



**PORT COQUITLAM AND DISTRICT
HUNTING AND FISHING CLUB**

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CLUB POLICIES

2024

Revised: May 2024

Contents

SAFETY FIRST.....	2
GENERAL INFORMATION.....	3
MEMBERSHIP.....	9
MEETINGS	11
EMPLOYEES	12
ELECTIONS.....	13
COMMITTEES AND FINANCIAL PROCEDURES	14
RANGE BOOKINGS AND CLOSURES.....	15
CEASE FIRE & ACTIVE RANGE PROCEDURES	17
PUBLIC RANGE RULES.....	18
ARCHERY RULES.....	20
RENTALS.....	21
POLICY FOR FUNDING PROJECTS AND SPECIAL EVENTS.....	22
SCHOLARSHIPS/BURSARY & AWARDS	23
Appendix 1 The Al Grist, BC Hydro Environment Award.....	24
Appendix 2 The Port Coquitlam and District Hunting & Fishing Club Scholarship award.....	25
Appendix 3 Port Coquitlam and District Hunting and Fishing Club Conflict of Interest Policy for the Board of Directors.....	26

SAFETY FIRST

In matters of safety, the immediate decisions of range safety staff will take precedence. In case of discrepancy between the policies or course curriculum or instruction, the orders of range safety staff must be obeyed first and any issues with policy be brought forward to the Range Master or to the Board for later discussion.

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

Day Cards represent a single-day, non-voting membership and must be displayed/retained. They represent a temporary insurance coverage while in effect. (1/2019)

- 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 Cards. (In practice, a Day Card may be presented as a matter of course, and the holder is expected to display/retain the Day Card for the duration of their event.) (1/2019)
- c) Non-members at practice and committee events will be required to pay a user fee of which a Day Card is included, or purchase a Day Card pass. (1/2019)
- d) Law enforcement officers who are using only issued firearms, as per job requirements, be given a discounted day card rate as approved by the board (5/2018). It is understood that this discount does not give access to the lower Ranges. (01/2013)
- e) Day cards must be displayed when practical and must be shown upon the request of a Range Officer, Director, or Designate. (07/2014)

3) 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.* (07/2011)

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

- a) They have absolute authority on matters of safety (shooters and spectators), and are responsible for range safety and safe gun handling. They ensures that club policies are followed.

5) Range Officer- is defined as an official in charge of shooters on club property. They have 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.

6) The curriculum and manuals for all Club Courses must be approved by the Executive Committee. All changes or updates to these documents must also be approved by the Executive Committee. (04/2013)

- a) Any abuse of RUC, CHC rules, PCDHFC Bylaws, Range Rules, or standard firearms safety procedures may result in range use privileges being suspended for three months or revoked entirely. It may also result in further action being taken by the PCDHFC Executive Committee. At the minimum, the RUC and or the CHC must be retaken. (07/2014)

7) Alcohol

- a) No alcohol permitted at any time, except at licensed events.
- b) Alcohol may only be consumed in the clubhouses and the areas immediately adjacent to them. (07/2012)
- c) Groups who have acquired a special occasion license may not begin consuming alcohol until they are done shooting for the day. (07/2012)
- d) No off sales are permitted.
- e) Consumption of alcohol is not permitted at meetings.

8) Under the influence (12/2018)

- a) Is the term used to describe a person affected by alcohol or drugs
- b) Under the influence: persons will not be allowed use of the firing or archery ranges, and they *may* be asked to leave the premises.
- c) Under the influence behaviour or unsafe acts involving people under the influence *may* result in Range Master and/or Board review of membership

9) Berms- No placing targets on side berms or shooting at the side berms. (04/2012)

10) 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.

- 11) Holsters-** no firearms 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 or Committee events, pistols in holsters are permitted in those areas which have been designated for that Committee's event. (11/2013)
 - c) Holster qualified members may wear pistols in holsters for practice on Non Public Ranges only. (05/2012)(11/2013)

- 12) Trap and Skeet**
 - a) Committees and other groups using the Trap House must leave it neat and clean or Trap House privileges will be revoked.
 - b) Only the Trap Committee Director or his or her designate may use the trap and skeet machines.

- 13) 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, or Range Master. (04/2012)

- 14) Eye & Hearing Protection-** all shooters and spectators **MUST** wear eye and hearing protection when shooting is in progress.

