

PORT COQUITLAM AND DISTRICT  
HUNTING AND FISHING CLUB

# POLICY MANUAL

## 2009



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**CLUB POLICIES**

**2009**

Revised: January 2009

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## General Information

### **1) Reporting**

- a) All shooters must sign in at Range 7 except if attending a specific Committee event.
- b) Membership cards must be displayed at all times.

### **2) Day Cards**

- a) Single day, and 3 day, day cards are available for purchase from the office on Range 7.
- b) Organized Committee events sponsored by the club, and having an entrance fee, will not charge for Day Card passes.
- c) Non-members at practice and committee events will be required to pay a user fee, or purchase a day card pass.
- d) Members of the armed forces, who present proper identification, shall be given a free Day Card.
- e) Day Cards must be displayed at all times.

### **3) Range Officer-** is defined as an official in charge of shooters on club property. He/ she has authority on matters relating to safety and range usage. This authority extends to spectators as well as shooters.

- a) No shooting is permitted without the supervision of a Range Officer, or designate.
- b) Range User Course (RUC) qualified members are self directed and supervise themselves.

### **4) Chief Range Officer-** is defined as an official in charge of all shooters and other Range Officers on club property.

- a) He / she has absolute authority on matters of safety (shooters and spectators), and is responsible for range safety and safe gun handling. He/she insures that club policies are followed.

### **5) Range Master-** supervises all Club Ranges and property for target sports and training oriented programs, and provides acceptable standards of service for the secure and safe operation of the club. The Range Master is in charge of Chief Range Officers, and Range Officers and reports to and takes direction from the Executive Committee, through the Range Operator.

## General Information Cont.

### **6) Alcohol**

- a) No alcohol permitted at any time, except at licensed events.
- b) Alcohol may only be consumed in the clubhouses
- c) No off sales are permitted.
- d) Consumption of alcohol is not permitted at meetings.

**7) Berms-** no placing targets on side berms or shooting at the side berms. Exceptions may be allowed by application to the Range Operator.

### **8) Backstop**

- a) All shots must impact the backstop and not the side berms.
- b) There is to be no shooting over the backstop.
- c) Approved targets are to be placed no more than 1 meter from the backstop on Ranges 1-6.
  - i) Exceptions may be made for committee shoots and those under a Director's supervision.

**9) Holsters-** no pistols in holsters may be worn by any person at any time while on club premises except as noted below.

- a) Peace Officers in uniform.
- b) During special events, pistols in holsters are permitted in designated areas which include the IPSC and PPC facilities, the parking area, the clubhouse, and the Trap and Skeet clubhouse. This does not include Range 7.
- c) Pistols in holsters are to be allowed for IPSC Practice, Qualifying, and Club matches in areas designated by the Chief Range Officer, or Committee Director.
- d) Holster qualified members may wear pistols in holsters for practice on Ranges 1-6 as designated by the Chief Range Officer.
  - i) Holster qualification includes IPSC, PPC, and law enforcement.

**10) Trap House-** committees and other groups using the Trap House must leave it neat and clean or Trap House privileges will be revoked.

## General Information cont.

- 11) **Club Equipment-** members or renters who use club owned equipment must put it away in good order when they are finished with it. Any damage must be reported to the Range Officer, Chief Range Officer, Range Master, or the Range Operator.
- 12) **Hearing and Eye Protection-** all shooters and spectators **MUST** wear hearing and eye protection when shooting is in progress.
- 13) **Conditions-** anyone caught breaking rules, being neglectful, or abusing equipment will have range privileges revoked. All shooters and spectators are instructed to report any abuses, vandalism, or persons breaking rules to the Range Staff.
- 14) **Fire Doors-** fire doors must be closed when archery shooting is in progress in the clubhouse.
- 15) **Theft-** the club is not responsible for lost or stolen articles.
- 16) **Parking**
  - a) No parking in the clubhouse areas except for “drop off” purposes, and committee events.
  - b) Parking within the confines of the Trap House area is limited to a maximum of 5 vehicles. Special allowances may be made at the discretion of scheduled committees, and/or the Range Operator.
- 17) **Access to Facilities**
  - a) Directors or their designate may have use of club facilities when it does not conflict with any scheduled event.
  - b) Directors or designates must check in with the Caretaker before using the facilities.
  - c) It will be the responsibility of the Caretaker or the Range Staff to report any abuses of these facilities to the Executive Committee for its immediate action.
- 18) **Accidents**
  - a) All accidents on club property must be immediately reported to the Range Staff.

