”
- II. This corporation shall have perpetual duration.
- III. The purpose or purposes for which the corporation is organized are:
  - A. To promote an active interest in safe rifle and pistol shooting in the community and to provide a proper and safe site or sites for such shooting.
  - B. To promote and teach good marksmanship, gun safety and the safe handling of rifles and pistols.
  - C. To acquaint members with the laws and regulations governing rifles and pistols.
  - D. To engage in any lawful purposes not for pecuniary profit as authorized pursuant to Chapter 504A of the 1966 Code of Iowa.
- IV. The address of its initial registered office in the State of Iowa is 306 West State Street, Mason City, in the County of Cerro Gordo, in the State of Iowa and the name of its initial registered agent of such address is Robert W. Toole.
- V. The number of directors constituting the initial Board of Directors of the corporation is four and the names and addresses of the persons who are to serve as the initial directors are:

John Lundahl	Route 3, Mason City, Iowa
Eugene Mueller	Manly, Iowa
Robert W. Toole	306 W. State, Mason City, Iowa
Dennis Greischor	Box 841, Mason City, Iowa
- VI. The corporate existence shall commence on the date on which the Secretary of State issues the Certificate of Incorporation.
- VII. The name/address of each incorporator is:

John Lundahl	Route 3, Mason City, Iowa
William R. Gross	611 6 <sup>th</sup> Court SE, Mason City, Iowa
Paul D. Miller	701 N. Delaware, Mason City, Iowa



- VIII. The private property of the members of this corporation shall be forever free and exempt from all corporate debts and liabilities.
- IX. This corporation shall have no capitol stock and shall not engage in business for profit but shall be supported by gifts, bequests, benefits, contributions, fees, and dues paid by members. Membership in the corporation shall be governed and controlled by the Board of Directors and the membership dues shall be in such amount as the Board of Directors may from time to time fix and determine. No part of the earnings, income or receipts of this corporation shall ever inure to the benefit of or be distributed to any individual member or members of this corporation.

In the event of the liquidation or dissolution of the corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds and the balance of all money and other property received by the corporation from any source after the payment of all debts and obligations of the corporation shall be used or distributed exclusively for the purpose within those set forth in Article III of the Articles of Incorporation and within the intendment of Section 501(C) of the Internal Revenue Code of 1954 and its regulations as the same now exist or as they may hereafter be amended from time to time.

- X. The affairs of this corporation shall be conducted by a Board of Directors of four (4) members who shall have general charge of the business affairs of this corporation and who shall have full powers in directing the affairs of the corporation. In case of a vacancy or vacancies in an office or on the Board of Directors, the same may be filled by the Board of Directors until the successor of such person or persons thus chosen is duly elected and has qualified. Each Director shall be elected for a term of one year.
- XI. The officers of this corporation shall be a President, Vice President, Secretary, Treasurer and Ranger Instructor. The officers shall be elected to office for a term of one year and until their successors have been chosen and qualified. Until the annual meeting in the year 1968 and the qualification of their successors, the officers shall be as follows:
 

President	John Lundahl	Route 3, Mason City, Iowa
Vice President	Eugene Mueller	Manly, Iowa
Secretary	Robert W. Toole	306 W. State, Mason City, Iowa
Treasurer	Dennis Greischor	Box 841, Mason City, Iowa
Range Instructor	Chuck Moon	1040 6 <sup>th</sup> St SW, Mason City, Iowa
- XII. The annual meeting of the corporation shall be held at such places as may be determined by the Board of Directors and as provided in the Bylaws on the first Thursday in March in each year at 8:00 p.m. with the first annual meeting

to be held on the first Thursday in March of 1968. At each annual meeting, the members shall elect four members to the Board of Directors, elect the Officers and transact such other business as may be brought before the meeting.

Dated this 28<sup>th</sup> day of December 1967.

John Lunchal  
William R. Gross  
Paul D. Miller  
Incorporators

STATE OF IOWA  
COUNTY OF CERRO GORDO

On this 28<sup>th</sup> day of December 1967, before me the undersigned, a Notary Public in and for said County in said State, personally appeared John Lundahl, William R. Gross and Paul D. Miller to me known to be the persons named in and who executed the foregoing Articles of Incorporation and acknowledged that they executed the same as their voluntary act and deed.

Myrna Pope  
Notary Public in and for  
Cerro Gordo County, Iowa

**River City Rifle & Pistol Club**  
**(a 501(c)(37) not-for-profit organization)**  
**PO Box 847, Mason City, Iowa 50401**  
**Range Address: 20935 Jonquil Avenue, Clear Lake**

**Bylaws**

**ARTICLE I: Name of the Club**

The name of the Club shall be the River City Rifle & Pistol Club.

**ARTICLE II: Purpose of the Club**

The Club was incorporated in 1968 in Mason City, Iowa, as a nonprofit organization to promote civilian marksmanship, proper gun safety, competitive spirit, conservation of natural resources, and to provide a safe and proper place to shoot.

**ARTICLE III: Membership**

Membership in the River City Rifle & Pistol Club shall be open to any citizen of the United States who has been voted upon and accepted by a majority vote of the Club members present at a regular meeting or by Executive Committee during months when there is no regular meeting scheduled. All members are required to be current members of the National Rifle Association.

**ARTICLE IV: Meetings**

Meetings of the River City Rifle & Pistol Club shall be scheduled for the first Thursday of each month, except for June, July and August, which shall be the time for outdoor range activities.

**ARTICLE V: Dues**

The Club dues structure shall be revised and set for the ensuing year at the regularly scheduled meeting in November each year. Additional assessments shall be levied as deemed appropriate by the Executive Committee and upon approval by a majority vote of the members present at the November meeting. (An example would be the Club's key (digital code) fee.) All dues and fees shall be due January 1 of each year.

**ARTICLE VI: Junior Club Memberships**

Junior membership in the Club shall be determined by a majority vote of the members present at a regularly scheduled meeting as based upon recommendations of the Executive Committee. Any dues assessment for junior members shall be set at the November meeting.

**ARTICLE VII: Officers and Directors**

Club leadership shall include a President, Vice President, Secretary, Treasurer, Range Officer, Executive Officer, and a four-member Board of Directors. Said Officers and Directors shall be nominated and voted upon at the regular meeting in December and take office January 1 each year. Terms of office shall be as follows:

Officers: President, Treasurer, and Executive Officer shall be elected to take office January 1 of odd-numbered years.

Vice President, Secretary and Range Officer shall be elected to take office January 1 of even-numbered years.

Directors: Two of the four Directors shall be elected each year for two-year terms.