- 15) 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.

- 16) Fire Doors-** fire doors must be closed when archery shooting is in progress in the clubhouse.

- 17) Theft-** the club is not responsible for lost or stolen articles.

18) 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. (04/2012)

19) Designates and Board Recognized Volunteers.

- a) **Committee Designates** are Club Members who are appointed by the Executive Committee, or the President, and have the same responsibilities and privileges as Directors, with the exception of voice and vote. (03/2014)
 - i) Each shooting discipline may have no more than 4 designates. (04/2013) (01/2014)
- b) **Board Recognized Committee Volunteers** are Club Member volunteers who have been recognized and appointed by the Executive Committee, or the President. They have the authority to run specific Committee events, but have no other special privileges. (11/2012) (03/2014)
- c) After each AGM all shooting disciplines must supply a current **list of all Designates and Board Recognized Committee Volunteers** to the Executive Committee for re-approval. The Secretary shall keep this on record. Any changes to this list during the year must be approved by the EC and recorded by the Secretary. (04/2013)

20) Access to Facilities by directors and designates

- a) When it doesn't conflict with any scheduled events:
 - i) Directors will have range privileges during or after regular Club hours if they attend more than 50% of the regular EC meetings in the prior year or 50% of the meetings in the current year (six meetings). Exemptions may be granted by the President for Directors who are providing extraordinary service to the Club (e.g. Treasurer). The list of Directors with this privilege will be made by the Secretary and given to the Range Master and Caretaker and be updated as necessary. (01/ 2016)
 - ii) Designates will have range privileges during or after regular Club hours if they have volunteered for more than 24 hours in a six month period. These hours will be reported to and recorded by the Committee Chair. The list of Designates with this privilege will be given to the Range Master, Secretary, and Caretaker and be updated as necessary. (01/2016)
 - iii) Committee Chairs will have range privileges during or after regular Club hours granted at the discretion of the President and the list of these

- persons will be given to the Range Master, Secretary, and Caretaker and be updated as necessary. (01/2016)
- iv) Range Staff after having completed their mandatory probationary period may be granted range privileges for Range 3-10 after regular Club hours, to a maximum of 1.5 hours after close. (This privilege does not extend to guests.) This may be granted **at the approval of Range Master**, and the Caretaker will be updated/engaged as necessary. (05/2024)
 - b) For non-profit events either during or after club hours, Directors or their designates must book the use of Club facilities through the office. They must arrange prior permission for the event with the Executive Committee or the President. (07/2011)
 - c) Outside of regular Club hours, Directors or their designates must have the prior approval of the Caretaker before using the facilities and must check-in upon arrival. (05/2012)
 - d) 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.
- 21) Accidents and Incidents (07/2011)(04/2012)(02/2013)**
- a) As per Worksafe BC requirements, all **accidents or injuries** of any type involving employees must be recorded in the first aid log. Any significant injuries, or injuries requiring medical attention, must be recorded in the log and then be documented in a written report. This report must be given by the Range Master to the Executive Committee as soon as possible. This notification may be in the form of an e-mail.
All significant **accidents or injuries** involving club members, or guests must be reported to the range staff. A follow up report must be written by the Range Master and notice of the injury given to the Executive Committee as soon as possible. This notice may be in the form of an e-mail.
 - b) All **incidents** involving employees, members, or guests must be reported to the range staff. A follow up report must be written by the Range Master and notice of the incident given to the Executive Committee as soon as possible. This notice may be in the form of an e-mail.
 - i) An incident is defined as any event or occurrence that interrupts normal Range procedures. Specifically any event or occurrence deemed by the Range Staff to be serious enough to warrant documentation. (04/2013)
- 22) Caretakers-** Caretaker's duties to be governed as set down in the contract/ agreement between the Club and the Caretakers.

23) 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) Committees who have their events sponsored, must submit a list, at the beginning of each year, of any sponsors who wish to sell goods at the Committee's events. The list must be approved by the Executive Committee. Any new sponsors, who wish to sell goods, that a Committee wishes to add during the year must also be approved by the Executive Committee. (09/2013)

24) Policies- the club office will ensure that a current copy of the club's policy manual will be available on Range 7, in the Clubhouse, in the Trap and Skeet Clubhouse, and at the Club Office. (07/2011)

25) Club Sponsorship- all Club activities are to be conducted under the "Port Coquitlam and District Hunting and Fishing Club" name. Allowances may be made to shorten to "PCDHFC" when accompanied by the Club Logo.

