



# Sacramento Valley Shooting Center

**Procedures**  
**Version 1.12**

**Revision Date: 11/9/2024**

## Description of Document

This document describes the different procedures at the Sacramento Valley Shooting Center.

## Revision History

This section records the history of changes to this document:

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1.0	10/27/2016	Robert Keefe	Initial Creation
1.1	10/25/2017	Robert Keefe	Range fees updates
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1.3	12/10/2019	David Rice	Format Update
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1.10	7/15/2023	David Rice	Range fees updates
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## Reviewers

This document was reviewed by:

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# Procedure #1 - General Operations

## 1.0 Introduction and Authority

This Procedure, and the Procedures to follow, have been enacted by the Folsom Shooting Club, Inc., Board of Directors under the authority of the Bylaw Section 5.1.2.1. The procedures implement the Bylaws and apply to the operation of the Sacramento Valley Shooting Center, elected members of the Board of Directors, its members, staff, the public and guests. It governs the facility operations, elections, meetings, range use, safety, maintenance, facilities improvement projects and other subjects provided herein.

Each procedure and any amendments thereto must be approved by the Board of Directors. Each procedure displays the Board of Director's approval date and reference to the Bylaw section providing authority for the enacting procedure, and any Bylaw section being implemented by the procedure.

A copy of the procedures is to be available to members at the Main Range Office and Shotgun Range Office during regular business hours. The approved procedures are also available on the FSC website.

## 1.2 Fees

See Fee Schedule available in Appendix 2 of these procedures.

## 1.3 Operating Hours, Ranges 2 through 12

See Schedule of Operating Hours available in Appendix 3 of these procedures.

## 1.4 Range and Firearm Safety

In order to promote the safest environment possible for the use and enjoyment of all ranges at the Sacramento Valley Shooting Center, Procedure #10 has been adopted by the Board of Directors for Ranges 1 through 12. FSC Staff, including designated Range Safety Officers (RSO) charged with the operation of ranges shall strictly follow the procedures set herein and any deviation from the approved procedures requires prior approval of the FSC Operations Manager, or his or her designee. At any range where there is no RSO present, the FSC members and guest shall adhere to the applicable range Procedure #9, as applicable.

Bylaw Reference: Section 3.2.1~ 3.1.6, and 5.1.2.

Date Board Approved this Procedure: 10/25/2017

# Procedure #2 - Membership

## 2.0 Membership Applications

**2.0.1** Application Forms. Persons seeking membership in the FSC must complete and submit the FSC application forms as appropriate for the membership class.

**2.0.2** Applicants for Voting Membership shall use Form FSC-AVM, Application for Voting Membership and satisfy requirements of Bylaw Section 4.3.1.

**2.0.3** Applicants for Non-Voting Membership shall use Form FSC-ANVM, Application for Non-Voting Membership and satisfy requirements of Bylaw Section 4.3.2.

**2.0.4** Junior Members petitioning for Voting Membership shall use FSC Form #8, Junior Member Petition for Voting Membership and satisfy requirements of Bylaw Section 4.1.3 and 4.3.1.

**2.0.5** Voting Membership Applications. Applications for Voting Membership submitted to the Secretary during any regular open Board of Directors meeting shall be accompanied by proof of application fee payment issued by the Main Range Office, and a Work Hour Record signed by the Operations Manager.

**2.0.6** Simultaneous Applications. If two or more Non-Voting Members submit applications for Full Membership at the same Board of Directors meeting, the Non-Voting Membership date of issuance shall be used to establish seniority for Voting Member acceptance of the application. This provision is intended to apply only when the Voting Member limit established by Bylaw Section 4.13 has been reached or will be reached by the number of applications received.

**2.0.7** An application submitted prior to meeting all eligibility requirements of the Bylaws and these procedures, will be rejected.

**2.0.8** Membership application fees paid by an applicant for Voting or Non-Voting Membership are non-refundable regardless of the cause for rejection or disapproval of the application.

**2.0.9** Attendance of at least one meeting of the Folsom Shooting Club Board of Directors is required.

## 2.1 Membership

**2.1.1** Membership Year and Renewal. The membership year shall begin on January 1 and expire on December 31. The membership is renewable until January 31 of the year following expiration without penalty. After January 31, and until the close of business on the last day of February, memberships are renewable with a payment of the applicable renewal fee and penalty equal to 100% of the applicable renewal fee. Members failing to renew by close of business on the last day of February, shall forfeit his or her membership unless eligible for reinstatement as provided in Section 2.1.4 and 2.1.5.

**2.1.2** Membership renewal and annual membership fees do not apply to life members, associate members or junior members.

**2.1.3** Membership Reinstatement. The Board of Directors may, at its sole discretion, reinstate an expired membership of the types defined in Bylaw Section 4.1, when military or public service resulted in the former member being away for duty and unable to renew the membership.

**2.1.4** Requests for membership reinstatement shall be submitted in writing with supporting documentation and received by the Board of Directors within 180 days of the expiration of the membership. The Board of Directors may accept later requests deemed appropriate based on the circumstances.

**2.1.5** The applicant for reinstatement must appear before the Board of Directors in order to submit the written request for reinstatement and respond to questions.

**2.1.6** It shall be the responsibility of each Member to notify the FSC of any change of mailing address, email address, and telephone number.

## 2.2 Membership Fees

All fees are established by the Board of Directors during regular open meetings of the Board. See the Fee Schedule available in Appendix 2 of these procedures.

**2.2.1** Membership Fees at Renewal. Voting and Non-Voting members shall pay the annual membership fees at the time of applying for membership renewal.

**2.2.2** Applicants for Non-Voting Membership, who have not been a previous member, may have the membership application fee prorated based on the number of months remaining in the calendar year, but not less than 50% of the annual fee. All other applicants shall pay the full annual membership fee, except as provided herein.

**2.2.3** Life Members, Junior Members, and Associate Members are exempt from annual membership fees.

## **2.3 Earned Fee Reduction**

Voting members may perform Range Improvement projects and earn a reduction in the annual membership fee or application fee as provided in this section.

**2.3.1** Qualifying range improvement projects require no less than 10-hours of work time, except that range projects by members of age 60 or more require no less than 5-hours of work time.

**2.3.2** A voting member of less than 60 years of age completing an approved range improvement project as defined in this Section earns a \$50.00 reduction in the annual membership fee. A voting member of 60 years of age or more, earns a \$25 reduction in the annual membership fee.

**2.3.3** A Non-Voting Member, making application for Voting Membership may not complete a range improvement project to receive a reduction in the membership fee or application fee.

**2.3.4** Range improvement projects shall be approved in advance of the start of work by the Board of Directors, or by delegation to the Operations Manager, and completed prior to the membership renewal on January 31.

## **2.4 Membership Records**

The FSC shall keep a membership book containing the name, address and class of membership of each Member. The membership book may be in the form of a book, file, electronic data base, or other form that is readily available for inspection. Such book or other form shall be kept in the FSC's principal office and shall be available for inspection by any member of the Board of Director during regular business hours.

**2.4.1** The membership book shall include the name, contact information, membership number, NRA membership number, and any other information necessary for the operation of the FSC.

**2.4.2** Termination of a membership shall be recorded in the membership book, or other form, together with the date on which such membership ceased.

Bylaw Reference: Section 4.1 ~ 4.6.

Date Board Approved this Procedure: 7/1/2020

# Procedure #3 - Meetings

## 3.0 Board and Membership Meetings

Except as provided in this section, monthly Board of Director meetings shall be held on a recurring day of each month at a time and location established by the Board of Directors. Annual meetings shall be held within 30 days of the regular meeting of the Board of Directors held in April of each year, at a time and location established by the Board of Directors.

**3.0.1** No meeting of the membership or the Board of Directors shall be held on Thanksgiving, Christmas or New Year's day. When a regularly scheduled meeting is not held because of a holiday, that meeting shall be rescheduled and held within 10 days following the holiday.