Any member of the Club whose dues are paid up shall be eligible to hold office in the Club or to serve on the Board of Directors. Non-payment of dues shall automatically terminate a position in office. A special election shall be held at a regularly scheduled meeting to fill vacancies.

#### **ARTICLE VIII: Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Executive Officer, Range Officer, and four members on the Board of Directors. Said Committee shall be empowered to transact business for the Club during months when no regular meeting is scheduled. Five Committee members shall constitute a Quorum for business purposes. Meetings shall be subject to call by the President or three members of the Committee. The President shall preside over the Executive Committee meetings.

#### **ARTICLE IX: Payment of Club Bills**

Request for payment of outstanding debts incurred by and for the Club shall be presented to the Club Treasurer with invoices attached. Bills approved for payment shall be paid by Club check signed by the Treasurer or the President in the absence of the Treasurer.

#### **ARTICLE X: Changing Club Bylaws**

All proposed changes in the Club Bylaws shall be presented in writing to the members present at a regularly scheduled meeting and voted on at the following regularly scheduled meeting.

#### **ARTICLE XI: Loss of Club Membership**

Pending recommendations by the Executive Committee and a majority vote of the members present at any regularly scheduled meeting of the Club, the following are considered valid reasons for terminating membership in the Club:

- (1) Misconduct in either the indoor or outdoor range.
- (2) Shooting in an unsafe direction or manner.
- (3) Any behavior which is considered endangering the lives of others at the range.
- (4) Loaning a rangekey (digital code) to a non-member.
- (5) Duplicating or having duplicated a rangekey (digital code).
- (6) Failure to follow courteous driving habits when approaching the outdoor range or while on the range property.

- (7) For violating other Club rules as deemed appropriate by Executive Committee and voted upon by the membership at a regularly scheduled meeting of the Club.

**ARTICLE XII: Use of Club Range**

The Club ranges shall be kept locked when not open for shooting events where the public is invited. All current members shall be issued access information annually upon payment of the predetermined fee. New access information shall be ~~used~~ issued upon completion of the Clubs annual SOP update.

**ARTICLE XIII: Donations**

Before Club funds or property can be spent or given away for any purpose other than those directly related to Club activities, two conditions must be met:

- (1) All Club members (excluding junior members) shall be notified by ordinary U.S. mail or by Internet email at least three days prior to the meeting at which the expenditure is to be considered for approval. Notice is complete when mailed or transmitted to a member's last known address.
- (2) Approval of such expenditures will require a four-fifths (4/5) majority vote of members present at said meeting.

Club Bylaws last reviewed and updated December 2017.

## Club Policy Revisions

Jam 2023

**Archery Range Rules** added.

Dec 2021

**Membership Policy**: Members may renew and receive the annual update at the Jan., Feb., and Mar. meetings and at the spring gun show. If you fail to receive the annual update the March gun show without contacting a board member prior to March 1 you will be considered a new member application, requiring a sponsorship and initiation fee. New memberships will be available starting in January. All new member applications, orientations, and associated paperwork by the Oct. meeting.

**Sponsorship**: All new members must be given their orientation by a member sponsor.

**Club Service Hours**: Four (4) service hours will be needed to fulfill your 2022 requirement (\$15.00 per hour for unfulfilled hours). There are any number of ways to fulfill these please refer to your SOP to review these.

**Dues Structure**: The yearly dues for 2022 are \$100.00 for single and \$135 for spousal/domestic partner. **A \$25 initiation fee for all new members.**

Neither the initiation fee nor dues are refundable if the prospective new member fails to complete the orientation. Junior membership remains at \$15.00 for the JR NRA membership. **All club members must be members of the NRA as per the SOP**

Apr. 2021

**Guest Policy**

(1) Non-member dependent children as defined by the IRS\* and spouses/domestic partner of paying members may use the range under direct supervision of the paying member.

(2) Members may bring guests that reside in Cerro Gordo, Hancock, Franklin, Winnebago, Worth, Mitchell or Floyd Counties in Iowa one time per calendar year. This is in hope that the guest will become a member of RCRPC. Members may bring guest from outside those counties in a reasonable or non-excessive multiple times per year. For example, a member may have a friend that lives 200 miles away, normally visits once a year, but one year makes 2 visits to the area. The likelihood of this guest joining the club due to distance is nil, but does like to participate in shooting with their friend who is a member. Excessive would be more than 3 times per year outside of scheduled club events.

(3) Any member of RCR&P Club shall be held accountable for any conduct by themselves or any guests accompanying them considered to be injurious to the organization or its purposes and objectives.

(4) Guest must wear a guest club ID card during their visit.

(5) Guests should be under the immediate supervision (within arms' reach) of the host Club member at all times.

**\*under age 19 (or a student under 24)**—the child must be under age 19 at the end of the tax year, or under age 24 if a full-time student for at least

five months of the year, or any age if permanently and totally disabled at any time during the year.

Apr. 2021

New short range became operational.

Apr. 2020

**No maintenance will be performed in the pits while open shooting is occurring.** A new double sided sign of “Working in Pits” and “Range Closed for Shooting” is now in the bus stop. This is to be placed in the middle of the road near the bus stop for members coming in to know the current status of the range. Members performing maintenance in the pits will need to show the “Working in Pits” pointed towards the gate.

???. 2019

Steel targets added for approved events, please contact board for approval. Currently approved for Monday Night Action Pistol and .22L Silhouette Shoot.

Dec. 2017

- (1) The Executive Committee approved the use of plastic (LDPE) targets by the Action Pistol League. These targets will be supported by a light wood frame and must be positioned close to the 50-yard earthen butt.
- (2) The Hold Harmless form is to be signed by all participants at the range. Club members have already signed each year with the renewal process. Open range (trap, action pistol, high power rifle) event coordinators (Range Officer) would have non-members sign the Hold Harmless and deposit them in box at the gate house. Event coordinators should keep a record for themselves so they know who has already signed the Hold Harmless. For Club members with guests, a Hold Harmless will be framed at the gate house. By signing in with the member, guests are acknowledging they have read and agree to its contents.

Nov. 2017

The initiation fee for new members was reduced to \$25.00 and will start in 2018.

Nov. 2015

New memberships will be available starting in January. All new member applications, orientations, and associated paperwork must be completed within 90 days of their beginning or by the October meeting, whichever comes first. New members will have voting and guest privileges twelve months after they turn in their orientation paperwork. Any pending new member orientations and paperwork not completed and turned in by the October meeting will be considered incomplete and void.

Nov. 2014

- (1) Initiation fee for new members will increase to \$50.00.
- (2) Club service hour hourly rate was changed to \$15.00 per unserved hour.
- (3) Club policy was changed to permit shooting after dark for organized events shooting 22 rim-fire ammo only. All events must be approved by the Executive Committee.