- b) A follow up report, in writing, must be given by the Range Master to the Range Operator and the Executive Committee.
- 19) Caretakers-** Caretaker's duties to be governed as set down in the contract/ agreement between the Club and the Caretakers.
- 20) Sales and Services**
- a) The sale of any merchandise, services, or goods is prohibited on Club property, without the prior permission of the Executive Committee.
  - b) Vendors supporting or working at club events are exempt during that event.
- 21) Policies-** a current copy of club policies will be available at Range 7, the Clubhouse, the Trap and Skeet Clubhouse, and at the Club Office.
- 22) Club Sponsorship-** all Club activities are to be conducted under the "Port Coquitlam and District Hunting and Fishing Club" name.
- 23) Club Hours**
- a) Public range hours are 10:00AM - 5:00PM during daylight savings time, and 9:30AM - 4:30PM during standard time. This will be posted in the newsletter and on the website.
  - b) The ranges are normally closed on Tuesdays and Wednesdays. Exceptions will be posted in the newsletter and on the website.
  - c) Members shall have access to the Ranges one (1) hour before the public range opening time.
- 24) Dogs-** all dogs on club property must be on a leash and the owners of the dogs must clean up after them.
- 25) Game Banquet-** tickets are to be available for purchase; preference will be given to Club members and those donating fish, fowl, and game.

## MEMBERSHIP

- 1) **Application Forms** – will be updated as required.
  
- 2) **Membership Fees and Types**
  - a) Annual dues are as per the bylaws. (6/08)
  - b) The Executive Committee (EC) may set membership dues for the disabled and those members living outside the Fraser Valley. (4/96) (2/01) (6/08)
  - c) Senior memberships shall begin at age sixty-five (65). Members under 65 years of age who are currently Senior Members may continue to pay the senior rate, for as long as their membership is concurrent and they are in good standing. (11/2007) (6/08)
  - d) Executive Committee members to receive a free membership based on the previous year board service with a minimum of 50% attendance record to Executive meetings. (1/2008) (6/08)
  - e) Life Membership
    - i) Must have been a member for at least five years.
    - ii) May be nominated more than once.
    - iii) Nominations and reasons for nominations are to be asked for annually and must be given in writing to the Secretary.
    - iv) Nominations will be received up to the November Executive Committee meeting of each year and voted on at the Annual General Meeting without discussion. (1/79) (6/08)
  - f) New Memberships
    - i) As of December 15<sup>th</sup> of the current year, new memberships will be accepted for the following year and shall be valid from the time of purchase. New members will be issued an interim membership card upon their first visit to the range.
    - ii) New Members must attend and pass the New Members Course within 30 days of the date indicated on their interim card, or as arranged by the membership staff person.
    - iii) New members are advised that any person shooting on club property must be able to understand English range commands or provide their own translator who must be at the bench with him/her at all times.
    - iv) Members wishing to take the Range User's Course (RUC) must have their interim cards signed by Range Staff 5 times before they can apply to take it.

## **Membership Cont.**

- g) Junior Memberships-are available for youth under 18 years of age according to the conditions outlined in the club by-laws.
- h) Honorary-the club may give an Honorary Membership to any individual who donates goods or services to the club in the amount of a membership or greater. (9/97)
- i) Family Memberships shall include a husband, wife, and all the children of the family under the age of eighteen (18) years. Individual cards shall be issued to each.
  - i) The upgrading of Regular Memberships to Family Memberships in the same year will not be allowed.
- j) Corporate Membership-will be offered to a Police Agency, or other qualified agency such as Armored Car services (Industrial Police), and may be used by any “qualified member” of that agency to access the PCDHFC ranges during regular operating hours. Corporate Membership users will have the same rights and privileges as other PCDHFC members while using PCDHFC ranges, but will not have voting privileges at AGM’s or other PCDHFC events or meetings. Corporate Membership users must comply with current “RUC requirements” in order to use Ranges 3-6.