**3.0.2** When circumstances warrant, the Board of Directors may change the regularly scheduled date, time, or location for the monthly Board of Directors meeting. Notice of a change shall be announced as provided in Bylaw Subsections 4.15.4, 4.15.5, and 5.6.3.

**3.0.3** Except as authorized in Section 5.8 of the Bylaws, all meetings of the Membership, the Board of Directors, and all Committees shall be open to all Members and guests of the FSC.

## 3.1 Structure of Meetings

**3.1.1** Meetings shall be presided over by the President of the FSC or, in the President's absence, by the Vice President or, in the absence of both, by a chair chosen by a majority of those entitled to vote at the meeting.

**3.1.2** Meetings shall proceed according to a printed agenda provided by the President. The agenda shall include at least the following elements:

**3.1.2.1** Items requested by the membership, provided such items have been received by the President no later than 20 days prior to the scheduled meeting date.

**3.1.2.2** Any new and old business of the FSC of general interest.

**3.1.2.3** Any program or activity of general interest.

**3.1.2.4** Adjournment.

Bylaw Reference: Sections 4.15 and 5.6.

Date Board Approved this Procedure: 10/25/2017

# Procedure #4 - Elections

## 4.0 Elections

This section implements Sections 4.15.12 and 5.3 of the Bylaws in regard to the election of Directors, bylaw amendments, and other matters requiring a vote of the membership. Proposals and candidates shall be identified on a printed ballot complying with Section 4.2.

## 4.1 Nominations

Nominations for two-year positions as directors on the Board of Directors will be accepted at the December Board of Directors meeting. Nominations will be accepted at each open meeting of the Board until the election at the annual meeting.

**4.1.1** Only Voting Members may be nominated for positions on the Board of Directors.

**4.1.2** Accepted nominations to be included on the official printed ballot must be received prior to the adjournment of the February Board of Directors meeting. All candidates nominated at this and prior meetings shall have their names printed on the official ballot.

**4.1.3** Nominations can be made from the floor at the March, April, and the annual meeting. All candidates nominated in March, April, and at the annual meeting shall be write-in candidates, and their names shall be read at the annual meeting prior to the voting.

**4.1.4** After the close of nominations at the annual meeting, candidates will be allowed a minimum of three minutes to address the membership prior to the casting of ballots.

## 4.2 Ballots

Ballots shall be printed and suitable for mailing.

**4.2.1** Ballots shall contain the following information as may be appropriate.

**4.2.1.1** The name of any and all candidates for the Board of Directors.

**4.2.1.2** An area for write-in candidates for the Board of Directors.

**4.2.1.3** Any matter requiring voting membership approval as identified in Section 11.1 of the Bylaws.

## 4.3 Ballots Distribution

Ballots shall be mailed to all FSC Voting Members not later than March tenth of each year. Returned ballots shall remain their sealed envelopes, placed in a secured ballot box, and opened and counted the night of the election by members of the Election Committee, except as provided in Subsection 4.4.4.

## 4.4 Counting of Ballots

**4.4.1** The Election Committee shall conduct all election by ballot counts.

**4.4.2** The Election Committee Report shall report the results of each ballot count to the Membership as soon as practical, but not later than 10 days following of the election count.

**4.4.3** Following an election by ballot, the election record, including ballots, and any records of the committee's count, including preliminary counts, worksheets and summaries, shall be delivered by the Committee Chairperson to the Secretary pursuant to Bylaw Section 4.15.12.

**4.4.4** When the volume of received ballots exceeds 500 for any one FSC election, the Election Committee may conduct a pre-count of up to 500 received ballots prior to the membership meeting established by the Board of Directors for counting ballots. The pre-count may only be conducted with a majority of the committee

members present and on the date of the meeting established for counting ballots. A regular meeting of the Board of Directors may be considered a meeting for the purpose of counting ballots to satisfy this section.

Bylaw Reference: Section 4.1.5, 5.3, 7.2, and Article 6.  
Date Board Approved this Procedure: 10/25/2017

# Procedure #5 - Committees

## 5.0 Committees

Bylaw Article 7 establishes the following standing committees.

- Executive Committee
- NRA Relations and Shooting Discipline Committee
- Range Infrastructure Committee
- Club Communications Committee

Additionally, the Board of Directors may establish advisory committees as needed. This section will provide policies, rules and procedures for the standing committees and advisory committees. Membership on committees is governed by Bylaw Article 7.

## 5.1 Committee Chairperson Responsibilities

**5.1.1** Each committee chairperson shall be responsible for carrying out the duties of their respective committee in accordance with the applicable provisions of Bylaw Article 7.

**5.2.2** Each committee chairperson shall report on the committee activities at each meeting of the Board of Directors.

## 5.2 Election Committee

**5.2.1** The FSC President shall establish an Election Committee pursuant to Bylaw Section 5.3.1, which is not a standing committee, for the purpose of overseeing elections. The Election Committee shall to be chaired by a Director and consist of five FSC Voting members and shall not include any person who is a candidate for a position on the Board of Directors.

**5.2.2** The membership of the Election Committee shall be posted in the next issue of the FSC Newsletter and introduced prior to any ballot counting during the meeting held for the purpose.

**5.2.3** An Election Committee shall assist the President in carrying out Bylaw Section 5.3, and shall perform all the duties specified in Bylaws Section and this Section and Section 4.4 of these Procedures.

**5.2.3.1** The election committee shall be responsible to assure the election process is conducted in a fair and equitable manner.

**5.2.3.2** Maintain a current list of the nominees and incumbents, and report that list at each Membership and Board of Directors meeting.

**5.2.3.3** Create and cause the ballots to be distributed.

**5.2.3.5** Other duties as required by the Board of Directors.

## 5.3 Scholarship Committee

The Board of Directors may establish a Scholarship Committee, which is not a standing committee, to be chaired by a Director for the purpose of carrying out a funded scholarship program. A scholarship program is for the benefit of the FSC membership, and others specified herein, when funding is available as determined by the Board of Directors.

**5.3.1** The Board may make changes to any aspect of the scholarship program or committee deemed necessary to carry out a Scholarship Program.

**5.3.2** The Director appointed to chair a Scholarship Committee shall appoint two additional members, both of which shall be Voting Members. The Chairperson shall, when appointing committee members, attempt to avoid any possibility of a conflict of interest. No member appointed to the Scholarship Committee shall take part in the evaluation, recommendation, discussion, or voting on any Scholarship Program application where the applicant's eligibility for a scholarship is in any way based on a relationship with the Committee member. It is the intent of this section that there will be no actual, or the appearance of, a conflict of interest in the Scholarship Program.

**5.3.3** The Scholarship Committee will be responsible for accepting Scholarship Program development, announcements, application forms and information, evaluating applications, making recommendations to the Board of Directors for awards, and otherwise carrying out the Scholarship Program as approved by the Board of Directors.

**5.3.4** The Scholarship Program Committee shall make recommendations to the Board of Directors to improve the success of the Scholarship Program.

**5.3.5** Candidate Eligibility. The Scholarship Program shall be for the benefit of the membership as defined in Article 4 of the FSC Bylaws, except as provided in this section.

**5.3.5.1** No scholarship award may be made for any person of the age of 25 or more. Applicant age shall be determined on the application period closure date established by the Scholarship Committee. In addition to those membership classes specified in Bylaw Article 4, the grandchildren, great grandchildren, and legal dependents of any Voting or Non-Voting FSC member in good standing are eligible scholarship applicants.

**5.3.5.2** Eligible applicants must be registered for or enrolled in a college, trade school or other institution for post high school education, as deemed acceptable to the Scholarship Committee.

**5.3.5.3** Eligible applicants who have been awarded two or more previous FSC scholarships, may be given lower priority to other applicants.

**5.3.6** Application Period. Applications made available at the Main Range Office or FSC website, must be received by the FSC on or before June 30 of each year, or other date established by the Board of Directors. Applicants must use only the provided FSC Scholarship Application form.