26) Club Hours

- a) Range hours are 8:30am – 4:30pm (with last shot at 4pm) (2/2024)
 - i) Curfew is defined within Public Range Rules
- b) The ranges are normally closed on Tuesdays. Exceptions will be posted via electronic/social media and on the website (12/2018)

27) Dogs- all dogs on club property must be on a leash and the owners of the dogs must clean up after them.

28) Junior Family members - may shoot on the lower ranges when they are supervised by a RUC qualified family member. The RUC qualified member must not be shooting at the same time as the Junior member. (07/2011)

29) Underage - Persons under the age of 19 may not supervise unlicensed firearms shooters. (04/2012)(01/2013)

30) Waivers

- a) All non members coming onto Club property must sign a liability waiver, except for those attending social functions. (04/2012)
- b) Persons under the age of 19 years must have an indemnification agreement signed by a parent or guardian. (04/2012)(01/2013)(06/2018)

MEMBERSHIP

1) **Application Forms** – will be updated as required.

2) **Membership Fees and Types**

- a) Annual dues are as per the club bylaws. (6/08)
 - i) Membership fees are non-refundable (04/2018)
- b) The Executive Committee (EC) may set membership dues for the disabled. (4/96) (2/01) (6/08) (12/2018)
- c) Seniors aged 65 and older shall receive a discount on their membership dues.
- 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 Memberships- see bylaws for requirements. (07/2012)
- f) New Memberships
 - i) As of December 15th of the current year, new memberships will be accepted for the following year, and shall be valid from the time of purchase for insurance purposes, and any range uses that the new member is qualified for. 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. If the NMC has not been taken within 30 days of purchasing a new Membership, they will be required to purchase day cards until the NMC is passed. (03/2015)
 - 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 always at the bench with them.
 - iv) New 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.
- g) Returning Members- members who have let their membership lapse for 3 years or more must retake the NMC when they rejoin the club. The Range Master may grant exceptions. (07/2014)
- h) Junior Memberships-are available for youth under nineteen 19 years of age according to the conditions outlined in the club by-laws.(01/2013)
- i) Honorary Memberships- 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. (09/97)

- i) Procedurally: these individuals/families must complete all applicable application documents for membership. Their membership record *may* indicate that they did not pay for their membership and the nature of their membership, but otherwise their memberships are handled the same.(01/2019)
- ii) Hatchery Volunteers: A scrutineer (e.g. Hatchery Coordinator /Manager) shall take on the duty of ensuring that the hatchery volunteers names are brought forward to the Club Board for review/approval and the names will be forwarded to the office for cross-reference against their application documents. Their completed documentation is required prior to work commencement. (01/2019)
- j) Family Memberships shall include a two legally espoused partners {e.g. wed or common law-partners}, and all the children of the family under the age of nineteen (19) years. Individual cards shall be issued to each.(01/2013)
(02/2014)
 - i) The upgrading of Regular Memberships to Family Memberships in the same year will be allowed. (07/2018)
 - ii) Downgrading from Family Memberships to a Regular Membership (during the same year) is not allowed.

3) Membership List

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) 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, Vice President(s), the Secretary, the Treasurer, or a designate of the President. (6/08)

MEETINGS

1) Meetings

- a) Annual General Meetings are typically held in the month of January as per the by-laws.
- b) Special General Meetings may be convened as per the BC Society Act.
- c) Executive Committee Meetings are generally held monthly on the 2nd Tuesday of the new month.

2) Minutes

- a) Minutes of the current year's meetings are available, for members only, to review at the Club Office. Minutes from past years meetings may be reviewed, by club members, by arrangement with the Club Secretary.
(6/08) (07/2011)
- b) Documents may be reviewed only, not copied or removed from the office.
(11/2012)

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

4) Board of Directors E-mail voting-

- a) Requirements of items to be voted on by e-mail:
 - i) Items that are to be decided by e-mail voting must be issues that do not require debate and have justifiable urgency.
 - ii) Any issue that a board member feels may require an e-mail vote must be presented in the form of an e-mail motion to the Board of Trustees. The Board of Trustees will decide by a majority vote if the issue should be voted on in this manner. {A Trustee or table officer will need to second the motion before it may be sent to the board}
 - iii) If debate ensues then any member of the Board of Trustees can suspend the e-mail vote until the next meeting or recommend to the President that an extraordinary meeting be called to resolve the issue.