- Nov. 2013 Prospective members that do not complete their orientation by May's general membership meeting will not be refunded their membership dues. If extenuating circumstances are involved, it will be brought before the Executive Committee for review. It must be stressed at the joint orientation that if there is a problem with the sponsor and prospective new member getting together for the range orientation, this must be brought up to the Executive Committee as soon as possible – please do not wait until the last minute.
- Oct. 2013 The seven yard line as it existed will no longer be used. If you need to shoot at a distance closer than 50 feet, you must move ahead of the firing line and use the 50 yard target holders to hang your target. Going forward of the firing line means that the 50, 100-200 firing lines are not in use. Shooting at a distance shorter than 50 feet is of a lower priority than the use of the 50 and 100-200 yard lines. It is basically used in the same manner as the 300 yard line.
- Nov. 2012 Membership dues were increased to \$100.00 per year and one additional hour was added to the club service hours, totaling four hours per year (valued at \$10.00 an hour). The initiation fee for new members was left at \$40.00.
- Oct. 2011 A yellow ID card will be used to identify probationary members (must be escorted by his sponsor). An orange ID card will identify a junior and associate member (no guests and no voice in the Club their first year).
- May 2011 A seven yard line was established on the north end of the 50 yard range. With the long distance to the impact area, it is absolutely necessary to shoot from the standing position exactly perpendicular to a target placed in the Club provided holder. Failure to do this could result in a projectile leaving our shooting range.
- Nov. 2010
- (1) A \$40.00 initiation fee for new members will start in 2011. Membership dues will be \$85.00.
  - (2) The October, November and December prorated new membership policy was canceled effective at November's general membership meeting.
  - (3) A due date for club membership renewals of March's general membership meeting or club-sponsored gun show (whichever one comes last) was passed. If a member does not renew by March's general membership meeting or the club gun show, he/she will be considered a new member and will have to meet all new prospective member's responsibilities.
  - (4) With this, there will be room for a number of new memberships prior to the cutoff date of March's meeting with all prospective new



members above that number being put on a waiting list. As of the March meeting's date or gun show, new prospective members from the list will be advised that an opening for membership has come up and he/she will have a set time limit to meet the responsibilities of a new member. New members will be accepted until the cap has been met. Then all new prospective members will gain be put on a list for the next possible vacancy.

- (5) The Club policy will be new members will need to have a sponsor. The new member will need an established club member in good standing with the club to sponsor him/her and go through the orientation process. At the end of the orientation process with the approval of the Executive Committee and the sponsor, he/she will become an associate member with the combination to the entrance gate. The deadline for this is May's meeting. An associate member will have no voice or vote for his/her first calendar year of membership. Also, in that first year, they will not be permitted to bring any guests to the outdoor range. If they are called before the Rules Committee that first year for any reason, their sponsor will have to attend those Committee meetings also.
- (6) Also, there will be a Club Service Program for all members starting in 2011. This will consist of three hours per year. If a member does not satisfy his commitment of service hours, he will be charged \$10.00 per hour when he renews his/her membership for the following year. There will be many ways of satisfying the Club service hours:
  - (a) The Club's yearly gun shows – gun check-in, kitchen responsibilities, club table, admissions, setup, takedown and cleanup.
  - (b) Spring cleanup weekends.
  - (c) Help out at an organized shoot or match.
  - (d) Attending two or more general membership meetings will equal one service hour.
  - (e) Host a program at a general membership meeting.
  - (f) Host a shooting match.
  - (g) New member orientations.
  - (h) Mow and trim.
  - (i) Serve and work on the Executive Committee.
  - (j) Participate in a club-sanctioned match. More than one match still equals just one service hour.
  - (k) Successfully sponsor a new member.

Feb. 2010 There is to be no burning of club-generated waste (paper targets, target backers, paper, cardboard or plastic, etc.). Leaves, limbs and grass clippings can still be burned in the proper container.

2009 Enforcement of RCR&P Club Bylaws and Range Safety Rules:

The Rules Committee, comprised of the following, will investigate rules infractions: Chairman: President or Vice President or Executive Officer or Range Officer (to be determined) and Board of Directors. Any RCR&P Club member in good standing may lodge a formal complaint by doing so in writing to the "Rules Committee Chairperson, C/O River City Rifle & Pistol Club, PO Box 847, Mason City, Iowa 50402-0847" or presented to the Chairperson at an Executive Committee or general membership meeting.

The Rules Committee Chairperson will then call a meeting of the Rules Committee to determine the gravity of the alleged activity. The Rules Committee will then decide to call a hearing or send a letter of warning. This letter would consist of the alleged infraction remedy to the infraction and the accused's right to ask for a hearing with the Rules Committee. A hearing would include a review of the Club's SOP by the Committee with the accused. After considering all sides of the conduct, the Rules Committee may, at its discretion, enforce the following punitive actions:

- (1) Dismiss charges.
- (2) Reprimand: The Rules Committee may reprimand the member for minor offenses, which can include but not be limited to verbal reprimand, written reprimand, restitution, or club service, or any combination of the above.
- (3) Suspension: For offenses of a more serious nature, the Rules Committee may suspend membership privileges for any length of time remaining in the current membership year or into the following years.
- (4) Termination: For an offense involving acting in an unsafe, hazardous, or otherwise dangerous manner with a firearm or causing to happen by action or negligence a firearms related accident, the Rules Committee may recommend termination of the offending members' club privileges. This recommendation will be presented to the general membership at the next regular organizational meeting. An affirmative vote or two-thirds (2/3) majority of the voting members present shall be required to enforce the recommendations of the Rules Committee.

**If a suspended or terminated member is caught on site using the range, criminal trespass charges will be filed.**

In addition to any of the above enforcements, the Rules Committee Chairperson, or an Executive Committee member acting in his absence, may turn all evidence accumulated in the above incident over to the proper law enforcement authorities for prosecution. If convicted, the ex-member would not be allowed to appeal his membership. He/She would be banned indefinitely from the River City Rifle & Pistol Club.

Any member charged with a violation shall be given written notice of time/date of hearing at least seven (7) days prior to that hearing. Any such member shall have the right to be present at said hearing for the purposes of defense.

If a Rules Committee member is the accuser, then that member must dismiss himself from being part of the Rules Committee in that case.

Any member affected by reprimand or suspension shall have thirty (30) days to appeal the Rules Committee's decision. Written notice of appeal shall be presented to the Rules Committee Chairperson. The Rules Committee shall present the matter to the voting membership at the next regular organizational meeting. An affirmative vote of two-thirds (2/3) majority of the voting members present shall be required to sustain the actions of the Rules Committee.