**5.3.7** Enrollment Verification. Scholarship Grantees must provide evidence in the form of copies of receipts, transcripts, or other documents showing the FSC funds have been used for tuition, books, and related educational expenses at the educational institution listed on the scholarship application. Such documents will be due within 6 months of the scholarship award date.

Bylaw Reference: Section 5.1, 7.1, 7.2, and 7.6.

Date Board Approved this Procedure: 10/25/2017

# Procedure #6 - Hall of Fame

## 6.0 Hall of Fame Plaque

There shall be a Hall of Fame plaque permanently displayed in the FSC Main Range Office, and or Clubhouse.

## 6.1 Hall of Fame Members

It is the intent of the Board of Directors that names of FSC members who have made substantially contributions to the establishment, growth, improvement, enjoyment, and success of the FSC, are displayed on the Hall of Fame plaque. Such contributions may be in the form of a donation, time, or a gift.

## 6.3 Hall of Fame Nominations

Any FSC member may make nominations for placement on the Hall of Fame plaque. Such nominations shall be made during a Board of Directors meeting, along with substantiation for the nomination. The substantiation shall show how the nominee met the criteria set in Subsection 6.1 of this Procedure.

## 6.4 Approval of Nominees

The Board of Directors shall approve all nominees to the Hall of Fame during a meeting of the Board of Directors. The approval shall be by favorable vote of two-thirds of the directors' present at the time of the vote.

## 6.5 Permanency

All approved members of the Hall of Fame shall forever remain on the Hall of Fame unless removed by two-thirds vote of the Board of Directors for cause. Cause for removal will be any substantiated information that brings shame to the FSC.

Bylaw Reference: Section 5.1

Date Board Approved this Procedure: 10/25/2017

# Procedure #7 - Financial Controls and Records

## 7.1 Annual Budget

A budget shall be prepared on an annual basis in such detail as is reasonably deemed necessary for the operation of the FSC.

**7.1.1** The President shall be responsible for proposing a budget to the Board of Directors for consideration no later than the regular monthly meeting of the Board of Directors in November of each year. During such meeting the Board of Directors may by majority vote approve the budget as presented or approve the budget with amendments. During the course of the fiscal year, the Board of Directors may by majority vote amend the budget as needed to continue the safe and orderly operation of the FSC.

**7.1.2** Notwithstanding the approved budget, payment for unanticipated expenses for taxes, insurance, wages, labor related settlements, and for emergency repairs to facilities essential to the operation of the FSC, may be authorized by the FSC President and Treasurer jointly. Notice shall be provided the Directors and Voting Members of such payment in the FSC newsletter and website within 45-days after making the payment, and the payment shall be explained at the next occurring regular monthly meeting of the Board of Directors.

**7.1.3** The approved budget shall be made available within 45 days of a written request submitted by a Voting Member to the FSC Treasurer.

## 7.2 Annual Financial Report

The Treasurer shall present an annual report to the Board for review and approval within 60 days of the end of the fiscal year. The report shall include at least the following.

**7.2.1** A report of FSC revenue.

**7.2.2** A report of FSC expenditures.

**7.2.3** The balance of all bank accounts and cash on hand.

**7.2.4** Any transactions during the fiscal year in which the FSC was a party and in which any Director or Officer had a direct or indirect material financial interest involving more than \$5,000.00, or which was one of a number of transactions in which the same interested person had a direct or indirect material financial interest and which transactions in the aggregate involved more than \$5,000.00.

## 7.3 Books and Records

Member access to financial reports, records, and minutes of meetings of the membership, Board of Directors, and Committees of the Board of Directors, are subject to Bylaw Article 9, and this Procedure.

**7.3.1** Minutes of all meetings shall be available to the members at the Main Range Office during regular business hours.

**7.3.2** Member requests for financial reports and records shall be made in writing and submitted to the Operations Manager, or to any Director during a meeting of the Board of Directors. The requested financial reports or records shall be made available to the requesting member within 45 days.

## 7.4 Financial Delegation

Except as provided in subsection 7.5, the Board of Directors may delegate its authority to authorize the reimbursement for necessary expenses, payments for expenditures, deposits to accounts, and other transactions necessary for the continued operation of the FSC and facilities.

## 7.5 Emergency Expenditures

An emergency expenditure may be made with FSC funds for services, equipment, materials, devices, and similar items, that is not specifically authorized in the FSC annual budget, because the problem, situation or condition was unforeseen and developed suddenly and created an urgent condition that if allowed to exist will interrupt the safe and orderly operation of the FSC, or lead to further damage and possibly a greater expenditure if not corrected immediately and where there is not time to obtain a budget amendment at the regular meeting of the Board of Directors. This emergency expenditure procedure is not to be used when an expenditure is merely useful or beneficial or that might prevent a failure or disruption in the future.

### 7.5.1 Emergency Expenditure Approval Requirements

The following FSC Officers are able to authorize a transfer of funds from FSC's Emergency account to our Main Operations account for the purpose of making an emergency expenditure.

- 7.5.1.1 President & one other FSC Officer or Director.
- 7.5.1.2 President & FSC Operation Manager.
- 7.5.1.3 FSC Treasurer & one other FSC Officer or Director.
- 7.5.1.4 The FSC Vice President may act in the absence of the President.

### 7.5.2 Reporting of Emergency Expenditures

All emergency expenditures must be reported in the following manner.

- 7.5.2.1 At the next regular monthly meeting of the Board of Directors and recorded in the meeting minutes.
- 7.5.2.2 The FSC President must report the expenditure to the Full Membership in the next issuance of the FSC newsletter.
- 7.5.2.3 In the situation where the FSC President or Treasurer were absent and an emergency expenditure was made, the Vice President shall notify the absent FSC President or Treasurer of the emergency expenditure as soon as possible.

## 7.6 Fiscal Year

The fiscal year shall be from October 1 to September 30 of each year.

Bylaw Reference: Section 5.1, 5.1.2.7 9.1, 9.4, 9.6, and 10.1.

Date Board Approved this Procedure: 10/25/2017

# Procedure #8, NRA Grants

## 8.0 Availability of NRA Grants

Each year the NRA offers the opportunity of obtaining a grant for the support of shooting programs or for range improvement projects. The FSC has been very successful at obtaining range improvement project grants. Guidelines with information and requirements, and the application, are available at the website <https://www.nrafoundation.org/grants/>.

## 8.1 FSC Application Authority

The FSC Board of Directors will make all decisions regarding NRA Grants affecting the SVSC. The decision to seek a grant, the subject of a grant, who will complete the application, and related matters will be decided only by the Board of Directors.

## 8.2 Application Period

In the past the application period has opened on or about August 1 of each year with a deadline date in the third week of October.

## 8.3 Application Process

The application for an NRA grant is to be completed online and all required attachments must be uploaded to the application in pdf format. The process is paperless and there is no exception.

The FSC process should be started in April of each year to gain Board approval and assignments. Considerable time will be required to obtain quotes, letters of support and the documents listing herein. In past years the application has included 14 screen pages with numerous questions. The application may be opened, saved, and reopened as often as needed before making the submittal. The completed application must be approved by the FSC President before submittal.

## 8.4 Required Documentation

The application may (as in the past) require the following information, or documents in pdf format.

IRS Tax Identification Number and Filing Status [(501(c)(4)].

IRS Tax Form W9.

Financial Statement, including operating budget, treasurer's report, previous year's Form 990 or similar, income and expenditure report, recent checking account statement, etc.

- Grant Deed for SVSC property.
- FSC Bylaws.
- Board of Director Member names, position titles, email addresses and telephone numbers.
- Description of the project to be funded by the grant.
- Quotes for any materials, devices, or equipment to be funded by the grant.
- Three letters of support from outside organizations.

However, check the application each year to determine if there are additional requirements, or revisions to the requirements listed above.