b) E-mail voting procedure:

- i) Once the Board of Trustees has determined that an issue can be voted on by e-mail the initiator {or designate} they will send the motion to the Board of Directors.
- ii) Board members must send their vote to the entire Board of Directors. (As per section 25.1 of the Society Act.)
- iii) The initiator {or designate} will compile the votes and must wait 48 hours to ensure all members have had time to reply except as noted below. (05/2024)
- iv) If before 48 hours have passed 50% +1 of all board members vote the same way (ie. all for or against the motion) then the President (or First or Second Vice President) will declare the motion decided as further voting could not alter the result.
- v) After 48 hours has passed the voting will cease. If 75% or more of the entire board have responded to the motion then a simple majority of those responses will determine the outcome of the motion. If less than 75% of the entire board has replied then the motion cannot be decided.
- vi) The President will then send out the result of the vote with the names of each voting member and whether they have voted for or against the motion, abstained, or not voted at all.
- vii) At the next meeting of the Executive Committee the president will restate any motions and results of any e-mail votes that have transpired since the last meeting. These results will be recorded in the minutes. The Secretary will record the wording of the motion, who made the motion, how many voted for the motion, against the motion, or abstained, and if the motion passed or failed. Individual board members names and votes will not be recorded in the minutes unless they request that the Secretary do so. (05/2011)

EMPLOYEES

1) Human Resources Committee - All hiring will be done by the Human Resources Committee. They will draw on whatever resources that they deem necessary. The Range Master may, in an emergency, hire temporary employees. (11/2012)

2) Bullying & Harassment Policy – There is a Workplace Bullying & Harassment Policy in effect and available to club employees. This policy applies to actions, words, and communications made in the workplace as made to and by employees of PCDHFC. (12/2018)

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 via electronic/social media, and on the website. (12/2018)
- 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 (or email) 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 they have 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.
 - f) There will be no proxy votes
 - g) Members under the age of nineteen 19 will not be allowed to vote. (02/2013)

h) Each person must place their own ballot in the container provided under the supervision of a scrutineer.

6) Confidentiality- All elected Board Members are bound by an implied confidentiality agreement; election (and acceptance) to the Board position binds the successful board-member to this. (12/2018)

7) Conflict of Interest- all Board members are required to conduct themselves in accordance with the Conflict of Interest Policy found in Appendix 3 of this manual. (04/2013)

COMMITTEES AND FINANCIAL PROCEDURES

1) Responsibility {Financial}

- 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 year end December 31st, including records of inventory if any. The responsibility is on the Committee Director to verify their account with the Treasurer. (6/08)(02/2013)
- c) At least 14 days prior to the AGM the Treasurer shall present the books of the society to the club's accounting firm for inspection, a review, and the preparation of the year end statements. (02/2013)

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

5) 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 Caretaker, the Club Office, and or the Executive Committee as appropriate. (6\08) (04/2012)
- c) The names of all the directors will be published via electronic/social media and on the website. (6/08) (12/2018)
- d) Directors may choose to use their first names and last initial, and or phone/e-mail contact information to protect their privacy.

6) Committee Target Selection- Committee Directors must ensure that their Committee uses targets that are consistent with their sport, and should attempt to generate a positive image of the Club within the community.
A guideline is available to assist directors in their target selection. (11/2013)

RANGE BOOKINGS AND CLOSURES

1) Range Closures- Range Closures - Thirty days notice must be given to the membership for any planned range closures. Notices will be given electronically or posted on Range 7 or the Office. . (2/2019)

2) Range Bookings during regular club operating hours-

- 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 ½) hours in that day.). Archery Ranges are exempt from this restriction.
- d) If a section books a range(s) and it does not use it (them) then that section's next booking will be cancelled.

