



Kananaskis Gun & Archery Club, PO Box 8237, Canmore, T1W 2T9, Alberta, Canada
(NW ¼ 7-24-9-W5M & SW ¼ 18-24-9W5M, George Biggy Senior Road)



Kananaskis Gun & Archery Club Consolidated Range Safety - and Operation Rules

Rules



Mission Statement

The Kananaskis Gun & Archery Club actively supports - All Shooting- & Archery Sports by providing firearms owners and archers alike a Club Range to engage, participate and execute legal & safe shooting activities.

SAFE SHOOTING SPORTS THRU EDUCATION

Table of Content:

page:

I.	<u>Property Use Policy - General</u>	
	1. Members responsibilities	3
	2. Lease Hours of Live-Fire-Operation	3
	3. Signing-In & Signing-Out	3
	4. Lease Range Safety Orientation for New Members	3
	5. Lease Access Gate Keys – RSO privilege only	3
	6. Accidents & Incidents	4
	7. Camp Fires	4
	8. Annual Club Fun Shoot	4
	9. Agency bookings	4
II.	<u>Range Safety Operation Rules</u>	
	1. General	4
	2. Firearms Ranges: General Range Rules	5
	3. Multipurpose Range: Specific Rules	6
	4. Handgun Range: Specific Rules	6
	5. Trap Range: Specific Rules	7
	6. Archery Range: Specific Rules	7
	7. Approved Range Targets	7
	8. Housekeeping	7
III.	<u>Memberships, Revocation, Fees, Meetings & Miscellaneous</u>	
	1. Membership Categories	7
	2. Nominations of Life Time Member	8
	3. Sponsoring of New Members	8
	4. Termination & Revocation of Memberships	8
	5. KGAC Fees & Dues	9
	6. Meetings	9
	7. Voting	10
	8. Range Safety & Operation Rules continuous improvement cycle	10
	9. Recording of Audio/Motion-/and still pictures on the Lease	10
	10. Temporary Variance Process	10
IV.	<u>Appendices</u>	
	Appendix A: RSO duties; Job Description CRSO, RSO & Discipline Range Chair; and RSO Ethics Guide.	
	Appendix B: Range Templates Table of Equivalencies; and Shooting Clubs & Shooting Regulations (SOR/98-212).	
	Appendix C: Agency Group Membership Policy.	

I. Property Use Policy - General

1. Members responsibilities

- a) Members and visitors must not be prohibited by Law from possessing firearms, ammunition or archery equipment;
- b) Members are responsible for acceptable and safe conduct for themselves and their visitors at all time while on the Lease;
- c) No consumption of alcohol while the Ranges are active;
- d) No impairment allowed while on the Lease;
- e) Zero tolerance for marijuana on the Lease including medicinal use – whether Lease is active or not;
- f) Range & Safety Rules: non-complying users will be dealt with by revocation or termination of privileges – including - membership are possible;
- g) The KGAC has General Range Safety Rules as well as rules specific to the individual ranges and other sections of the Lease– everyone must adhere to these rules;
- h) Range Safety Officers, Executives or Members can request anyone who persists in engaging in unsafe shooting practices, violation of Range Safety Rules or policies, inappropriate behavior, or use of unsafe equipment, to leave the property immediately;
- i) Members must report and document wildlife sighting at the sign-in location;
- j) Only legal firearms, equipment and ammunition to be used on the Lease;
- k) Everyone uses the facility “At Own Risk”;
- l) Members are not to loan or duplicate their membership cards;
- m) Members must report stolen/lost membership cards;
- n) Lease access:
 - The Lease-Gate must remain open and unlocked while the Lease is occupied during posted Lease-Operating-Hours;
 - Members must have their Club Membership ID card displayed entering the Lease;
 - Members may purchase a Day-Pass for visitors - before firing commences - at rates defined;
 - Visitors must visibly wear “Visitor-Card”;
 - Host-mbr of visitor must supervise visitor(s)
 - Host-mbr of visitor must ensure that Visitor envelope is signed properly
 - Host-mbr must ensure Range-Safety-Brief occurs before live-firing starts – if Host mbr is not RSO qualified, Host-mbr must ensure a qualified RSO conducts the Range Safety-Brief;
- o) Members must maintain their membership dues on time to be in good standing;
- p) Speed limit on the Lease is maximum 5 KM/ph.; and
- q) Members donating materials/equipment to the Club must get permission from the Executive before bringing or taking materials/equipment onto/off the Lease.