## 8.5 NRA Application Decision

The review and decision-making process by the NRA is a two-step process. First, a regional or state committee will meet early in the year following the application period closure. For the NRA Eastern California region, the committee generally meets in February or March. The committee makes their recommended selections from the received applications that are then forwarded to the NRA Foundation Board of Trustees, who make the final decision. Notification of a decision will come as early as April, or as late as June.

## 8.6 Obtaining Support Letters

As said in Subsection 8.4.9 of this Procedure, three letters of support are usually required. The letters must be from outside organizations that will benefit from the proposed project to be funded by the grant. Seek the support letters as soon as possible. Obtaining the letters will consume considerable time.

**8.6.1** Contacting outside organizations to request letters of support may be completed by email or by letter. The following is suggested language, which may be amended as needed for the situation.

*This is a request for your assistance from the Folsom Shooting Club Inc. As you know we own and operate the Sacramento Valley Shooting Center. We are preparing an application to the National Rifle Association (NRA) for a grant to fund (describe the project).*

*One requirement of the NRA is for letters of support from organizations that may benefit from the grant. We are requesting such a letter from you. If you will write a support letter, please include the following elements.*

- 1. The name of your program.*
- 2. A description of your shooting program.*
- 3. The number of participants in your program.*
- 4. (for youth programs) The age range of the participants.*
- 5. The number of people, other than the participants, present during shooting activities.*
- 6. The number of coaches, parents, and others in attendance.*
- 7. A statement of support for our grant application and how the project to be funded by the grant will be beneficial to your shooting program.*

*Please address and mail your support letter to:*

*(Name), President  
Folsom Shooting Club Inc.  
P.O. Box 1407  
Sloughhouse, CA 95683*

*Thank you in advance for your assistance. We will advise you if we are successful Grant applications in (year) will be considered in the spring of (year).*

**8.6.2** It will be helpful to request a pdf format of the letter and have it sent directly to the person making the request and or completing the application. This will save time.

## 8.7. Post Grant Requirements

The NRA website instructions provide the follow up requirements for organizations receiving a grant. In past years the application has included the question "How will your organization show recognition of the NRA Grant?" The FSC practice has been to post professionally made metal signs with statements such as "Skeet machines made possible by an NRA Foundation Grant", or "Shade Structure obtained by an NRA Foundation Grant", or other language appropriate for the subject of the grant.

Another requirement is for a Final Report. The report is completed online at the NRA website where the NRA Grant Application was completed. There are several questions to answer regarding the use of the Grant, dates, descriptions, and recognition of the grant. There is a deadline for the final report. Late reports will jeopardize future grants.

Bylaw Reference: Section 5.1

Date Board Approved this Procedure: 10/25/2017

# Procedure #9 - Range Rules

## 9.0 General Rules for all Ranges

**9.0.1** Days and Hours Operation. See the Schedule of Operating Hours available in Appendix #3 of these Procedures.

**9.0.2** Signed Waiver; Wristbands. Everyone must check in at the Main Range Office upon arriving at the range. All shooters must pay the required fee, sign the provided waiver, and obtain the appropriate wristband at the Main Range Office. Anyone observing (but not shooting) must sign the waiver but will not be subject to a fee. Members who have previously signed the annual waiver need not sign any additional waiver but must still check in, pay the required fee, and obtain the appropriate wrist band. See exceptions for wristbands at Range 1, Shotgun, in Subsection 9.1.1. See Match Director Responsibilities in Subsection 9.0.4.

**9.0.3** Fees. See the Fee Schedule available in Appendix #2 of these Procedures. See Match Director Responsibilities in Subsection 9.0.4.

**9.0.4** Match Director Responsibilities. During matches, including any practice sessions associated with a match, it shall be the Match Director's responsibility to collect all range fees and to make sure that all participants sign the release waiver and display the required wristband. Immediately after the match and practice sessions associated with a match, the Match Director's shall remit the match fees and signed release waivers to the FSC Main Range Office.

**9.0.5** Number of Guests. Voting Members may have up to four guests, in addition to immediate family members, and they are responsible for the conduct of family members and their guests.

**9.0.6** Reservations. Reservations are available to clubs, voting members, agencies, non-profit organizations, or vendor/instructors. Reservations may be made up to 30 days in advance using the reservation request form located on the SVSC web page at the calendar link. Clubs, agencies, non-profit organizations, vendor/instructors must ensure all requirements as set forth in the "Rental and Use Agreement" have been met.

FSC/SVSC reserves the right to reassign the client to any Range adequate to the client's intended use.

**9.0.6.1** Reservation Cancellation. To cancel a reservation, please send a cancellation request to [calendar@sacvalley.org](mailto:calendar@sacvalley.org).

**9.0.7** Range Orientation. Range Orientation is required at all ranges except Range 4 (Public 50 and 100 yard). See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.0.8** Range Clean Up. All shooters are responsible for cleaning their shooting area by removing all debris, trash, hulls, ammunition cases, and shooting supplies at the end of each day.

**9.0.8.1** If upon arrival a range is not clean or is in an unsatisfactory condition, notify SVSC staff prior to the start of the event, or you will assume responsibility for the condition of the range.

**9.0.8.2** A \$150.00 range restoration fee shall be charged to the responsible party if SVSC determines, in SVSC's sole discretion, the responsible party has failed to satisfactorily clean the range(s) rented.

It is the sole responsibility of the responsible person, agency, business, or non-profit organization to whom the range(s) have been rented to assure the range(s) are properly cleaned.

**9.0.9** Range Use and Safety Rules.

**9.0.9.1** No shooter shall place ammunition in a firearm except in the firing position.

**9.0.9.2** No shooting from any location other than a designated firing position.

**9.0.9.3** Driving vehicles on shooting fields is prohibited.

**9.0.9.4** Eye and ear protection is mandatory at all times while at a hot range.

**9.0.9.5** Additional rules are provided below for specified ranges.

**9.0.9.6** All ammunition must be serviceable and safe.

**9.0.9.7** No tracer or incendiary ammunition is permitted.

**9.0.9.8** The use of bayonets is strictly prohibited. Bayonets which are folded under the barrel are permitted.

**9.0.9.9** The use of chambered firearms or ammunition larger than .338 Lapua Magnum is prohibited at all SVSC ranges.

**9.0.9.10** All injuries must be reported to SVSC range office immediately.

**9.0.9.11** Shooters under 18 years of age must be under the supervision of a parent or guardian at all times

**9.0.9.12** Any firearm failures causing any damage to the firearm or injury to a person, or damage to property must be reported to SVSC staff immediately

**9.0.9.13** Muzzle Control – firearms must be pointed in a safe direction at all times.

**9.0.10** Prohibited Behavior. Unsafe, unruly and/or un-sportsmanlike behavior will not be tolerated anywhere at SVSC. Any such behavior should be reported immediately to SVSC staff. Verified incidences may be cause for expulsion from SVSC, or disciplinary action as provided in the FSC Bylaws. Unsafe, unruly and/or un-sportsmanlike behavior includes but is not limited to the following.

**9.0.10.1** Violation of the safety rules including unsafe firearm handling.

**9.0.10.2** The use and/or threats of violence towards another person.

**9.0.10.3** The use of offensive language.

**9.0.10.4** The use of loud and/or boisterous language and/or behavior.

**9.0.10.5** Failure to obey the commands/instructions from the Range Safety Officer.

**9.0.10.6** Violation of any of these Policies, Rules, and Procedures.

**9.0.10.7** Any use of or being under the influence of alcohol and/or drugs.

# Range 1

## 9.1 Range 1 - Shotgun

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 1 along with all the following.

**9.1.1 Waiver and Wristbands.** Wrist bands are required at Range 1. During weekdays obtain wristband at the Main Range Office. On Saturdays and Sundays obtain wristbands at the Range 1 office.

**9.1.2 Target Cards Required.** All persons using Range 1 must use issued target cards. Target cards are used to order targets at each clay target machine control box. Target cards are available (or may be recharged) at the Shotgun Office on Saturdays and Sundays, or the Main Range Office during weekdays.