- i) If the section cancels their booking, with reasonable notice, then this rule will not apply. The section's next booking will not be cancelled. (07/2012)
- e) 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.
- f) Committees must book all ranges and clubhouses, if any, that they require for their events. (07/2011) (09/2012)
 - i) The Trap and Skeet Committee's booking of Ranges 8&9 requires the closure of Ranges 1-6 per range approval documentation.
- g) All instructors must make course range bookings at least 30 days in advance. Bookings shall be for Range 2, if it is suitable.
- h) The club will rent ranges for 50% of the current rate to Directors who have appropriate documentation. (03/2010)
- i) If Range 7 is booked for a Committee event, when the club is normally open, then available lower ranges will be staffed for member's and day carder's use. (07/2011)
- j) Range rental bookings on weekend days must be approved by the Executive Committee (or if time doesn't permit, through special approval via president, VPs and Trustees) (4/2024)

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CEASE FIRE & ACTIVE RANGE 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**
 4. **PLEASE WAIT BEHIND THE YELLOW BENCHES**
 - 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 open the chains (denoting the firing line is no-longer-active)**
 - e. **Announce “ATTENTION, THE RANGE IS NO LONGER ACTIVE**
 - i. **YOU MAY GO FORWARD OF THE FIRING LINE.**
 - ii. **IF YOU ARE POSTING TARGETS, PLEASE USE THE PATH ON THE LEFT HAND SIDE, DO NOT WALK OVER THE BERMS.**
 - iii. **IF YOU ARE FINISHED FOR THE DAY, PLEASE REMOVE ALL TARGETS**
 - iv. **WHEN YOU ARE FINISHED WITH YOUR TARGETS,**
 - v. **PLEASE RETURN TO BEHIND THE YELLOW BENCHES.”**
 - vi. **THERE WILL BE NO HANDLING OF ANY FIREARMS DURING THE CEASE FIRE**
4. When the RO has determined that everyone has returned from the down range area, he will **display the RED lights.**
5. **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.**

PUBLIC RANGE RULES

These rules apply to Range(s) staffed and open to the General Membership and the Public{guests of members}. During these times they shall be called “The Public Ranges”(2/2024)

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) Eye & Hearing protection: See *General Information 14*

3) Approved Range Supervision

- a) Public Ranges must be supervised by one or more of the following individuals.(09/2013)
 - i) Range Master,
 - ii) Chief Range Officer,
 - iii) Range Officer,
 - iv) Committee Chairperson, or
 - v) Certified Range Officer appointed by the Executive Committee.
- b) Identification of Approved Range Supervisors.
 - i) All range staff must wear Club approved identification while supervising Club activities on Public Ranges. (09/2013)
- c) Range Staff Safety
 - i) All shooters are required to obey the instructions of the Range Officers.
 - ii) Shooters not complying with the direction of the Range Officers will be required to leave the range.
 - iii) All paid Range Staff must wear the soft body armor, provided to them by the Club, during working hours. (04/2012)(09/2014)
- 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 always at the bench with them. {See also *Membership*}
- 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”.

4) Shotguns- shotguns using multiple projectiles are not allowed on Public Ranges. (e.g. Range 7) (09/2013)

- a) The exception being “Patterning” activities as supervised by an Approved Range Supervision member on a specified Range (e.g. Range 10)

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

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

7) Holsters- No firearms in holsters may be worn by any person at any time on Public Ranges. The only exception will be for Peace Officers in uniform.(09/2013) (12/2018)

- a) There is no shooting from holsters allowed on Public Ranges.
(05/2013)(09/2013)

8) Red Firing Line- the muzzles of all firearms must be up to the red firing line before the firearm is discharged. Exceptions may be granted by the Range Officer on duty.
(07/2011)

9) Uncased Firearms- are to be carried action open, and muzzles up.

10) Casing and Uncasing- all firearms must be placed on the shooting bench, or other area designated by the Range Officer, muzzle pointed down range, while being cased or uncased. (09/2013)

11) Bench Maximums- No more than a maximum of two (2) people at any one shooting bench and they may have a maximum of three (3) firearms on the bench at one time. Only one (1) of these may be a long gun. (01/2012)

12) Targets

- a) Any target that resembles or depicts a human being, real or fictional, may not be used on a Public Range. (09/2013)
- b) Steel reactive targets that spin on a horizontal axis and are placed at a minimum of 25 meters from the firing line, are permitted for rim-fire ammunition only.
(05/2012)

13) 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.
Exceptions are granted for law enforcement agencies or as approved by the

Executive Committee. (04/2012)