2. Lease Hours of Live-Fire-Operation

April thru September	Mon-Sun	0800L-2000L
October & March	Mon-Sun	0800L-1800L
November thru February	Mon-Sun	0900L-1530L

- a) **01 April thru 31 September** Duty-RSO Saturday and Sunday only **0900L-1500L (6hrs)**
- b) 01 October thru 31 March No Duty-RSO (for non-RSO-members = call an RSO on RSO-list)

3. Signing-In & Signing-Out

- a) Everyone on the Lease property for any reason, without exception, must Sign-In/Out at the designated sign-in/out location; and

- b) During all special events mbrs must sign-in/out at the Sign-In Kiosk and non mbr participants register at the event headquarters;

4. Lease-Range Safety Orientation for New Members

- a) New member's will receive the mandatory Lease Range Safety Orientation from the Chief-RSO or his/her delegate;
- b) New member's will only receive their Membership card after active participation in the Lease Range Safety Orientation; and
- c) The Lease Range Safety Orientation walk thru will be held the Sunday following the inauguration of new members.

5. Lease Access Gate Keys - RSO privilege only

- a) KGAC-qualified-RSOs (only) will be issued a Lease Gate Key at a rate specified;
- b) RSO qualifications or certification from another organization are not qualifying grounds for a Lease key or RSO status;
- c) From the year 2022 onward: New KGAC-RSO-Candidates must be Holster qualified in order to participate in the RSO course, and from the year 2025 all KGAC RSO's must be Holster qualified;
- d) It is the responsibility of the assigned DRSO to find an alternate (replacement) to cover for the posted and agreed-upon date (day);
- e) Replacement keys are available to RSOs at a rate specified;
- f) RSOs not maintaining their RSO status or their membership – must return their Lease key;
- g) Lease gate keys are available at specially announced/scheduled meetings; - exception of the AGM; and
- h) Lease gate keys are the CRSO overall responsibility.

6. Accidents & Incidents

- a) 911 is the accepted and expected procedure to activate the Emergency Services;
- b) A guide is to be dispatched to the George Biggy Sr. Road to meet the Emergency Services;
- c) In emergencies, support and active engagement is expected from all mbrs as their capabilities allow;
- d) Accidents and incidents must be reported to the RSO present who in return must inform CRSO and/or Executive at once; and
- e) Accidents/Incidents must be documented in the Incident Report located at the Sign-In-Kiosk and the Executive informed immediately [1-587-315-1549](tel:1-587-315-1549) or kgunclub@kgac.ca

7. Camp Fires

- a) Camp fires are permitted in the fire rings - except when fire bans are in effect;
- b) Keep water or fire extinguisher available when a fire is burning;
- c) Campsite fire rings are not to be moved; and
- d) No cutting of live trees and deadfall to be left alone.

8. Annual Club Fun Shoot

- a) The annual club shoot shall be conducted every 2nd Weekend of the month of July; and
- b) The Range Discipline Chairs are in charge to organize and execute a safe "fun-competition" shoot for their respective discipline.

9. Agency Bookings

- a) Agencies must have paid their:
 - Annual fees; and
 - Sign the "Agency/Group Membership Policy" agreement prior to commencing training; and

Procedure: and inspects each shooter at the line (All guns will be unloaded);

- The RSO declares – Range Clear;
- The Firing-Point-Range-Flag is now changed from Red-to-Green;
- All firearms (actions open) placed securely in designated areas – muzzle in a safe direction (up/down);
- Hand-guns must be holstered (trained personnel only);
- No handling of any kind of the firearms during a “Range Clear”;
- Range Clear Procedure also apply to the Archery Range with reference to Flag procedures;

i) Firing Point Flag System The Range Flag at the entrance of the individual range must be flown (RED) during any range use – even during Range Clear;

1. Firing Point Flag when RED:

- Range is in use (no personnel is allowed past the firing line/point);
- Red Firing Point Flag is visible mounted in holder – It is safe to engage targets;

2. Firing Point Flag when GREEN:

- Range Clear is in place – (no personnel shall handle any firearms);
- GREEN Firing Point Flag is visible mounted in holder – It is safe to proceed down range;
- Only when a Range Clear is called (and all guns are safely placed in designated area) must the Firing Point Flag be changed to Green;
- Only when the Firing Point Flag is Green are shooters allowed to proceed forward of the firing line/point; and
- Only the acting Range Safety Officer must re-activate the range from Range Clear to Live-Fire status (when it is safe to do so) and order the Firing Point Flags to be changed from GREEN to RED.