**9.1.3 Orientation.** Orientation is required to use Range 1 during weekdays. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.1.4 Ammunition requirements.** The only ammunition permitted at Range #1 is low base shotshells using only lead shot. The maximum load permitted is 1 1/8 ounce of 7 ½ lead shot. The use of steel shot is strictly prohibited.

**9.1.5 Guests.** Members may have up to 4 guests, in addition to immediate family members. Each Membership may have 4 guests.

**9.1.6 Safety Rules for Range 1.** The following are additional rules applying to Range #1.

**9.1.6.1** Range #1 is a shotgun only range.

**9.1.6.2** Shooting may occur only at designated trap, skeet, and 5-Stand shooting positions.

**9.1.6.3** Shooters may load only one shell at a time when shooting single clay targets and no more than two shells at a time when shooting double clay targets. Two shots per single target are allowed only at 5-Stand.

**9.1.6.4** Shooters must ensure their shotgun is unloaded and the action is open when moving from station to station.

**9.1.6.5** No shooter may make adjustments or repairs to any of the range clay target throwing machines. Please report any malfunctions or mechanical issues to range staff.

**9.1.6.6** Driving and parking vehicles on shooting fields is prohibited

# Range 2

## 9.2 Range 2 - Action Handgun

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 2 along with all the following.

**9.2.1** Use of Bays by Sacramento Defensive Pistol Shooters (SDPS), or the Northern California Pistol Shooters (NCPS).

**9.2.1.1** Persons shooting under the SDPS insurance must have been approved by the President of SDPS.

**9.2.1.2** Persons shooting alone under NCPS insurance, must have been approved by the President of NCPS.

**9.2.1.3** It shall be the responsibility of the SDPS and the NCPS President and assigned officer to maintain and provide FSC/SVSC with a current list of approved members to have use of the keys to the container and/or shoot alone.

**9.2.1.4** The person responsible for checking out the bay(s) shall sign the appropriate vendor sheet.

**9.2.2** Reservations. Voting Members, clubs, law enforcement, client and vendors, non-profits organizations may reserve Range 2 bays.

**9.2.3** Use of Unreserved Bays. Unreserved bays will be made available to Voting Members on a first come first served basis, provided all requirements as set forth in these policies and procedures and the "Rental and Use Agreement" have been met.

**9.2.4** Orientation. Orientation is required. Voting members, non-voting members, and their guests must complete the Action Pistol orientation prior to using handguns. This requirement also applies at all other SVSC ranges where handguns will be used, except at Ranges 3 and 4. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.2.5** Range 2 Restrictions.

**9.2.5.1** All FSC/SVSC members, guests, and outside contractors must arrange their targets so that their rounds impact only the rear berm.

**9.2.5.2** During NCPS and SDPS events and practice sessions, and while displaying the appropriate signage. CAPSL is allowed to follow this section for Events and Matches only, and the following rules apply to all:

**9.2.5.2.1** On the right side of bays 1, 2 and 3, shots on steel will be limited to 45 degrees from the center line of the bay and shots on paper will be limited to 89 degrees from the center line of the bay.

**9.2.5.2.2** On the right-side berms of bays 4, 5 and 6, shots on both steel and paper will be limited to 45 degrees from the center line of the bay.

**9.2.5.2.3** On the left side berms of bays 1, 2, 3, 4, 5 and 6, shots on both steel and paper will be limited to 89 degrees from the center line of the bay.

**9.2.5.3** Shooters supplying their own steel targets, must have prior approval from the Operations Manager and/or the Assistant Operations Manager.

**9.2.5.4** The minimum shooting distance for steel targets is 23 feet.

**9.2.5.5** Steel targets must be placed at the rear berm. Steel targets shall not be placed on the side berms.

**9.2.5.6** No steel targets can be used on bay 8 and targets must be placed so that there will not be any impacts to the right of the red post. No target shall be placed on the right side of bay 8.

**9.2.5.7** No shotgun slugs, shotgun buck shot or center fire rifles shall be used on steel targets, anywhere on range two. Birdshot shotshells may be used.

**9.2.6** Range 2 Safety Rules.

**9.2.6.1** Muzzle Control: You may be expelled from the facility if you allow the muzzle of your firearm to be pointed at yourself or any other person.

- 9.2.6.2** At all times when using range 2, there must be at least two persons in the bay being used. Persons or shooters in other bays do not meet this requirement.
- 9.2.6.3** Keep your finger off the trigger. The trigger finger must be visible outside the trigger guard except while aiming and shooting.
- 9.2.6.4** Holsters must prevent access to or activation of the trigger of the handgun while holstered.
- 9.2.6.5** Before holstering a handgun, place it in the applicable ready condition. For a single action self-loader, the safety must be applied. For a double action self-loader and revolvers, the hammer must be down.
- 9.2.6.6** Uncased long guns outside the shooting bays or SAFE AREA tables must be unloaded and carried muzzle up or down with the action open, magazine out and chamber flag inserted. Long guns not in use inside of the shooting bays must be placed in the rifle racks with actions open, magazine out and chamber flag inserted
- 9.2.6.7** Uncased handguns outside the shooting bays or SAFE AREA tables must be unloaded and in a holster securely attached to a belt on their person. If the shooter does not have a holster, the handgun must be returned to its case.
- 9.2.6.8** Except during a ceasefire period, eye and ear protection must be worn at all times, minors included.
- 9.2.6.9** All shots must impact the rear berm, not the flat ground, side berms or concrete walls.
- 9.2.6.10** No handling of ammunition or dummy ammunition of any type on the SAFE TABLES.
- 9.2.6.11** All firearms must be serviceable and safe. Triggers and/or shoes that extend beyond the width of the trigger guard are expressly prohibited.
- 9.2.6.12** All injuries and damage to any property shall be reported to staff immediately.
- 9.2.6.13** Firearm failures causing any damage to the firearm or injury to the shooter shall be reported to staff immediately.

# Range 3

## 9.3 Range 3 - 300 yard Public Range

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 3 along with all the following.

**9.3.1** Orientation and Qualification. All members and the general public must complete orientation, and qualify, before using Range #3. The orientation requirement is new and applicable to all shooters, regardless of whether they have been approved to use Range #3 prior to October 24th, 2017. Orientation for each range is explained in Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.3.2** Targets and Use. Serviceable target stands are provided. If any target stands are not in useable condition, report the condition to the Main Range Office staff.

**9.3.2.1** The minimum shooting distance between the firing line and the target is 150 yards.

**9.3.2.2** Shooters using Range #3 shall only use the target stands provided. Do not move target stands from Range #4.

**9.3.2.3** Staplers, sand bags and carpets are provided at range #3. Do not take these items from Range #4.

**9.3.3** Handling and Moving Firearms. All firearms shall be cased and uncased at a shooting bench with the muzzle pointing down range. All uncased firearms shall be moved muzzle up, action open and magazine removed until placed on a shooting bench. All rifles must be either in a rifle rack, on a shooting bench or in a case. No uncased firearms shall be placed on a table behind the firing line

**9.3.4** Safety Procedures for Cease Fires. Shooters using Range #3, must agree among themselves when to call a cease fire and shall abide to all the following.

**9.3.4.1** During a cease fire, all firearms must be open and safe, all ammunition and magazines removed. An Empty Chamber Indicator flag shall be inserted into the open chamber. All shooters shall step back and away from the shooting benches and shall not approach the shooting bench during the cease fire. Once all shooters are behind the yellow line and all agree that the firing line is clear, one shooter will change the sign to white (cold range). Once the sign is in the cold range condition, shooters may then proceed down range.

**9.3.4.2** During the cease fire, no one shall go to a shooting bench or handle firearms, including behind the yellow line. Do not remove or add firearms to the shooting benches during a cease fire period. **VIOLATION OF THIS RULE WILL RESULT IN IMMEDIATE REMOVAL FROM THE FACILITY.**

**9.3.4.3** Only when all shooters have returned to the area behind the yellow line and all shooters have made sure and verbally confirmed that there is no one still down range and that the range is clear, one shooter will change the sign to red (hot range). Only then may shooters return to their shooting benches and resume firing.