### **3) Membership List**

- a) The Membership list shall be made available to authorized persons for official Club business ONLY with the approval of the Executive Committee. (4/96)

### **4) Voting at Annual General Meeting**

New members cannot vote at the Annual General Meeting as the membership year is from February first to January thirty-first. (11/87)

### **5) Honour Roll**

- a) Nominations for the Honour Roll must be submitted to the Executive Committee by the November Executive Committee Meeting. (6/88)

### **6) B.C.W.F. Dues**

Whenever the BCWF Convention passes a dues increase, this increase may be reflected in the following year's dues. (6/88) (6/08)

## **Membership Cont.**

### **7) Public Relations**

- a) No Club member or employee shall be allowed to speak on behalf of the Club as spokesperson to the media, the public, the government, or the like, without approval from the Executive Committee. (4/96) (6/08)
- b) The club can be represented by the President, a Vice President, the Secretary, the Treasurer, or a designate of the President. (6/08)

## MEETINGS

### **1) Meetings**

- a) Annual General Meetings are held in the month of January as per the by-laws.
- b) As of February 2008, all future Annual General Meetings are to be held off site.
- c) Special General Meetings may be convened as per the Societies Act.
- d) Executive Committee Meetings are generally held monthly on the 2<sup>nd</sup> Tuesday.

### **2) Minutes**

- a) Minutes of all meetings are available through the Secretary, or at the next Annual General Meeting, and are posted on Range 7. (6/08)

### **3) B.C.W.F. Resolutions**

- a) Resolutions may be submitted by any Club member, to the Executive Committee Director in charge of hunting. (2/79) (6/08)

### **4) Attendance**

- a) A Director who has missed three (3) consecutive meetings of the Directors may be relieved of his/her duties, on the resolution of the Directors.
  - i) The Director in question will receive a letter from the board of Directors requiring them to attend an Executive Committee meeting for a review of their attendance within sixty (60) days.
  - ii) After this review the board may relieve the Director of his/her duties.
- b) When voting to fill a vacated Director's office, 75% of the Director's present must vote in the affirmative. (7/87) (6/08)

### **5) Smoking** - is only allowed as per city by-laws, and Provincial laws. (6/08)

## **Employees**

- 1. Full Time Employee-** A person who is paid for working at the club for 24 hours or more per week or 96 hours or more per month.
- 2. Part Time Employee-** A person who is paid for working at the club for more than 16 hours per month and less than 96 hours per month.
- 3. Casual Employee-** A person who is paid for working at the club for 16 hours or less per month.
- 4. Part Time and Casual employees** who are temporarily required to work full time due to extenuating circumstances (such as the illness of another employee) may ask the Executive Committee for an exemption from being classified as full time/part time.

## Elections

1. **Elections** are governed by the club's policies, by-laws, and the British Columbia Society Act.
2. **Notice** of elections shall be given in the club newsletter, and on the website.
3. **Nominations**
  - a. May come from the Executive Committee.
  - b. May come from the floor of the Annual General Meeting.
  - c. All persons nominated for the Executive Committee must be present to accept the nomination.
    - i. Exceptions will be granted to condition c. if a person cannot attend the Annual General Meeting, and the elections officer receives from them prior to the meeting, a signed letter of acceptance of the nomination or an acceptable electronic letter of acceptance.
4. **Elections Officer**
  - a. The Elections Officer shall be appointed by the Executive Committee.
  - b. The chair will turn control of the meeting over to the Elections Officer for the duration of the election procedure.
5. **Election Procedures**
  - a. Each PCDHFC member's membership card becomes their voting card after their membership is verified. Verification is done when they register at the Annual General Meeting.
  - b. Voting may be done by either a show of membership card or by secret ballot.
  - c. All persons must be seated, except the Elections Officer and the scrutineers, from the time the nominations are declared open until all voting has taken place and all ballots have been picked up by the scrutineers. The Elections Officer will declare the opening and closing of balloting. No further ballots will be accepted after he/she has declared balloting closed.
  - d. The Elections Officer will announce the method by which each vote will be taken after nominations are declared closed, i.e. by show of voting card or secret ballot.
  - e. The Elections Officer may choose to use either the name or number system for votes taken by secret ballot.