- 14) **Curfew**- No discharge of firearms on outdoor ranges before 8:00 AM or after 9:00 PM.
 - i) {Operationally staffed club hours remain in effect 8-4:30, but outside of club-hours Directors, designates, committees, or events *may conduct their activities*, but must remain within Curfew}
- 15) **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.
- 16) **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.
- 17) **Prone Shooting**- is permitted from positions A&B on Range 7 only. Targets must be placed as low as possible to avoid overshooting the berm or backstop. {Special arrangement with the Range Staff may be required.}(04/2024)

ARCHERY RULES

- 1) All Person using archery Practice or Trail targets MUST REPORT IN and OUT with office, range officer or Active Archery Committee head.
 - a) Trailer office during regular working hours
 - b) Range #7 during office closure (and normal Range Hours)
 - c) Archery Committee head during committee events
- 2) No person to use archery ranges while under the influence of drugs or alcohol
- 3) Non-members MUST HAVE A CLUB MEMBER PRESENT AT ALL TIMES WITH THEM when using archery Trail Range
 - a) Non-members must purchase a day card for archery range usage
- 4) No Dogs Allowed on archery ranges at any time
- 5) Crossbows over (exceeding) 350 fps are not to be used on archery ranges
- 6) “Field” tips only to be used on archery range targets
 - a) “Broad heads” may only be used at sandpit
- 7) Targets must not be taken apart or destroyed in any way to retrieve arrows or bolts

- 8) Shooters are to follow marked trail as posted on the Archery Trail Range; no backtracking
- 9) PRIOR to venturing behind a target you MUST indicate that the target is ACTIVELY being used by covering the target (e.g. Coat/Quiver/Bow)
- 10) Keep ranges clean – report any damaged targets or stands; Please don't litter (Carry-in, Carry-out)
 - a) NO SMOKING IN ARCHERY WOODED AREAS

All other pertinent Club Policies apply.(Updated May 18, 2018)

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 club office.
- 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 Club Office. (04/2012)

POLICY FOR FUNDING PROJECTS AND SPECIAL EVENTS

Projects (1/2010)

- 1) Prior to incurring any expenses the Executive Committee must:
 - a) Approve the budget for all projects and special events and
 - b) Identify the project manager(s) who shall be any person involved in the handling of money.
- 2) Any member of the Executive Committee who will receive, personally, any benefit from the approval is not permitted to vote on the approval.
- 3) There shall be careful monitoring and reporting of receipts and expenses by the project manager(s).
- 4) The Executive Committee must approve any projected budget overruns prior to incurring their expense.
- 5) The Executive Committee must approve any expenses from a budget surplus prior to incurring their expense.
- 6) Within 90 days of completion of the project or special event, the project manager(s) shall present a detailed accounting for all funds received and expended that is acceptable to a majority of the other members of the Executive Committee.
- 7) Project Manager(s) or Committee Heads, as determined by the EC, cannot vote on the presentation.
- 8) In the event that an acceptable accounting is not provided within 90 days of completion, the Executive Committee is to be bound by this policy to refuse to fund any other projects or events for the responsible group until an acceptable accounting is provided.

Voted on and passed by the membership at the AGM January 31, 2010.

Special Event

- 9) A special event is a one-time or *infrequently* occurring event/activity outside the normal activities of a committee. Additionally, any single event/activity that requires a budget of \$2,000 or more shall be deemed a special event regardless of frequency. {Infrequently is defined as any event/activity that occurs once a year or less.(01/2012)}

SCHOLARSHIPS/BURSARY & AWARDS

{Supplemented as required in Appendix}

- 1) **Al Grist Environment Award**- Awarded to companies or individuals, voluntarily conducting business beneficial to conservation and a cleaner environment.
- 2) **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.
- 3) **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.
 - a) See appendix 1 for requirements. (05/2012)
- 4) **PCDHFC Bursary**- A scholarship of \$500 may be given annually to aid a Senior High School student who is the dependent of a club member. This student is selected by a Club committee dealing with such matters.
 - a) See appendix 2 for requirements. (05/2012)

Appendix 1 The Al Grist, BC Hydro Environment Award

This award may be given annually to one (1) qualifying senior high school student from a **Secondary School in School District 43**.

The successful candidate must be graduating from grade 12 in the current year and must be continuing on to at least 60% of full time study of environmental stewardship in university. These studies may include forestry, agriculture, fisheries, environmental management, or any other similar studies.