**9.3.4.4** It is the responsibility of each shooter to be absolutely sure that in fact no one is still down range before agreeing that the range is clear. **DO NOT TAKE ANOTHER SHOOTER'S WORD THAT THE RANGE IS CLEAR.**

# Range 4

## 9.4 Range 4 - Public 100 Yard Rifle, 50 Yard Pistol, and .22 Steel Rimfire Ranges

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 4 along with all the following.

**9.4.1** All persons shall abide by the announced instructions and any instruction by a Range Safety Officer in charge of the firing line, and the following.

**9.4.2** Safety Procedures for Moving Firearms. All firearms shall be cased and uncased at a shooting bench with the muzzle pointing down range. All uncased firearms shall be moved muzzle up, action open and magazine removed until placed on a shooting bench. All rifles must be in a rifle rack, on a shooting bench or in a case. No uncased firearms shall be placed on a table behind the firing line. This applicable for ALL firearms.

**9.4.3** It is mandatory for all shooters and spectators to wear eye and ear protection at all times when the range is hot.

**9.4.4** Safety Procedures during Cease Fires

**9.4.4.1** All firearms must be open and safe, all ammunition and magazines removed.

**9.4.4.3** An empty chamber indicator flag shall be inserted into the open chamber.

**9.4.4.4** All shooters must stay back behind the yellow line unless servicing targets and shall not approach the benches during the cease fire.

**9.4.4.5** There shall be no handling of firearms during the cease fire period.

**9.4.5** Safety Rules at the 100 Yard Rifle Range

**9.4.5.1** Rapid Fire is not allowed. There must be at least one second between shots.

**9.4.5.2** Shooting from a standing, sitting, or prone position are permitted. Use a short prone target stand when shooting from a prone position.

**9.4.5.3** Handguns are allowed, but must be shot from a sitting position and rested.

**9.4.5.4** Air rifles are permitted.

**9.4.5.5** Only paper targets which are of the same dimensions of the FSC/SVSC target stands are permitted. All others larger than the FSC/SVSC target stands are not permitted.

**9.4.5.6** Target stands shall not be placed closer than 25 yards.

**9.4.5.7** Target stands must be kept behind the yellow line, until a cease fire has been called, the red lights are turned on and permission is granted by the Range Safety Officer to proceed down range.

**9.4.5.8** Shotguns with slugs may be used on the 100 yard rifle range. Shot shells and buck shot shall only be fired from the plastic table at the east end of the 100 yard rifle range. Shotguns shall be fired at the red metal target stands or at the 50 yard pistol berm.

**9.4.6** Additional Safety Requirements at the 50 Yard Pistol Range.

**9.4.6.1** Rifles are not permitted at the 50 yard pistol range.

**9.4.6.2** Shooting from a standing and sitting position is permitted.

**9.4.6.3** Shooting from a prone position is not permitted.

**9.4.6.4** Target stands shall not be placed closer than 3 yards.

**9.4.6.5** Rapid Fire is not allowed. There must be at least one second between shots.

**9.4.7** Additional Safety Requirements and Conditions at the Steel Rimfire Range

**9.4.7.1** Rimfire rifles and handguns in .22 caliber are permitted. Air rifles and handguns are permitted in .177 and .22 calibers.

**9.4.7.2** The only ammunition permitted is Rimfire .22 Long Rifle and .22 Short. .22 Magnum and .17 caliber ammunition are not permitted. Center fire ammunition is not permitted.

**9.4.7.3** Shotguns and center fire guns are not permitted.

**9.4.7.4** Firearms shall not be handled during a cease fire, while the red lights are on.

**9.4.7.5** Shooting from a standing, sitting and prone positions are permitted.

**9.4.7.6** Rapid fire not is allowed. There must be at least one second between shots.

**9.4.7.7** Steel targets shall not be placed closer than 25 yards.

**9.4.7.8** Paper targets are not permitted.

# Range 5

## 9.5 - Range 5A and 5B

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 5 along with all the following.

**9.5.1** Use. There must be at least two persons at Range 5 at all times when shooting.

**9.5.2** Orientation. When using handguns, all members and allowed guests using Ranges 5A & 5B, shooting under FSC/SVSC insurance, must have completed Action Pistol orientation. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

# Range 6

## 9.6 - Range 6 Safety Rules High Power Silhouette Operating Procedures

All items under section 9.0 General Range Rules for all ranges also apply on Range 6.

**9.6.1.** Orientation is required for all members using Range 6 for general use, this does not include club matches and special events approved by the FSC board of directors. FSC match directors or independent clubs that conduct regular matches on Range 6 may administer Range 6 Orientation. List of approved match directors will be maintained in range office. The orientation must cover all rules and standard operating procedures listed for Range 6.

**9.6.2.** Reservations: Range 6 may only be reserved by FSC approved shooting clubs.

**9.6.3.** Voting member must sign-in and leave membership card at the range office prior to going up to Range 6. Once a member is done, they will check out at the main range office and retrieve their membership card.

**9.6.4.** While using Range 6, there must always be at least two persons on that specific range.

**9.6.5.** Range 6 Specific Rules:

**9.6.5.1** Range 6 is a Steel only range. Only targets supplied by FSC/SVSC or authorized by Operations Manager shall be used on Range 6. All range silhouette targets will be painted black or white.

**9.6.5.2.** While driving on Range 6, stay on two main gravel roads and turn arounds only. No driving across the range. No driving on center walkway, on berms, or in front of berms.

**9.6.5.3.** Targets must be placed on target rails. Minimum distance for centerfire rifles is 200meters. (Chicken Line) Do not move targets off their designated target line. Leave the targets where they belong! Do not move any smallbore silhouette targets to the main Range 6 target rails. Smallbore silhouette targets may only be used on the smallbore range.

**9.6.5.4.** Ammunition traveling faster than 3100 FPS at the muzzle, magnum loads, Full Metal Jacket (FMJ) rounds, and/or solid copper projectile ammunition are never permitted on Range 6 to avoid damage to targets.

**9.6.5.5.** Only long-range center fire handguns with scopes may be shot on Range 6. Handguns must be shot from a rest on a bench from 200 meters out. No other type of handguns are allowed on Range 6.

**9.6.5.6.** All firearms not in current use must be unloaded, magazines removed, and chamber flag inserted.

**9.6.5.7.** Shooters may only engage targets a maximum of 2 target lanes left or right of their shooting position.  
**Example: Shooter is lined up on Ram 1. Shooter may engage targets from Turkey 4 to Ram 3. They may also engage Chicken 4 to Pig 3.**

**9.6.5.8.** Shooting must be conducted in front of yellow line and at the edge of concrete facing down range. While the range is hot, all shooters must remain behind the front edge of the concrete pad facing down range.

## Calling a ceasefire for Range 6

**9.6.6.1.** All shooters must agree among themselves when to call a cease fire. A minimum of one person must remain on the firing line, but behind the yellow line, during a cease fire.

**9.6.6.2.** All firearms must be unloaded, magazines removed, and chamber flag inserted before a ceasefire can be called.

**9.6.6.3.** Once everyone is behind the yellow line and agrees the line is safe, one person will flip the live fire sign to show **“No Shooting-People Down Range-Make the Line Safe.”** Shooters may then proceed down range to set up targets.

**9.6.6.4.** Only when all shooters have returned to the area behind the yellow line and all shooters have visually and verbally confirmed that there is no one still down range and everyone is ready to resume firing, one shooter will change the sign to show (Range Hot). It is the responsibility of each shooter to be absolutely sure that in fact no one is still down range before agreeing that the range is clear. **DO NOT TAKE ANOTHER SHOOTER’S WORD THAT THE RANGE IS CLEAR.** The sign shall show (Range Hot) for live fire periods.

**9.6.6.5.** When last person leaves Range 6, he or she will change the sign to show (No Shooting-People Downrange-Make the line Safe).

