

GLEN COVE RANGE COMMISSION

House Rules of the Commission

(September, 2015)

Preamble:

Because of the sensitive atmosphere surrounding the shooting fraternity, it is incumbent upon members to conduct themselves in a manner, which will enhance their image in the community. The regulations connected with the operation of the range are strict and the slightest infraction could result in the revocation of its use. The responsibility of proper conduct, therefore, rests with each member new and old. It is expected that all members conduct themselves in a manner consistent with legal requirements, safety and good sportsmanship.

1. Purpose.

The City of Glen Cove has created the Glen Cove Range Commission for the purpose of operating and maintaining the Glen Cove pistol range for use by participating shooting clubs. It is a privilege to have this facility available and all participating clubs and their members are expected to comply with these "house" rules created by the Commission as well as the Range Safety Rules so that the range may be safely enjoyed for years to come. These rules may be amended from time-to-time by a majority vote of the Range Commission.

2. Commission.

The Range Commission consists of one primary and one secondary representative from each participating shooting club who is nominated by their club and approved by the other members of the Range Commission. The Commission shall have a Commissioner, Assistant Commissioner, Secretary and Treasurer as voted on by a majority of members of the Range Commission.

Voting will be done by the Primary member unless the Primary is not in attendance. The Secondary member may vote in his/her absence. The Commissioner will vote to break all tie votes.

3. Meetings.

Regular Range Commission meetings will be held the third Monday of each month at 7:30 p.m. at Glen Cove City Hall. The Range Commission reserves the right to change or cancel meetings as needed. There will be no meetings during the months of July and August unless called specifically by the Commissioner.

4. Attendance.

A designated representative from each participating shooting club shall attend a minimum of Six Range Commission meetings in any calendar year or such participating shooting club will be required to replace such representative with another who will attend the meetings as required. Clubs whom are not abiding by these rules may be subject to penalties up to and including removal of range privileges.

5. Range Officers.

Range Officers are individual members of each of the participating shooting clubs who have been given 24-hour access cards permitting them entry to the range by the Range Commission. Prior to being granted such access, all Range Officers must complete a certified range officer safety course approved by the Glen Cove Range Commission, and be recommended by their club, in writing, on club stationery and signed by three club Range Officers.

6. Communication and minutes.

Minutes of all Range Commission meetings will be electronically mailed to the representative designated by each participating shooting club, and all members, as soon as possible after each meeting.

It is the responsibility of the shooting clubs to provide a list of email addresses for all club members to allow the range commission to contact the full membership roll in case of range closings or other activities.

7. Annual budget.

- A. The annual budget for the upkeep and maintenance of the Glen Cove pistol range and the Range Commission shall be derived from the fees paid by participating shooting clubs. Such fees shall be payable annually to the City of Glen Cove and managed by the City Parks and Recreation Department.
- B. All requisitions for funds made by the Range Commission shall be made to the City Parks and Recreation Director.
- C. Any funds not utilized during the calendar year shall continue to be maintained by the City of Glen Cove for the exclusive use of the Range Commission and the maintenance and repair of the Glen Cove pistol range.
- D. Any other money derived from Range Commission events or fund raisers may be maintained in a separate account by the Range Commission Treasurer, but shall be used solely for the operation, maintenance and repair of the Glen Cove pistol range.

8. Billing and collection.

- A. The Range Commission Treasurer will prepare annual bills and present them to participating shooting clubs at the annual November Range Commission meeting. Bills will be mailed directly to such participating shooting clubs whose representative was not present at the annual November meeting.
- B. Range fees are due and payable to the City of Glen Cove by January 1 of each calendar year. Therefore, payment of range fees by all participating shooting clubs must be received at or before the annual December Range Commission meeting.
- C. All checks for range fees shall be payable to the "City of Glen Cove", and presented to the Range Commission, or mailed to the Treasurer, who in turn will present the checks to the Parks and Recreation Department of the City of Glen Cove.
- D. The Range Commission shall be responsible for following up on any and all delinquent range fee payments. Clubs who do not pay in a timely manner may be subject to penalties up to and/or including removal of range privileges.
- E. The Range Commission shall be responsible for maintaining receipts, records and an account of all annual expenditures of the Range Commission and such records shall

be made available for review by any participating shooting club, the Parks and Recreation Department or the Glen Cove City Council.