Any member affected by termination may apply for re-instatement of membership one (1) year from date of termination. This re-instatement is dependent upon Executive Committee approval. If the Executive Committee is satisfied that the member no longer poses a disciplinary concern to the RCR&P Club, the request for re-instatement will be presented to the general membership at a regular organizational meeting. An affirmative vote of two-thirds (2/3) majority of voting members present shall be required to re-instate membership status. In cases of suspension and termination, club dues previously paid and voting status are forfeited. Member may not attend regular organizational meetings other than to facilitate appeal or be allowed access to club property.

Sept. 2009 Clarification of Placement of Authorized Targets: Events using targets placed in locations other than the provided target holders need to have their placement and course of fire approved by the Executive Committee.

Dec. 2006 Cost of supplying renewing members with a replacement copy of the SOP will be \$3.00. A renewing member will not be able to receive his ID card and key (digital code) without presenting a copy of the SOP with all current updates.

Dec. 2005 Automated entry gate installed and key usage replace with electronic code which is changed from year to year.

Sept. 2005 Authorized Targets and Placement: The spirit of these policies is to help ensure safety and management of our environmental stewardship of the range. All bullets that we shoot must be trapped by our earthen backstops. This gives the best measure of safety, both off-site and on-site, and consolidates our lead deposits. Use of the proper target frame for the distance, discipline and position with a target that allows the bullet to pass through, gives the correct trajectory to make sure that our bullets are trapped by our earthen backstops.

- (1) Paper targets attached to the 24"x32" club-supplied backers (or similar) and used in a target frame built for that distance, discipline and position.
- (2) Paper targets attached to the 4'x4' club-supplied backers (or similar) and used in a target frame built for that distance, discipline and position.
- (3) Clay targets are to be used in a manner to deposit broken targets onto the trap field only. Hand-thrown clay targets are allowed and encouraged. This keeps all the material associated with this discipline consolidated and manageable.
- (4) No ground-mounted target materials are allowed to eliminate the probability of bullets not hitting the earthen backstop.

Target Authorization Procedure: A request for target authorization is to be brought before the Executive Committee. This request should contain details about the targets, the manner in which they will be shot, and how they fit into the safety capabilities and environmental capacities of our range. The request will be granted after the Executive Committee decides it meets the above parameters.

2005 Junior Membership: Junior membership in the Club shall be determined by a majority vote of the members present at a regularly scheduled meeting as based upon recommendations of the Executive Committee. Any dues assessment for junior members shall be set at the November meeting. Junior membership is anyone under 18 years of age; 16- and 17-year-old juniors could apply for an adult membership and receive a key (digital code) if a parent signs a responsibility form.

Aug. 2005 Guest Policy:  
(1) The Club guest policy is that anyone who hasn't been to the present range gets one life-time shooting guest visit. Anyone can be a guest for a non-shooting visit.

- (2) Any member of RCR&P Club shall be held accountable for any conduct by himself or any guests accompanying him considered to be injurious to the organization or its purposes and objectives.
- (3) Must wear a guest club ID card during his visit.
- (4) Guests should be under the immediate supervision (within arms' reach) of the host Club member at all times.
- (5) We encourage you to bring your immediate family (spouses and underage children) to the range but can use the range only under your direct supervision (member within arms' reach of guest or children).
- (6) Host Club member is responsible for all actions of his guests and non-member family.

July 2005

Outdoor range hours are changed to sunrise to sunset, **except for Sundays and holidays, which will be 8 a.m. until sunset.**

Dec. 2004

The range will have a firing line available for shooting 300 yards. Use of this firing point mandates that all other firing lines and the club house must be closed and vacated. In order to prevent confusion as to when this firing point may be used, the following policies are to be followed:

- (1) The 300 yard line may be used any time the range has no other activity going on.
- (2) The 300 yard line is not to be used or have any firearms uncased there if anyone is on any of the other firing lines or in the Park.
- (3) The 300 yard warning gate is to remain open if anyone is east of the gate. This would include all firing lines (excluding the 300), target areas, maintenance activities, or use of the Park.
- (4) The 300 yard warning gate must be closed when the 300 yard line is being used. No one may go beyond the warning gate until the 300 yard line is closed and all firearms removed from the 300 yard firing line. These firearms are to be cased or moved to the common firing line.
- (5) During scheduled events and Wednesday nights, the 300 yard firing line will have priority over all other activities on the range. Use of the 300 yard line will be controlled by the event coordinator during these scheduled events.
- (6) All other times, any other range activity will have priority over the 300 yard firing line. If the 300 yard firing line is in use at a time other than scheduled events or Wednesday nights, all users of the range must communicate their intentions and the 300 yard users must discontinue use of the 300 yard line. No one may proceed beyond the warning gate until all firearms are removed from the 300 yard firing line and either cased or moved to the common firing line.

Shooters familiar with high power rifle shooting are allowed to have target pullers in the pits while the line is hot and people are shooting. This does bring up a different set of policies for the safety of the pit pullers.

- Nov. 2002 All members of the River City Rifle & Pistol Club and all non-member event coordinators must attend an annual briefing on the Club's policies and procedures. These policies and procedures are contained in the Club's Standard Operating Procedures (SOP) booklet and are to be reviewed and updated at least annually by the Executive Committee.
- Dec. 1999 Registered events are to turn in a financial report.
- Aug. 1999 The scheduled match has priority over the entire range and any other activity must be approved by the Match Director (personnel in charge of the match). From now on, any complaint should be in writing and sent to the President or Secretary. An Executive Committee meeting would be called and all involved would be brought together. The Executive Committee would make a decision based on the information presented.
- Sept. 1998 We will also define RANGE CLOSED. This does not mean no observers or maintenance work behind the firing line. Use common courtesy and do not interfere with the shooters. NO SHOOTING other than the scheduled event.
- Aug. 1994 Club member is fully responsible for guests and pets brought to the range.
- July 1994 Range closed and no shooting during mowing.

## NRA Gun Safety Rules

Three fundamental rules for safe gun handling:

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded\* until ready to use.

Eight rules for using and storing a gun:

1. Know your target and what is beyond.
2. Be sure the gun is safe to operate.
3. Know how to use your gun safely.
4. Use only the correct ammunition for your gun.
5. Wear eye and ear protection as appropriate.
6. Never use alcohol or drugs before or while shooting.
7. Store guns so they are not accessible to unauthorized persons.
8. Be aware that certain types of guns and many shooting activities require additional safety precautions.

\*“unloaded” means NO ammunition in the firearm whatsoever.

## Club and NRA Position Titles

**Club Range Officer:** Elected official to be in charge of Club facility/ranges and materials.

**Event Coordinator:** The person who is in charge of a scheduled event. May have other people assisting or designated to coordinate parts of the event.