## **Small Bore Silhouette Range Specific Rules and Standard Operating Procedures**

### **9.6.7. Smallbore Silhouette:**

**9.6.7.1. Only** .22 LR, .17HMR, and .22 magnum rimfire cartridges are allowed be used on smallbore silhouette targets and frames. No centerfire ammunition shall be used on the smallbore silhouette range, frames, or berms.

**9.6.7.2.** Only long-range rimfire handguns with a scope and chambered in .22LR, 22Magnum, or .17HMR may be shot at the smallbore targets or frames. No pistols or handguns of any other caliber are allowed on the smallbore range. The maximum distance for smallbore handguns is 100 meters.

**9.6.7.3.** Shooters may only engage targets a maximum of 1 target line left or right of their shooting position.  
**Example: Shooter is lined up on 60-meter line. Shooter may engage targets on the 40meter line to the left. They may also engage targets on the 77-meter line on the right. Shooters shall not shoot at all 4 lines from one shooting position, due to steep angle.**

**9.6.7.4.** Do not attach moving standard targets to smallbore target frames or berms.

**9.6.7.5.** Only smallbore targets supplied by FSC/SVSC are to be used on smallbore range.

**9.6.8.** Special events may be held at Range 6 with prior approval from FSC/SVSC Operations Manager or Assistant Operations Manager. Any modifications required to facilitate the nature of the special event must be approved by the Operations Manager or Assistant Operations Manager.

# Range 7

## 9.7 - Range 7

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 7 along with all the following.

**9.7.1** Use. At all times while using Range 7, there must be at least two persons in that specific range.

**9.7.1.1** Range 7 shall not be used for rifle shooting anytime there are people at Range 8. Whenever Range 7 is to be used for rifle shooting, Range 8 must be posted on the calendar as CLOSED.

**9.7.1.2** Range 7 may be used simultaneously with Range 8, provided the same firing line is used at both ranges.

**9.7.2** Orientation. All members using handguns at Range 7, shooting under FSC/SVSC's insurance, must have completed Action Pistol orientation. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.7.3** Targets. There shall be no intermediate targets on Range 7. All targets must be against the back berm.

# Range 8

## 9.8 Range 8

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 8 along with all of the following.

**9.8.1 Use.** There are two categories of approved Voting members who may use Cowboy Town. Approved Voting members in category 1 are authorized to use Cowboy Town's steel targets. Approved Voting members in category 2 shall not use Cowboy Town's steel targets.

**9.8.1.1 Category 1 Criteria:**

- A Voting Member who is an active member of either: The Gold Country Wild Bunch, The Outlaws, The California Rangers, or The California Shady Ladies.
- Has completed the approved Range 8 Orientation.

**9.8.1.2 Category 2 Criteria:**

- All Voting Members not qualifying for Category 1.
- Has completed the approved Range 8 Orientation.

**9.8.2 Orientation.** All members using Range 8, shooting under FSC/SVSC insurance, must have completed Action Pistol and Range 8 Orientation. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.8.3 Sheriff.** The Cowboy Town Sheriff (Safety Officer) is elected by the Presidents of the FSC/SVSC disciplines which have been approved by the board of Directors to use Cowboy Town. The Cowboy Town Sheriff is responsible for the orientation and maintenance of Cowboy Town. The Cowboy Town Sheriff serves as liaison between Cowboy Town disciplines and FSC/SVSC management and Board of Directors.

**9.8.4 Ammunition.** In addition to the provisions of Subsection 9.0.8 the following apply at Range 8.

- Only lead bullets may be used at Range 8, except that molly coated lead bullets are permitted.
- Maximum velocity for handguns shall be 1,000 FPS.
- Maximum velocity for rifles shall be 1,400 FPS.
- Shotgun ammunition shall be the type commonly used for trap and skeet. No high base or magnum shells are permitted. Shot size shall not be larger than #6.
- Black powder and substitutes are permitted.
- .22 Rimfire long rifle is permitted, including jacketed .22 bullets.

# Range 9, 10, and 11

## 9.9 Ranges 9, 10, and 11

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Ranges 9, 10, and 11 along with all the following.

**9.9.1 Use.** At all times while using Range 9, there must be at least two persons at that specific range.

**9.9.2 Orientation.** All members using Range 9, 10, or 11, shooting handguns under FSC/SVSC's insurance, must have completed the approved Action Pistol Orientation. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.9.3 Targets.**

- All targets must be placed at the berm and be of sufficient height to ensure the impact is into the berm. The use of intermediate targets must be approved by FSC/SVSC management.
- Any skipped rounds that go into and/or over Range 8 while Range 8 is in use will result in the shooter(s) and/or event being shut down until the use of Range 8 has ended. A second violation will result in the shooter(s) and/or event being shut down for the day.

# Range 12

## 9.10 Range 12

All applicable rules specified in Section 9.0 of this Procedure #9, apply at Range 12 along with all of the following.

**9.10.1 Use.** In all instances, the Main Range Office must be notified before using Range 12; whether for shooting or working on the range.

Range 12 can only be opened for use by those persons approved by the Match Directors of the disciplines that oversee Range 12 competitions, and by Instructors and Clients who have completed Range 12 orientation. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

A non-approved person may only use the 1000 yard range when an approved person has control of the range and the approved person is present during firing sessions. Such members must have completed Range 12 orientation and must follow the commands of those match directors or persons responsible for the operation of the range.

Law Enforcement and Private Training Companies must present a Standard Operating Procedure, Safety Brief, Course of Fire plan.

**9.10.2 Orientation.** All members using Range 12, shooting under FSC/SVSC insurance, must have completed orientation. See the Range Orientation Requirements and Schedule available in Appendix 11 of these procedures.

**9.10.3 Storage Units.** Approved members of the various disciplines may obtain the keys to their disciplines' storage units on the 1000 yard range from their Match Directors, or from the Main Range Office personnel.

**9.10.4 Additional Safety Rules.** A shooters safety meeting is required before commencing any live fire at Range 12. Safety issues to be covered are listed in the SVSC 1000-yard Range Rules, in addition to any specific standard operating procedures for the discipline / organization that may be operating the range.

Bylaw Reference: Section 5.1

Date Board Approved this Procedure: 09/26/18

# Procedure #10, Storage Units

## 10.0. Application and Scope.

This section shall apply to all storage units owned by other than the Folsom Shooting Club Inc. (FSC) and located at the Sacramento Valley Shooting Center (SVSC).

**10.0.1.** For the purposes of this section, a storage unit is any box, shed, trailer, or other closable configuration used to store materials, equipment, and other shooting paraphernalia, and that has a footprint of 5 or more square feet.

**10.0.2.** Storage units existing prior to the approval date shown below, are subject to only the requirements of Subsections 10.2.1, 10.3, 10.5, and 10.6.

## 10.1. Ownership of Storage Units.

**10.1.1.** FSC affiliated clubs, independent clubs, and approved vendors,(hereinafter clubs) may own and maintain storage units when approved by the FSC Board of Directors. Individuals may not own or maintain storage units.

**10.1.2.** Storage units may be sold or gifted to other clubs with the approval of the FSC Board of Directors. An application pursuant to Subsection 10.2 is required.

## 10.2. Application for Installation, Relocation, or Ownership Transfer.

Clubs shall apply for approval to install a storage unit at the SVSC. The application may be presented orally at a regular meeting of the FSC Board of Directors or submitted to the FSC General Manager in writing. The application shall provide the following regarding the proposed storage unit.

1. Ownership
2. Size, color, and construction material
3. Proposed location
4. Use and purpose

**10.2.1.** The application requirement applies to existing storage units when relocation or an ownership transfer is proposed.

**10.2.2.** The FSC Board of Director will evaluate the application and issue a written decision within 45 calendar days of receiving the application.

## 10.3. Liability.

**10.3.1.** The FSC is not responsible for any damage or loss to a storage unit or its contents.

**10.3.2.** The owner of a storage unit is responsible for compliance with this section and for any damage to the SVSC resulting from the storage unit or storage.