j) Targets must be placed between the Left-and-Right-of-Arc-markers of individual Ranges;

k) Ensure projectiles hit intended back-stops;

l) Only approved targets are permitted - see 7. Approved Range Targets;

m) Load/Ready/Unload is only permitted at the designated firing line/points;

n) All shots must be directed at a target and all fire must be sighted;

o) Firing is only permitted from the designated firing line/points;

p) The firing line/firing point is defined as: the front of the bench/shooting tables;

q) Under trained Supervision – dynamic firing lines – are allowed;

r) All firearms must be carried unloaded; actions open, muzzle pointing in a safe direction – long guns pointing up/down - unless holstered;

s) Muzzle must be controlled/pointed in a safe direction at all times – no sweeping of personnel;

t) Muzzle direction must not break 90 degrees from downrange – loaded or unloaded;

u) All shooters - while live fire commences – must wear mandatory hearing and eye protection; and

v) No live fire must commence in the presence of wildlife (Stop, Unload, Range Clear, let Wild Life pass).

3. Multipurpose Range: Specific Rules

The Multipurpose Range is templated up-to-and-including: **cal. 338 Lapua**;

- a) All firearms must be carried unloaded; actions open, muzzle pointing in a safe direction;
- b) If long gun is holstered – gun must be unloaded;
- c) Firearms when not in use - must be unloaded/actions open – long guns must be placed (muzzle up/down) in the racks or safely secured in cases;
- d) Or safely (muzzle control) carried by operator during a Range Clear;
- e) **30 meters** is the minimum distance for metal targets;

f) **10 meters** HG & Rimfire Rifle cal.22.

4. **Handgun-Range: Specific Rules**

The handgun range is templated up-to-and-including: **cal. 357 Magnum and/or any approved Handgun calibers in Canada;**

- a) All handguns must be carried unloaded; actions open, muzzle pointing in a safe direction;
- b) Holster trained personnel must use accepted safe procedures (IPSC/IDPA/Canadian Forces/Law Enforcement SOPs) for loading, unloading, drawing/holstering and discharging a handgun;
- c) An unloaded handgun – when holstered during a Range Clear - must meet the following conditions:
 - Revolver: Hammer down & empty cylinder (no “empty casings” in cylinder);
 - Pistol: Unloaded, hammer down, NO magazine in magazine-well (even if magazine is empty);
- d) **10 meters** is the minimum distance of engaging metal targets;
- e) Holster Regulation
 - a. Qualified holster members are recognizable by a capital “H” (Holster) printed on the membership-name tag;
 - b. Qualified holster personnel can holster a gun thru-out the Lease (IPSC/IDPA, KGAC-Dynamic-League, Law Enforcement, Armed Forces [Cbt arms qualified only]).

5. **Trap-Range: Specific Rules**

The trap range is templated up-to-and-including: **NO. 7 ½ shot or smaller;**

1. Only shotguns to be discharged at the Shotgun-/Trap-Range;
2. Shot guns shall be loaded at the firing point only;
When shooter to your left has fired his shots – shall the next shooter load and eventually ready;
3. When shooting singles - One (01) shell maximum to be loaded at any time;
4. When shooting doubles – Two (02) shells maximum to be loaded at the time;
5. Actions shall remain open at all times unless actively shooting at the firing point;
6. Muzzle to be pointed in a safe direction at all times;
7. Any loaded/readied gun must be kept pointed down range;
8. The use of hand throwers is allowed; and
9. Spectators are confined to the rearwards spectator-area.

6. **Archery Range: Specific Rules**

The archery range is templated for: **Arrows;**

- a) Crossbows/bows shall be carried un-cocked;
- b) Load/cock only when archer has reached the firing point/firing line;
- c) Field Points may only be used to shoot the bags or large blue field’s butts;
- d) Broad heads are to be used only in targets provided by the archer;
- e) No Cross-firing;
- f) Ensure arrow will land in a safe area if target is missed; and
- g) When retrieving lost arrows Green-Firing-Point-Flag must be flown.

7. **Approved Range Targets**

All targets are to be made out of: paper, cardboard, metal gongs, metal silhouettes, wood, self-sealing PVC, self-sealing rubber (Archery), metal flip-over-targets, Clay birds.