The Port Coquitlam and District Hunting & Fishing Club and BC Hydro will offer a \$500 Scholarship named The Al Grist, BC Hydro Environment Award to a student who sends us the following documentation by the end of the first week of May in their graduating year:

- An outline of the applicant's intended path of study,
- A list the applicant's qualifications and community service,
- Recommendations from the applicant's teachers, mentors, etc.
- A 500 word essay of what they believes they can do to help the environment and what they feels needs to be done.

The candidate's submissions will be reviewed by the Bursary Committee and the successful candidate will be informed.

When the Club receives acceptable confirmation that the student has enrolled in a university for at least 60% of full time study, the Club will forward the award monies.

Please send all applications that meet the above requirements to:

The Bursary Committee
CO: Port Coquitlam and District Hunting and Fishing Club
P.O. Box 78051
Port Coquitlam, BC V3B 7H5

Appendix 2 The Port Coquitlam and District Hunting & Fishing Club Scholarship award.

This award may be given annually to one (1) qualifying senior high school student who is a club member or the dependent of a Club member.

The successful candidate must be graduating from grade 12 in the current year and must be continuing on to at least a 60% of full time post secondary studies.

The Port Coquitlam and District Hunting & Fishing Club will offer a \$500 Scholarship named The Port Coquitlam and District Hunting & Fishing Club Scholarship Award to a student who sends us the following documentation by the end of the first week in May in their graduating year:

- An outline of the applicant's intended path of study,
- A list of the applicant's qualifications and community service,
- Recommendations from the applicant's teachers, mentors, etc.
- A 500 word essay describing a personal hunting, fishing, camping, outdoor adventure, or environmental stewardship experience.

The candidate's submissions will be reviewed by the Bursary Committee and the successful candidate will be informed.

When the Club receives acceptable confirmation that the student has enrolled in for at least 60% of full time post secondary program, the Club will forward the award monies.

Please send all applications that meet the above requirements to:

The Bursary Committee
CO: Port Coquitlam and District Hunting and Fishing Club
P.O. Box 78051
Port Coquitlam, BC V3B 7H5

(Amended March 2017 from "Full time" to "at least 60% of full time")

Appendix 3 Port Coquitlam and District Hunting and Fishing Club Conflict of Interest Policy for the Board of Directors

Policy Statement:

The Society seeks to recognize and eliminate conflicts of interest wherever practicable, and to prevent any duality of interest from interfering with or appearing to interfere with the Society's best interests.

- *Director* in relation to a society, means an individual who has been designated, elected or appointed, as the case may be, in accordance with the BC Societies Act, as a member of the board of directors of the society, regardless of the title by which the individual is called
- A *conflict of interest* is defined as any situation in which a Director is in a position to exploit their official capacity in some way for personal benefit.
- A *duality of interest* is defined as an interest in any other organization or person that in turn impairs or could appear to impair the Director's ability to act in the Society's best interest or represent the Society fairly, impartially, and without bias.

Application Guidelines:

- Directors must conduct themselves in a manner that will avoid a conflict of interest or the appearance of a conflict of interest, by clearly removing themselves from any discussion or decision-making when a conflict or duality of interest exists.
- Any possible conflict or duality of interest must be disclosed to the entire Board, as soon as the conflict or duality becomes known.
- The disclosure must include:
 - A statement that a conflict or duality of interest exists, or may exist;
 - The general nature and extent of the conflict or potential conflict or duality of interest;
 - The nature and extent of the benefit that may be received, either directly or indirectly, or that might be perceived by others to accrue to another person or organization.
- Every declaration of a known or potential duality or conflict of interest shall be recorded in the minutes of the Board meeting at which the declaration is made or reported.
- After declaring a known or potential conflict or duality of interest, a conflicted Director who may have specific knowledge, or facts, regarding

the subject at hand, which may help the Board make an informed decision, may brief the Board before recusing themselves from the voting process and or leaving the room at the request of the chair. The minutes of the meeting shall record the Director's departure and return to the meeting after the issue that gave rise to the conflict has been dealt with.

- When a Director has declared a conflict or duality of interest that Director shall not be counted in the meeting quorum.
- If a Director is in doubt about whether a conflict or duality of interest exists, they should assume that that it does and request the advice of the Board chair or a person the Board designates for clarification.
- Unless otherwise directed, a Director who has an ongoing conflict or duality of interest must take immediate steps to resolve it.