## 10.4 Maintenance and Appearance.

**10.4.1.** Storage units shall be maintained in a safe and orderly manner so as not to create any hazard, unsafe or unsightly condition.

**10.4.2.** Storage units shall be of a color that blends with the surroundings and approved by the FSC Board of Directors.

**10.4.3.** Club names and logos shall be no larger than 5 square feet in area.

### **10.5. Required Relocation and Removal.**

**10.5.1.** No storage unit shall be relocated within the SVSC without the approval of the FSC Board of Directors. An application required by Subsection 10.2 is required to gain approval to relocate a storage unit.

**10.5.2.** A storage unit may be removed from the SVSC without approval required by Subsection 10.2, provided the SVSC General Manager is given notice of the plan to remove a storage unit at least 10 calendar days prior to the planned removal.

**10.5.3.** A storage unit shall be relocated to facilitate range expansion, alteration, or maintenance and repair of roads, parking areas, and utilities, when so directed by the FSC Board of Directors. Except for emergencies, such order to move a storage unit shall provide at least 30 calendar days to complete the move.

**10.5.4.** Any storage unit in violation of this Section may be ordered to be removed from the SVSC. Such order shall be in writing from the FSC Board of Directors and shall cite the violation(s). The recipient of the order may be allowed to correct the violation within 30 calendar days and stay the removal order.

### **10.6. Prohibited Storage.**

Firearms, ammunition, gun powder, and primers shall not be stored in a storage unit.

### **10.7. Sharing.**

A storage unit usage may be shared by multiple affiliated clubs. Clubs may allow individual FSC members to store permitted storage within the club's storage unit. The club owning the storage unit is responsible for compliance with this section.

Bylaw Reference: Section 5.1.2.1

Date Board Approved this Procedure: 1/25/2023

# Appendix 11 - Range Orientation Requirements and Schedule

## Requirements

### **Range 1 - Shotgun**

All members wishing to use Range 1 during weekdays must complete Range 1 Orientation. Orientation is provided by FSC/SVSC assigned staff.

### **Range 2 - Action Pistol**

All shooters must complete Action Pistol Orientation. Orientation may be provided by:

1. Assigned FSC/SVSC staff.
2. SDPS Safety Officers
3. NCPS Range Officers
4. Other qualified persons as approved by FSC/SVSC management.

### **Range 3 - Public 300-yard Range**

All shooters must complete Range 3 Orientation, and qualify, before using Range 3. The orientation requirement is new and applicable to all shooters, regardless of whether they have been approved to use Range 3 prior to October 24, 2017. To qualify, shoot a three (3) to five (5) shot group, on a clean target at 100 yards on Range 4. A qualifying target must show a shot group measuring no more than three (3) inches, center to center. Take the qualifying target to the Main Range Office. Staff will evaluate the target and provide Range 3 orientation. All shooters must sign an orientation sheet acknowledging and agreeing to follow the Range 3 rules.

### **Range 4 - Public 50-yard and 100-yard ranges**

No orientation requirements.

### **Ranges 5, 7, 9, 10, and 11**

All persons proposing to use a handgun on these ranges must complete Action Pistol orientation. Orientation may be provided by:

1. Assigned FSC/SVSC staff.
2. SDPS Safety Officers
3. NCPS Range Officers
4. Other qualified persons as approved by FSC/SVSC management.

### **Range 6 - Steel Silhouette**

All shooters must complete the Steel Silhouette orientation. Orientation may be provided by:

1. Assigned FSC/SVSC staff.
2. Other qualified persons as approved by FSC/SVSC management.

### **Range 8 - Diamond Dick's Cowboy Town**

All shooters must complete Range 8 Orientation and Action Pistol Orientation. Orientation may be provided by:

1. Assigned FSC/SVSC staff.
2. Diamond Dick's Cowboy Town Sheriff.
3. A SASS RO2 Instructor.

### **Range 12 - 1000-yard range**

All members and guest must complete Range 12 Orientation. Orientation is provided by the Match Directors and by approved instructors and clients.

## Orientation Schedule

<b>Ranges</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>1</b>	First Saturday of each month	7:30 am	Range 1, Shotgun Office
<b>2</b>	First Saturday of each month.	9:00 am	Range 2
<b>3</b>	Any day the range is open.	8:00 am to 4:00 pm	Main Range Office
<b>5,7,9,10 &amp; 11</b>	First Saturday of each month for shooters using handguns.	9:00 am	Range 2
<b>6</b>	First Saturday of each month.	10:15am	Range 6
<b>8</b>	Contact the Range 8 Sheriff or FSC/SVSC Management.	By appointment only.	Main Range Office, or according to the appointment.
<b>12</b>	Contact the Range 12 Match Directors or FSC/SVSC Management.	By appointment only.	Range 12

## Appendix 2 - Fee Schedule

<b>Subject</b>	<b>Public Non-Member Fee</b>	<b>Non-Voting Members Fee</b>	<b>Voting Members Fee</b>	<b>Applicable Note *</b>
Shotgun Range 1	\$10.00 per 25 Targets	\$8.00 per 25 Targets	\$7.00 per 25 Targets	
Public Ranges 3 & 4	\$25.00	\$9.00	\$7.00	1
Ranges 2, 5, 7, 9 ~12	\$25.00	\$16.00	\$9.00	1
Range 6	\$30.00	\$21.00	\$14.00	1, 2
Range 8	\$28.00	\$19.00	\$12.00	3
FSC Approved Club Matches at any Range, except Range 6	\$9.00	\$9.00	\$9.00	
Membership Application	N/A	N/A	\$100.00	
Annual Membership Dues	N/A	\$150.00 \$100 for Seniors 60+	\$175.00 \$125 for Seniors 60+	4, 5
Retail Merchandise Price	Retail Shelf Price	10% discount	15% discount	

### \* Notes to Fee Schedule

1. The fee for active military personnel and Non-Members under the age of 18 is 50% of the posted fee.
2. The fee includes \$5.00 for steel replacement and the maintenance of Range 6.
3. The fee includes \$3.00 for steel replacement at Diamond Dick's Cowboy Town.
4. Voting Members may earn a Membership Fee Reduction by completing a Range Improvement Project according to FSC Procedure #2. Advanced approval by the Operations Manager is required. A Range Improvement Project requires 10 hours of work per year, except that projects by Voting Members who are age 60 or more require 5 hours of work per year.
5. The fee for Non-Voting Member applicants who have never been an FSC member, is prorated based on the number of months remaining in the membership year, but not less than 50% of the annual dues.

### General Notes

1. Additional range fees are not required when changing ranges except when moving to a range with a higher fee, or at the Shotgun Range where fees apply on a per round of clay targets.
2. The range no longer sells ammunition.
3. The range does not rent guns.
4. The range will not accept new shooters to Ranges 2 thru 12 after 3:30pm and 3:00pm for Range 1.

## Appendix 3 – Schedule of Operation Hours

Range	Hours	Conditions
1	8:00 a.m. to 4:00 p.m. Saturday and Sunday	<ul style="list-style-type: none"> <li>• Last shooter accepted at 3:00 p.m.</li> <li>• Members must complete Range 1 Orientation prior to use during weekdays.</li> </ul>
2	8:00 a.m. to 4:30 p.m. Daily	<ul style="list-style-type: none"> <li>• Last shooter accepted at 3:30 p.m.</li> <li>• All persons must complete Range 2 Orientation prior to use.</li> </ul>
3 & 4	8:00 a.m. to 4:30 p.m. Daily	<ul style="list-style-type: none"> <li>• Last shooter accepted at 3:30 p.m.</li> <li>• All persons must qualify before using the 300-yard range.</li> </ul>
5 - 12	8:00 a.m. to 4:30 p.m. Daily	<ul style="list-style-type: none"> <li>• Last shooter accepted at 3:30 p.m.</li> <li>• All persons must complete orientation for the specific range before use.</li> </ul>