8. **Housekeeping**

Shooters must leave the range in a clean state;

- a) Pick up spent casings and ejected/unfired ammunition – brass casings go into the brass labelled buckets, steel and shotgun casings go into the garbage containers, take unfired ammunition home;
- b) Pick-up all misfires and place into “Misfire Container”,
- c) Clean up targets and debris from the targets engaged; and
- d) Pack out all personal garbage and belongings (food, coffee cups, used targets) – throw it out at home.

III. Memberships, Revocation, Fees, Meetings & Miscellaneous

1. Membership Categories

- a) Single Membership; is a membership for 1 person of 18yrs or older;
- b) Family Membership; is a membership that covers - spouse and kids under the age of 18 years living at one common-address;
 - Anyone turning 18 yrs old during the year remains a Family-member until the end of the year;
 - Family Members Coming of Age - Any person who was previously covered under a “Family-Mbrship” and is turning 18 yrs of age and wishes to become a single-/family-member, the initiation fee shall be waived;
- c) Senior Membership; is a membership for 1 person over the age of 65yrs at a discounted rate – anyone turning 65 yrs of age during the year is eligible for the Senior discount for the entire year;
- d) Veteran Membership; is a membership for 1 person who served or is serving as a member of the Canadian Forces, the Commonwealth of Nations, or its wartime allies, who served or is serving on North Atlantic Treaty Organization (NATO) missions, peacekeeping missions as members of the Canadian Forces or United Nations forces, or the Royal Canadian Mounted Police (RCMP) or other Law Enforcement Agencies including but not limited to Parks’ Wardens, Fish & Wildlife Officers, Canadian Police Forces and Firefighters/ Paramedics. Proof of service is required. In Alberta, people who are approved by The Royal Canadian Legion (RCL), Alberta/NWT Command to be issued a *veteran’s* license plate, qualify. Veteran Memberships are at a discounted rate;
- e) Veteran Fam Membership; is a membership for a family who has 1 person who served or is serving as a member of the Canadian Forces, the Commonwealth of Nations, or its wartime allies, who served or is serving on North Atlantic Treaty Organization (NATO) missions, peacekeeping missions as members of the Canadian Forces or United Nations forces, or the Royal Canadian Mounted Police (RCMP) or other Law Enforcement Agencies including but not limited to Parks’ Wardens, Fish & Wildlife Officers, Canadian Police Forces and Firefighters/ Paramedics. Proof of service is required. In Alberta, people who are approved by The Royal Canadian Legion (RCL), Alberta/NWT Command to be issued a *veteran’s* license plate, qualify. Veteran Family Memberships are at a discounted rate;
- f) Associate Membership; is a membership for 1 person of 18yrs or older with no voting nor meeting-attending-rights;
 - Asct mbr is subject to the establish visitor fees each time the Lease is used;
 - Asct mbrs only have access to the Lease on Saturdays and Sundays when Duty RSO’s are on duty;
 - Asct mbrs cannot serve as KGAC Range Safety Officers – the mbrship is valid from January thru December of a calendar year;

- Asct mbrs receive a KGAC Asct Mbrship Card which differs from the established ordinary Mbrship cards in use;
 - Asct mbrs are entitled to bring 2 (two) visitors per Lease visit.
- g) Life-Time Members; is a membership for 1 family and they pay no dues;
- h) Agency Membership; Agency memberships are granted to Law-Enforcement Agencies to use the facility for official agency approved qualification and training purposes only; and
- i) Any membership (except Life Time Members) carries a one-time-initiation-fee as defined.

2. Nomination of Life Time Members (LTM)

- a) Any KGAC member can submit a nomination - in writing - to the Executive with a brief outline as to why the member deserves to become a LTM;
- b) Nominations cannot be rejected by the Executive;
- c) Nominations shall be received before or latest at the November Club Meeting;
- d) The membership shall vote for/against LTM nominations at the AGM;
- e) The vote shall be by ballot; and
- f) A LTM list shall be kept on file.

3. Sponsoring of New Members

Any member in good standing – of no less than two (02) years – can sponsor up to six (06) new members per calendar year.