**Range Officer (NRA):** Same as above – Event Coordinator.

**Range Safety Officer:** A person who is trained in range safety. May be used to run or officiate the shooting line or just mix in with other shooters to help ensure the safety of all.

## River City Rifle & Pistol (RCR&P) Club Range Rules

1. RCR&P Club rules exist for the safety and comfort of its members, guests, surrounding communities, and environment and to preserve RCR&P Club as a facility for the safe use of firearms. **Any violation of the rules may result in cancellation of RCR&P Club membership by the RCR&P Club Executive Committee and Rules Committee.**
2. Club ID cards should be displayed while on Club property (including guests).
3. RCR&P Club membership cards and the RCR&P Club combination may not be used by anyone other than the Club member to whom they were issued.
4. The entry gate to the RCR&P Club property is to be locked at all times (unless open to the public). All members and their guests must sign in the daily register upon arrival and sign out upon departure. The sign-in/sign-out form will be located in the gate house by the entrance. You will be asked to provide the date, your full name, time entering, and range location that you intend to use. Sign out when leaving by filling in your departure time.
5. The gate will be open for public events (Monday night action pistol, Monday night trap, and Wednesday night high power rifle and other scheduled events). All participants and guests must sign in with event coordinator, not at the gate. All non-members at public events must sign a hold harmless form.
6. Guests, children and pets must be under the immediate supervision of a RCR&P Club member at all times (this means within arms' reach) when on the common firing line and down range.
7. Range shooting hours are from sunrise to sunset, except for **Sundays and holidays**, when the hours are from **8 a.m. until sunset**.
8. All actions must be open, chambers empty, and magazine removed or unloaded when firearms are uncased. Barrels shall be pointed down, in a proper rack, or pointed down range when on benches.
9. Only firearms that are on the firing line may be loaded and only when the line is hot\*. When the line is hot, the red lights are off and the buzzer has sounded. This means all shooters are in a safe position behind the firing line and all people are informed that shooting shall commence. Firearms not on the firing line must have their actions open, magazines removed, safeties on, and if rules apply, appropriate empty chamber indicator flags in place.
10. All actions must be open, chambers empty, empty chamber indicators inserted, where rules apply, and magazine removed or unloaded before anyone goes down range. Firearms may NOT BE HANDLED FOR ANY REASON while personnel are down range.
11. Hearing and eye protection is strongly recommended.
12. Absolutely no horseplay on the firing line.
13. All shooting will be on designated ranges only, using established berms and specific bullet impact areas (backstops). All projectiles must impact solidly in the proper berm.
14. Only RCR&P Club authorized targets and target holders may be used on all ranges. Only specified target distances may be used on all ranges. Please ask the Range Officer if you are unsure of the suitability of a target. When finished



shooting remove all paper targets from the target holders and dispose of them properly. Return target holders to the storage locations.

15. The placement of Steel at Approved Events approved by the Board must be placed against the toe of the back stop. All projectiles must strike the backstop in and east to east-south-easterly direction at a 90-degree angle to the backstop berm.
16. The 300 yard firing line and 300 yard warning gate must be used according to policy set forth on page 20.
17. The **yellow painted line** under the 50 yard range cover **is the common firing line**.
18. Cease Fire is a normal command at the end of a timed firing scenario. When the command "Cease Fire" is heard, all firearms shall be immediately unloaded and detachable magazines removed. The actions shall be fixed open, safeties on, and the firearms benched or grounded with the muzzles pointing downrange for the duration of the cease fire.
19. During a cease fire, when the buzzer rings and the red warning lights are on, no firearms may be handled for any reason. On ranges with shooting benches, no one may remain at the bench during a cease fire.
20. Stop! Anyone (shooter, non-shooter, Range Safety Officer, Range Officer, etc.) on the line or behind the line may call a stop. A stop command is called when the individual calling the stop has seen a shooter doing something wrong or unsafe. All shooters shall immediately stop shooting, stand still, and wait for the caller to address the infraction.
21. When done shooting, shooters must remove targets and target backers from the range, return backers to their designated storage areas, pick up empty ammo cases, and take your waste home. Clean up your litter. Please leave the range cleaner than you found it. Use dumpster, if needed.
22. Alcoholic beverages are not permitted on RCR&P Club property unless permission by the Executive Committee is given and then, at that time, only when the entire range is closed to shooting and all firearms are cased and stowed. Illegal substances and drugs are strictly prohibited!
23. Use of armor-piercing, explosive or tracer ammunition is prohibited on RCR&P Club property.
24. Current range infrastructure does not safely accommodate the use of fully automatic firearms or 50 BMG and other high energy rounds.
25. The event coordinator may remove any shooter whose behavior is detrimental to the safe operation of the range.
26. Shooting of wildlife is strictly prohibited.
27. Report all accidents to a RCR&P Club Executive Committee member within twenty-four (24) hours and fill out incident report that is available in the Standard Operating Procedure, gate house, or club house.
28. Violation of these or other common sense rules can result in loss of membership.

\*"Hot" (red lights are off and the buzzer has sounded) means all shooters are in a safe position behind the firing line and all people are informed that shooting shall commence. Cease fire (red lights are on and buzzer rings) – the range is not safe to shoot.

## **Trap Range Safety Rules**

1. Make all guns safe:
  - Keep all actions open or broken.
  - Keep muzzles pointed at the ground or up in the air.
  - Do not shoulder guns except on the trap field.
  - Hearing and eye protection are mandatory.
2. Shot larger than 7 1/2 or gauges larger than 12 are prohibited.
3. Shotgun sighting in and patterning are allowed only with the permission of a Range Officer and only in designated area.
4. All shooting games, competitions, and rounds must take place within the designated limits of the trap fields.
5. Shotguns are to be loaded only on station. Guns must be unloaded before leaving the station.
6. When an event coordinator is in a trap house and when the red warning flag is raised, shooters on the fields must not handle firearms.
7. Only shooters participating in a round and authorized personnel are permitted on the fields.
8. Trap squads shall consist of no more than five shooters.
9. Children, guests and pets must not be left unattended.
10. Only event coordinators are permitted in the trap houses and in the observation chairs. Only event coordinators may handle electrical pull cords and pull rounds. Only event coordinators may load and perform maintenance on skeet and trap machines.

### **Red Lights (50 Yard, 100-200 Yard Ranges)**

Red overhead lights are on the 50 yard and 100-200 yard shooting lines. Switches for these are on the center poles on each range. The red safety lights MUST be turned on before anyone goes down range of the common firing line. This is done for many reasons such as hanging targets, changing targets, target pasting, mowing, trimming, etc.