## Elections cont.

- f. There will be no proxy votes
- g. Members under the age of 18 will not be allowed to vote.
- h. Each person must place their own ballot in the container provided under the supervision of a scrutineer.

### **6. Caretakers**

- a. Reside in the caretaker's on site residence.
- b. Are not eligible to run for any elected position.

### **7. Employees**

- a. Full time employees may not run for any elected position.
- b. Part time and casual employees may run for elected positions.
  - i. Part time and casual employees sitting on the Executive Committee may not vote on any issues related to staff.

- 8. Board members** elected at or after the January 2009 AGM who change their employee status from part time or casual to full time will be required to resign from their elected position.

## Range Bookings and Closures

1. **Range Closures-** Thirty days notice must be given to the membership for any planned range closures. Notice will be given in the newsletter, on the website, and posted on Range 7.
  
2. **Range Bookings-**
  - a. All range bookings must be made through the club office.
  - b. A section may only book a maximum of one (1) weekend booking, (defined as Saturday and Sunday), per month, to a maximum of six (6) weekend bookings per year. Archery Ranges are exempt from this restriction.
  - c. A section may not book more than a total of fifteen (15) weekend days in a year. (A booked weekend day shall be defined as more than five and one half (5.5) hours in that day.). Archery Ranges are exempt from this restriction.
  - d. A section is not permitted to book ranges in combination with RUC members.
  - e. If a section books a range(s) and it does not use it (them) then that section's next booking will be cancelled.
  - f. Any or all of the aforementioned booking policies may be overridden by a 51% vote of all the Members of the Board for any exceptions. These votes may be taken by phone, meeting, or e-mail.
  - g. Monthly LESA matches booked on Range 3 will also include booking of Ranges 2 & 4.
  - h. All instructors must make course range bookings at least 30 days in advance. Bookings shall be for Range 2.

## CEASE FIRE PROCEDURES

### **BOLD TEXT ARE ACTIVITIES**

### RED TEXT ARE VERBAL INSTRUCTIONS

1. **Ring the bell.**
2. **Announce** over the PA system:
  - a. “ATTENTION ON THE RANGE, ONE MINUTE TO CEASE FIRE”
3. After one minute passes:
  - a. **Ring the bell**
  - b. **Announce** “CEASE FIRE, CEASE FIRE
    - i. UNLOAD ALL FIREARMS
    - ii. PLEASE INSURE WHERE POSSIBLE THAT YOUR
      1. SAFETY IS PUT ON
      2. ALL MAGAZINES OR CLIPS ARE REMOVED
      3. ACTIONS ARE OPENED AND KEPT OPEN FOR INSPECTION
    - iii. PLACE RIFLES & SHOTGUNS MUZZLE UP IN THE RACKS PROVIDED AT THE YELLOW CEASE FIRE BENCHES OR SECURED MUZZLES POINTED DOWNRANGE ON THE GREEN SHOOTING BENCH THEN STEP BEHIND THE YELLOW CEASE FIRE BENCH
    - iv. THERE WILL BE NO HANDLING OF ANY FIREARMS ONCE THEY ARE SECURED”
  - c. Once everyone is behind the Yellow Cease Fire Line, the **Range Officer(s)** will **inspect all firearms** to insure they were made safe correctly.
  - d. The RO will then **put on the GREEN lights and display the GREEN flag.**
  - e. **Ring the bell.**
  - f. **Announce** “ATTENTION, THE RANGE IS NO LONGER ACTIVE
    - i. YOU MAY GO FORWARD OF THE FIRING LINE.
    - ii. IF YOU ARE FINISHED FOR THE DAY, PLEASE REMOVE ALL TARGETS
    - iii. WHEN YOU ARE FINISHED WITH YOUR TARGETS, PLEASE RETURN TO BEHIND THE YELLOW BENCHES.”
4. When the RO has determined that everyone has returned from the down range area, he will **display the RED flag and lights.**
5. **Ring the bell.**
6. **Announce:** “ATTENTION ON THE RANGE. THE RANGE IS NOW ACTIVE YOU MAY COMMENCE SHOOTING
  - i. EYE AND HEARING PROTECTION IS REQUIRED.
  - ii. PLEASE INSURE THAT YOUR MUZZLE IS UP TO THE RED FIRING LINE.
  - iii. IF YOU ARE FINISHED SHOOTING FOR THE DAY, PLEASE SWEEP UP THE BRASS AROUND YOUR POSITION.
  - iv. THANK YOU FOR YOUR ASSISTANCE AND COOPERATION”