- F. Guest fees for the range are set at \$10 per guest and shall be placed in the Range Officer box. A maximum of 3 guests per Range Officer is allowed.

9. Use of range; charges.

- A. Range availability, fees and charges for use of the range by participating shooting clubs, any police organization other than the Glen Cove Police Department, or any new shooting clubs will be subject to the approval of the Range Commission.
- B. The Glen Cove pistol range will be used only by participating shooting clubs who have met the Glen Cove Range Commission's requirements and by active, insured members of the Glen Cove Police Department.
- C. **No smoking is permitted anywhere in the range!**

10. Required information and documents.

- A. Any participating shooting club or other organization using the range will supply the Range Commission and the City of Glen Cove with the following:
 - 1. Current roster of such shooting club's officers and addresses;
 - 2. A valid certificate of insurance naming the City of Glen Cove and the Glen Cove Range Commission as additionally insured with minimum liability limits of \$1,000,000 per occurrence; and
 - 3. A copy of such shooting club's National Rifle Association affiliate certificate.
 - 4. Each club is required to have the Glen Cove Range Commission as an insured party listed in their policies.
- B. In addition to the foregoing, every individual shooter using the Glen Cove pistol range must sign a "Waiver, Release and Indemnification" form before shooting on the range. Such waiver shall only need to be signed once by each shooter. The original signed waivers will be forwarded to and maintained by the Parks and Recreation Department.

11. Access/Keys.

Access cards to the Glen Cove pistol range are restricted to Range Commission members and Range Commission certified Range Officers. The Range Commission reserves the right to control Range Officer access cards (by way of limitations, restrictions, training or otherwise) for all participating clubs by way of majority vote at any Range Commission meeting.

12. Time slot change.

Any participating shooting club requesting a time slot change shall submit such request to the Range Commission in writing, on club stationery and signed by a club officer. Change in any time slots shall be at the discretion of and subject to the approval of the Range Commission.

13. Lockers.

Any participating shooting club requesting to have a locker at the Glen Cove pistol range shall submit such request to the Range Commission in writing, on club stationery and signed by a club officer. Lockers shall be subject to availability and at the discretion of and

subject to the approval of the Range Commission. All lockers shall be conspicuously identified with such shooting club's name.

14. Range parking lot.

The Glen Cove pistol range parking lot shall be available only for vehicles of members and guests actually utilizing the range or present for range activities or maintenance. No person shall store vehicles, equipment, building materials or refuse of any kind on or about the Glen Cove pistol range parking lot.

15. Maintenance at range restricted.

No work, other than maintenance, shall be performed at the Glen Cove pistol range without prior notice and consent of the Range Commission prior to embarking thereon.

The range belongs to all its members and proper maintenance of the range is very important! Members should perform regular maintenance such as replacing light bulbs fixing anything that is broken or that needs replacement as well as cleaning tasks.

Remember, it is incumbent for all members to help properly maintain the range to ensure a safe and clean shooting environment.

Scheduled cleanup assigned to each club (see the schedule) should be done at least once per week and not only at the end of the month.

16. Safety.

Range safety and respect for the range is a paramount concern for the preservation of our shooting privileges. The Range Safety Rules must be strictly followed at all times and we are instituting a "zero tolerance" policy for those who abuse their shooting privileges.

Therefore, any Range Officer or member of a participating club who is found:

- A. to have violated any of the Range Safety Rules;
- B. to have violated any law pertaining to the use, operation, possession or handling of firearms;
- C. to have maliciously damaged range property; or
- D. to have acted in a such a reckless, dangerous or negligent manner at the range so as to jeopardize the safety of others present or the continued use of the City's range facility;
- E. No personal hand reloads are allowed at the range unless a signed waiver is on file with the range commission.

shall immediately have their access card revoked and their privileges to shoot at the range suspended. At the next meeting the violation will be discussed and penalties will be accessed.

17. Current Commission

The Range Commission consists of one primary and one secondary representative from each participating shooting club, the current list of representatives can be obtained from the secretary.