If you are the only one at the range, you still must use the red lights. If someone else comes on the range, they would know that you are down range and the line is not "hot." These lights work together on both ranges. Turning the switch on/off from one line will turn the red lights on/off on both ranges. With multiple shooters on one or both lines, you should talk with all other shooters to okay and clear the line before turning on the lights to go down range. DO NOT turn the lights on as an indicator that you would "like" to go down range. Whoever turns the red lights on should be the one to turn them off when that person is sure all shooters have returned to behind the common firing line. When shooters from both lines are going down range, both light switches should be turned on. (You cannot see the target butts of the 100-200 from the 50 yard line.) The red lights will not go back off until both switches are turned off.

## **50 Yard Range Safety Rules**

Use the red lights as appropriate (see RED LIGHTS, page 26)!

The 50 yard line is where most pistol and revolver shooting is done. The yellow line on the cement is the common firing line. It is also the best place to begin sighting in a newly acquired rifle or one with a newly mounted rifle scope. This reduces wild shots hitting target holder post, boards, and numbers on the 100 and 200 yard ranges.

Proper target holders are positioned at 50 feet, 25 yards, and 50 yards. There are multiple holders at each yardage. Any target holders in front of or behind your line of fire need to be laid down before shooting. (Pull the pin on the front of each base and lay the wooden frame down to the east.) Put your target backers in the chest-high frame holders. Some frames have a lower holder to be used only for shooters from the prone position.

If you want to shoot closer than 50 feet (17 yards), you should go down range to the 50 yard line area (close to the butt). This is done only when no other shooters are on the 50 yard or 100-200 yard range. Turn the red lights on! Place targets in either the 50 yard holders or the white PVC pipe frames from the cart near the 50 yard line. This procedure does not have priority over the rest of the range. If another shooter comes in, you will need to move back to the common firing line.

## **100-200 Yard Range Safety Rules**

Use the red lights as appropriate (see RED LIGHTS, page 26)!

The front (east) side of the cement benches is the common firing line. Target holders are positioned at 100 yards and 200 yards. The benches and target holders are numbered. Please use them coinciding with each other. The covered grass area on the south end of the cement is used for positional target shooting (standing, kneeling, sitting, and prone). Be sure all projectiles will hit the berms properly.

Only approved targets on backer boards are to be used. Clay birds are not approved as there are no approved holders for them. The wooden posts and boards are not to be used to staple targets to. Do NOT use the numbers as targets.

The 100/200 yard range may be used while the Trap Range is in use. Coordinate target placement or removal with the Trap shooters and they will stop shooting between squads for targets to be serviced.

## 200-300 Yard Range Pit Areas

The pit area is used by the Wednesday night rifle shooters and scheduled shoots. The event coordinator should direct the pit use. Please refer to the "Club Policy Revisions" from December 2004 (page 20) for use of the 300 yard range.

## Short Range Safety Rules

The short range is open and may be used, subject to the following rules:

1. The short range may be run independent of the 50 and 100/200 yard ranges.
2. The short range may not be used when the 300 yard line is active

## Indoor Range Safety Rules

At this time, the RCR&P Club does not have an indoor range. These rules are an example of what other club indoor ranges or commercial ranges may use. Be sure to read and understand their rules before shooting.

1. Actions should be open at all times behind the firing line. No dry firing except when at a firing point and at a target downrange.
2. Do not put your finger in the trigger guard until the firearm is pointed towards the backstop.
3. Low powered target loads only – we don't need the sound or concussion. **No jacketed bullets.**
4. Don't hog a firing point – Thirty minutes on the firing line shooting is enough – if someone is waiting step back and wait for another point to open up.
5. Don't police brass from below your neighbor's feet or table. The firing line should be made safe before policing of any brass.
6. Respect your neighbor. When retrieving targets or running them out, wait for your neighbors to finish their shooting string.
7. Ear and eye protection is highly recommended.
8. Be sure to use used 22 caliber targets for center fire practice. 22 caliber targets with more than ten shots on them should be thrown away and not reused.
9. All refuse must be disposed of in the proper barrel. If you are unsure which to use, contact the range officer.
10. A current Club ID badge must be worn or visible when using the indoor range. You must be a current club member in order to use the indoor shooting facility.
11. You must sign in before any shooting is started. The range officer will have a sign-in sheet available.

## Archery Range Rules

The Archery range is located on the Southwest corner of the range behind the 300-yard line. There are two backstop bales and range marker pads in the ground at 10, 20, 30 and 40 yards. Shooting in a Southern direction so as not to angle toward road. Horizontal plane of shooting only – never pointed at an upward angle.

Archers may move forward of back from the backstop bales as they wish. If more than one archer is shooting at the same time, all archers must stand side by side sharing a common line with each other.

As with all ranges at the RCRP Club it is your responsibility to make sure no one is downrange before shooting.

Arrows shall only be nocked when archers are on shooting line and clear to shoot.

**NO BROADHEADS to be used on Club backstop bales.** – target or field points only. If you have your own Broadhead Back Stop Block you may use it. Just place it next to club backstops in a manner that arrows will not strike club backstops.

Crossbows are allowed. It is recommended that you use your own Cross bow backstop block. If the club backstops stop your bolts effectively in a manner that will not cause excessive damage to backstop bales, club backstop bales may be used.

Make every effort to fully remove any damaged arrows or bolts from backstop bales and or frames to help prevent injuries and equipment damages.

If archery interferes with firearms shooting firearms shall have priority, except if archery is part of a scheduled event.

## Checklist for Visit to the Outdoor Range

- Have a good experience at the outdoor range.
- Firearm safety has to be the first ingredient to have a good experience.
- The only way we can all have a good time at the outdoor range is if everyone takes care of themselves and picks up after themselves – the Club has no paid janitorial service.
- Leave the range cleaner than you found it.
- Remember everyone must give a little when the range is busy – the comradery is worth it.
- **Entering and leaving the range – RANGE CLOSED TO PUBLIC**
  - Open gate with touchtone code – GATE SLIDES OPEN TO THE SOUTH.
  - Close gate with touchtone code – GATE SLIDES CLOSING TO THE NORTH.
  - Sign in and sign out (full name and full names of all guests)
  - A sign in the middle of the road indicates there is maintenance work in progress past the firing line or in the pits. RANGE CLOSED TO SHOOTING
- **Entering and leaving the range – RANGE OPEN TO PUBLIC**
  - GATE SHOULD ALREADY BE OPENED BY THE EVENT COORDINATOR
  - Sign in with event coordinator
  - Event coordinator is in charge of access gate and safety issues pertinent to that particular shooting discipline
- **What to bring to the range:**
  - Club ID card
  - Weapon(s) of choice
  - Proper ammunition
  - Spotting scope or binoculars
  - Firearm maintenance tool kit
  - Firearm cleaning kit
  - Appropriate targets and target backers
  - Stapler – push pins – tape to fasten targets to target backer
  - Cell phone
  - Eye protection (not only for the shooter but for your guest also)
  - Ear protection (not only for the shooter but for your guest also)
  - Mosquito and tick repellent
  - Toilet paper
  - Drinking water available (bring your own cup)
- **Refer to SOP for range safety rules for each range area.**
- **After firing your last shot:**
  - Final check of your firearm before casing for transport.
  - Let fellow shooters know you are finished shooting.
  - One last look at your firing position to see what you may have forgotten and police all brass. **This includes 22 rim-fire, shotgun hulls and non-reloadable cases (Blazer and cooper washed steel).**
  - Don't forget to sign out

**RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of participating in gun club activities and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence River City Rifle & Pistol Club and its directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that gun club or hunting activities involve known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, death or serious injury as a result of being shot or as a result of equipment malfunction; hearing loss; loss of vision; broken bones, bruises and other bodily injuries caused by fall; medical conditions resulting from physical activity, and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so solely in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

**By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.**

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. **I have read and understand this document and I agree to be bound by its terms.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

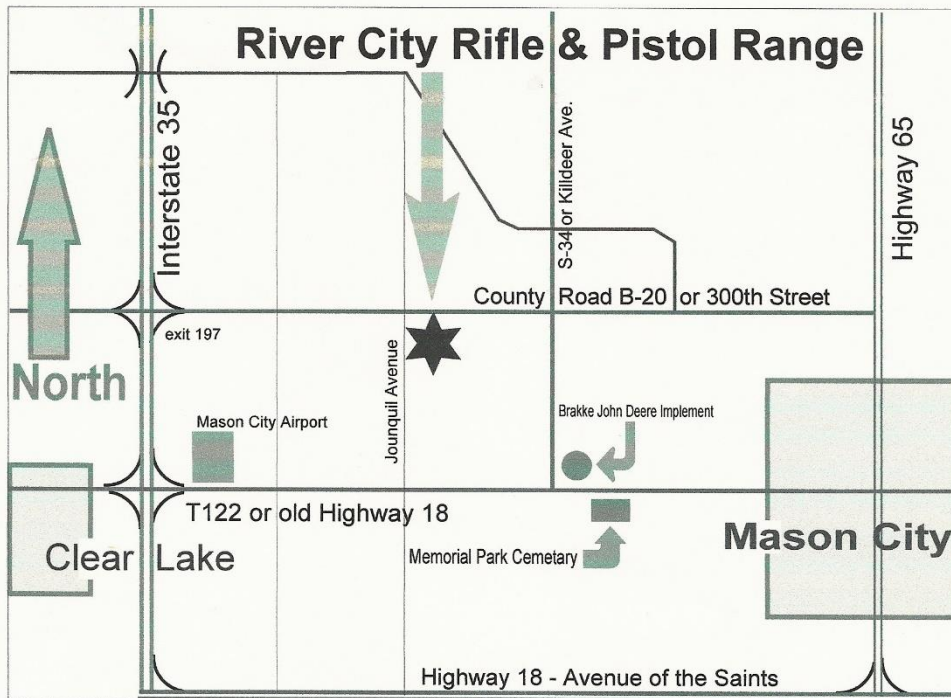
Telephone \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR GUARDIAN ADDITIONAL AGREEMENT  
(Must be completed for participants under the age of 18)**

In consideration of \_\_\_\_\_ (PRINT Minor's Name) being permitted to participate in this activity, I further agree to indemnify and hold harmless Releasees from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Parent/Guardian \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