## Range 7 Rules

### **1. Licenses and Permits**

- a. All carriers of firearms must have the necessary licenses and or permits before using the range.
- b. Documentation may be verified by the Range Staff.

### **2. Approved Range Supervision**

- a. Range 7 must be supervised by one or more of the following individuals.
  - i. A Range Master, a Chief Range Officer, a Range Officer, a Committee Chairperson, or a certified Range Officer appointed by the Executive Committee, or a Committee Chairperson.
- b. Identification of Approved Range Supervisors.
  - i. All Range Staff must wear club approved identification while supervising club activities on Range 7.
- c. Range Staff Safety
  - i. All shooters are required to obey the instructions of the Range Staff.
  - ii. Shooters not complying with the direction of the Range Officer will be required to leave the range.
  - iii. In the event of a dispute the Range Operator is the final authority.
  - iv. All paid Range Staff must wear the safety impact vests, provided to them by the club, during working hours.
- d. All persons shooting on club property must be able to understand English range commands or provide their own translator who must supervise them and be at the bench with them at all times.
- e. Shooters without a valid Firearms License must be directly supervised by a person with a valid Firearms License at all times. Direct supervision is defined as “ within arms length”.

3. **Shotguns-** shotguns using multiple projectiles are not allowed on Range 7.

4. **Number of Rounds-** firearms may not be loaded with more than the legal maximum magazine capacity.

5. **Grievances-** with regard to range procedures must be given in writing to the Executive Committee.

### **Range 7 Rules cont.**

6. **Holsters-** No handgun holsters may be worn by any person at any time on Range 7. The only exception will be for Peace Officers in uniform.
7. **Red Firing Line-** the muzzles of all firearms must be up to the red firing line before the firearm is discharged.
8. **Uncased Firearms-** are to be carried action open, and muzzles up.
9. **Casing and Uncasing-** all firearms must be placed on the green bench, muzzle pointed down range, while being cased or uncased.
- 10. Targets**
  - a. No human silhouette targets may be used on Range 7, except B27 targets with the head portion completely removed.
  - b. Steel reactive targets, approved by the Board of Directors, and placed at a minimum of 20 meters from the firing line, are permitted.
- 11. Prohibited Ammunition**
  - a. No tracer or incendiary ammunition may be used on club property.
  - b. No explosives, smoke bombs, or tear gas may be used on club property.
  - c. For exceptions contact the Range Operator.
12. **Curfew-** No discharge of firearms on outdoor ranges before 8:00 AM or after 9:00 PM.
13. **Notices-** all notices on the bulletin board must be dated and must be removed after 60 days. This is to be monitored and enforced by the Chief Range Officers.
14. **Loaded Firearms-** no firearms shall be in the loaded condition other than at the designated firing time and in the firing position. No loaded firearm is to be left unattended at any time.