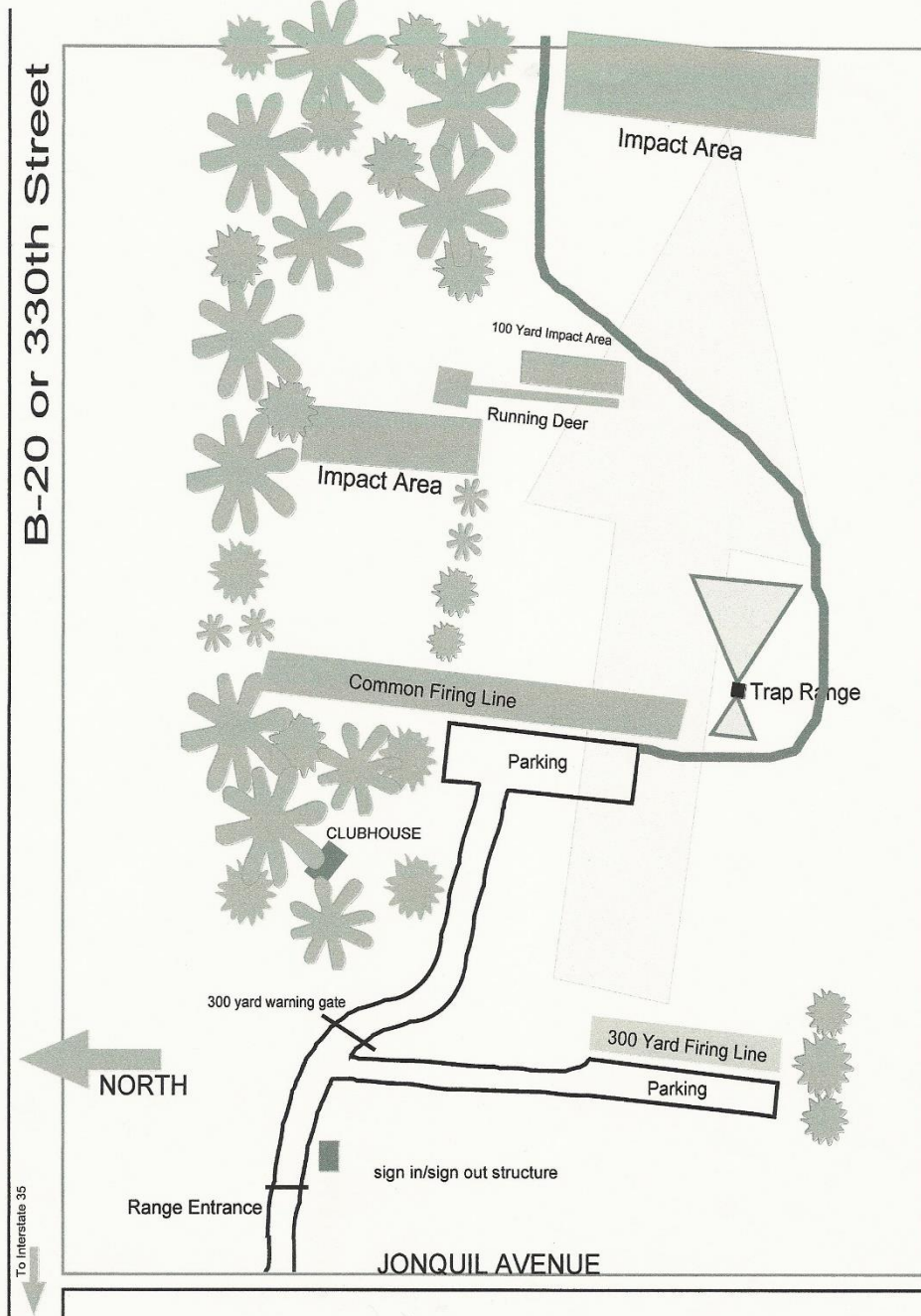
1/2018



**Physical location of the outdoor range:** 20935 Jonquil Avenue, Cerro Gordo Co.

**Mailing address:** River City Rifle & Pistol Club  
 Post Office Box 847  
 Mason City, Iowa 50401-0847





## Checklist for Sponsor and Prospective New Member

This is a checklist for sponsors and new members to cover. All items on this list need to be reviewed by both members. When you and the new member you are sponsoring are confident in his or her ability to observe ALL safety and range rules, you and your new member must sign off at the bottom and turn this and all other paperwork in so your new member can get his or her associate member card.

1. Reasons for the Club to be 100% NRA affiliated.
2. Club purpose and history (Articles of Incorporation/Bylaws).
3. Expectations of members for volunteer labor and donations.
4. Club participation hours – how to earn them and keep them recorded.
5. Stay current in Club affairs, newsletter, and general membership meetings.
6. Operation of the outdoor range gate; signing in and out at the gate; when signing in, looking to see how many people are signed in; why you do not share combination with anyone.
7. Club member I.D. card, associate, or prospective member card. Club I.D. should be worn at all times.
8. Review of putting a shooting and range kit together.
9. Review guest policy.
10. Signing in a guest, including Hold Harmless.
11. Responsibilities of bringing children and pets to the range including the Club's definition of "under immediate supervision."
12. Driving on the outdoor range roads and parking.
13. When the range is closed to shooting – mowing, construction projects, scheduled shoots, etc.
14. The yellow line on the 50 yard line.
15. The 300 yard range in use and the warning gate. If the 300 yard gate is closed, you must talk to the person or persons using the range. If it is not a scheduled shoot, then the shooting at the 300 yard must stop; it does not take priority and must be vacated. Do not move forward of the 300 yard gate until all shooting has stopped and everything has been picked up.
16. Shooting pace at the outdoor range – who sets the speed and limits.
17. Proper targets to use on the different ranges. All projectiles need to impact the berms. Only shoot to the east.
18. How to hang a target and where.
19. Trap range and 50 yard range can run independent of one another.
20. Location for shot gun shell use, location for slug gun sight-in and patterning your gun.
21. **NO 50 BMG** or full auto firearms.
22. When and who can call a cease fire; what is a safe firing line.
23. What is a safe firearm when the line is not hot (people are down range or unsafe shooting conditions on the range). When the lights are on and all shooting has stopped, gun will be unloaded, actions locked open, magazines removed, and all firearms resting on tables. NO one should be handling any firearms when someone is down range.
24. Concealed carry – what is the difference carrying concealed and practicing with your concealed carry firearm.
25. Policing of spent cartridges and disposal of waste.
26. Introduction and discussion of RCR&P Club range rules.
27. Club house rules.
28. Consuming alcoholic beverages at the outdoor range.
29. Hunting and shooting of wild life at range.
30. Review emergency policies. There is a copy of the SOP at the club house. When calling 911, ALWAYS inform them of what your emergency is. In the event of an accidental shooting, be sure to tell the dispatch that it is an accident. Contact a RCR&P Club Executive Committee member as soon as possible within 24 hours. Fill out an incident report - available in SOP, or club house.
31. Reporting misconduct and consequences of misconduct. Vandalism at the outdoor range.
32. Associate and prospective new members – cannot vote or have guest for the first year.
33. All range orientation must be completed by the October Club meeting and all paperwork turned into Membership Chair

- 34. ALL members must renew their membership and complete a SOP update by the March meeting or march gun show which is the latter.
- 35. The club has several firearms that can be checked out for use ( M1 Grande, 22 rifles and 20 ga shotguns.

**NRA Gun Safety Rules**

Three fundamentals rules for safe gun handling:

- 1. Always keep your gun pointed in a safe direction.
- 2. Always keep your finger off the trigger until ready to shoot.
- 3. Always keep your gun unloaded until ready to use.

Eight rules for using and storing a gun:

- 1. Know your target and what is beyond it.
- 2. Be sure your gun is safe to operate.
- 3. Know how to use your gun safely.
- 4. Use only the correct ammunition for your gun.
- 5. Wear eye and hearing protection.
- 6. NEVER use alcohol or drugs before or while shooting.
- 7. Store your guns so they are not accessible to unauthorized persons.
- 8. Be aware that certain types of guns and many shooting activities require additional safety precautions.

“UNLOADED” MEANS NO AMMUNITION IS IN THE FIREARM WHATSOEVER.

Date and Hours at the Range \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Sponsor's Signature Phone # Print Sponsor's Name

\_\_\_\_\_  
 Prospective New Member's Signature Phone # Print New Member's Name

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

If denied, reason or reasons for denial should be attached on a separate sheet of paper. This checklist must be turned in with a hold Harmless and responsibility of sponsoring member to get your membership card.

**River City Rifle & Pistol Club  
20935 Jonquil Avenue, Clear Lake**

**Incident Report Form**

Name: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Address: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Describe nature of injury (specify parts of body):

Describe how injury occurred:

Describe first aid given:

First aid provided by (include names and phone numbers):

Disposition (name of hospital, phone #s, time of transport):

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

Location of incident and conditions of area:

Was protective equipment worn (safety glasses, hearing protection):

Describe steps taken to preserve the accident scene:

**Witness Name:** \_\_\_\_\_ Statement Attached: Yes No

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

**Witness Name:** \_\_\_\_\_ Statement Attached: Yes No

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

**Witness Name:** \_\_\_\_\_ Statement Attached: Yes No

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

**PLEASE ATTACH STATEMENTS FROM EACH WITNESS.**

Was Law Enforcement called: Yes No

Injury report completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Disposition and Follow-Up:

Report Reviewed by Executive Committee Member:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_