## **Rentals**

### **1. Club House Rentals**

- a. Rentals must stop at, or before 1:00 A.M. and cleanup will be from 1:00 A.M.-2:00 A.M. everyone is to be off the Club premises by 2:00 A.M. If any of the above conditions are not met the Club, at its sole discretion, may keep any or all of the damage or cleanup deposit.
  - b. Groups or individuals interested in renting the clubhouse should contact the caretakers.
  - c. If the clubhouse is rented for a wedding on Saturday the club will not have a Friday night rental.
  - d. New customers must pay the damage deposit when they book the hall. The balance of the rental fee is due before the rental.
2. **Range Rentals**- are available to qualified individuals or groups and may be arranged by contacting the Range Operator or the Club Office.

## **Trophies, Awards, Donations, and Events**

### **1. Wildlife Trophies**

- a. Any member wishing to compete for any of the Club trophies must have been a member in good standing for at least 3 months.
  - b. Members submitting entries for Club trophies must provide proof of date when the wildlife was harvested.
2. **Displaying Trophies**- Club members may display their Trophy Heads in the Clubhouse with the consent of the Executive Committee.
3. **Al Grist Environment Award**- Awarded to companies or individuals, voluntarily conducting business beneficial to conservation and a cleaner environment.
4. **Bertram Award**- the 200 yard iron sight trophies donated by John Bertram are to be given to the person who has the most shields when the trophy is filled with shields.

## **Trophies, Awards, Donations, and Events cont.**

5. **Al Grist\B.C. Hydro Environment Bursary**- A scholarship of \$500 may be given annually to aid a Senior High School student of School District #43. This student is selected by a Club committee dealing with such matters.
6. **Cancer Society**
7. **Chamber of Commerce**
8. **Children's Hospital**
9. **Coquitlam Search and Rescue**
10. **SHARE Food Bank**
11. **Como Lake Derby** - the Children's Como Lake Derby is to be an annual affair for children aged 16 years and younger.

## **Environment and River**

1. **Brood Stock** on the Coquitlam River- the Club is opposed to any person fishing the Coquitlam River above the water boundaries, except for the purpose of brood stock collection for salmonid enhancement or catch and release. Any member caught doing so will be expelled from the Club.
2. **Keeping Watersheds Closed**- that this Club is on record as opposing the opening to the general public of the watershed areas of the Greater Vancouver Water Board.
3. **Grazing Leases**- that this Club is on record as opposing any land leases which exclude the public from Crown Land. Our Club policy is that we regard access to Crown Land as a right.

## COMMITTEES AND FINANCIAL PROCEDURES

### **1) Responsibility**

- a) Before bills are paid the Director of the Committee concerned must approve the expense.
- b) The Director must turn in all receipts or registration lists and revenue to the Club office or Treasurer, with the proper accounting codes, for reconciliation.
- c) Full names of all payees must be on the expense receipts.

### **2) Inventory & Assets**

- a) Committee Heads will receive a copy of the inventory when they take over. This inventory should be verified, and an accurate accounting should be kept. (5/78) (1/91) (6/08)
- b) Any supplies purchased must have receipts and these receipts must be submitted to the club office or to the Treasurer. (5/78) (1/91) (6/08)

### **3) Accounting**

- a) Monthly- All Committee Directors must supply monthly financial submissions to the Treasurer.
- b) Annually- Committees are to submit the full year's financial documents before the January Executive Committee meeting, including records of inventory if any. The responsibility is on the Committee Director to verify their account with the Treasurer. (6/08)

### **4) Directors**

- a) Directors in charge of committees must be responsible for policing their area, cleanup, and attending Executive Committee Meetings. (4/96)(6/08)
- b) The condition of any ranges that are deemed to be out of order must be reported to the Range Operator, and at the next Executive Committee Meeting. (6\08)
- c) The names of all the Directors will be published in the newsletter and on the website. (6/08)
- d) Directors may choose to use their first names and last initial, and or phone/e-mail contact information to protect their privacy.

- 5) Signing Authority-** Cheques written to signing officers may not be signed by the same officer that the cheque is written to.