- a) New members can only be introduced at the: March, June, October & December meetings – in person - by their sponsor (both -new member & Sponsor-must be present at the intro-meeting);
- b) New members **MUST** attend the Lease-Range-Safety-Orientation the Sunday following the intro meeting – new members only receive their Club-ID after attending their initial Lease-Range-Safety-Orientation (new members missing their Lease-Range-Safety-Orientation will be deferred to the next Lease-Range-Safety-Orientation);
- c) Candidates or sponsor's not attending the inaugural meeting will have their application deferred once;
- d) The Secretary shall receive the application of potential new members – including full payment – no later than 30 calendar days prior to the introduction meeting;
- e) Potential new members shall be voted-in by the members present at the Club meeting;
- f) The vote shall be held in the open – not by ballot – but by a show-of hands;
- g) Should a potential member be rejected – a full refund is granted;
- h) Should an applicant withdraw his/her application – the initiation fee is withheld to cover the administrative costs; and
- i) The Executive has the right of sponsoring new members.

4. Termination & Revocation of Memberships

All types of memberships - Single-/Family-/Senior-/Veteran-/Life-Time-/Group-Membership - can be revoked or terminated;

- a) If a member engages in, criminal-, unsafe shooting-, gross negligence- or dishonorable conduct - a membership can simply be revoked without repayment of dues and fees by the Executive;
- b) Before a membership is revoked – with the exception of criminal conduct – any arising issue(s) of: unsafe shooting-, gross negligence- or dishonorable conduct must be addressed by the Executive in writing to the member(s) in question;
- c) When a member ignores registered mail or correspondence in general from the Executive;
- Or fails to address and correct short comings of conduct as requested by the Club;

- Or is involved in activity or conduct that can jeopardize the existence of the Club;
- in such cases a membership can be terminated immediately by the Executive;
- d) Terminations and revocations of club memberships shall be supported and voted for by the members at any Club Meeting or Special Meeting;
 - These proceedings - including the final-outcome - shall be made public to the general membership and copies of the correspondence shall be made automatically available to the members;
 - Revocation of membership has a minimum time of 1 year and up to an open-ended-maximum;
 - The member must be made aware in writing - by registered mail - of the membership termination/revocation;
 - Ex-members who have their membership revoked are not allowed on the Lease and are trespassing if they do;
- e) The Chief Firearms Officer (CFO) of Alberta may or may not be informed – depending on the severity and type of unsafe-/negligence-/dishonorable-conduct; and
- f) Terminated members may re-apply after their suspension-time-has-expired as per established application process.

5. KGAC Fees & Dues

The annual membership fees and dues covers the time-period from 01 January to the 31 December in any given year;

- a) Fees can be paid from October onwards for the following year;
- b) If existing membership fees are not renewed and paid for by 31 December – the membership ceases;
- c) It is the member's responsibility to pay on time;
- d) A member whose membership ceased – due to late-payment - can reapply under the same terms as a 1st time applicant;
- e) Dues & fees relevant to next year's membership-fees shall be dealt with no later than the September Club meeting;

6. Meetings

a) Annual General Meeting (AGM);

The AGM shall be held before the end of January of every year.

The AGM must address:

- approval of Financial Statements;
- election of Officers (Executive);
- election of Life Time Members;
- no other business will be addressed.

b) Monthly Club Meetings;

The Club Meetings shall be held from

- January thru June;
- September thru December;

The Club meetings shall be held at the same day and same week as determined by the members;

The Club meetings shall address the everyday business of the Club;

The June meeting (only) will deal with "new Range Rules" which must be approved by the membership – proposed new rules must be submitted to the Executive NLT-10-days-prior to the June meeting;

The September meeting must address the Budget for the following year which must be approved by the membership.

c) Special Meetings;

A Special Meeting shall deal with special issues, i.e. Lease Issues, Changes in Laws and Acts affecting the operation of the Club, disciplinary personnel issues, Agency issues, Floods/Fire or any other issue deemed “special” by the Executive; and Special Meetings require as much notice as possible – two weeks is a preferred time line.

7. Voting

All members present and of good standing over 18yrs of age – are eligible to vote.

8. Range Safety & Operation Rules continuous improvement cycle

The rules shall be re-evaluated no later than every five (05) years by a task-force and shall include:

1. The Range Safety Rules shall incorporate and reflect the Club’s expectations of acceptable range conduct;
2. The KGAC Range Safety and Operation Rules - and their amendments - must remain an up-to-date document *to reflect and adjust for* law, Lease and safety liabilities and;
 - New – not yet invented - shooting sport disciplines;
 - New Firing Range Safety Standards;
 - New Firearms Laws, Acts and Regulations;
 - New Environmental Regulations;
 - The practical safety aspects of *all shooting and archery sports* shall be kept in mind when further developing, modifying and adjusting/improving the Lease Range Safety Rules;
 - The Consolidated Range Safety- & Operation Rules shall always govern and reflect the support to promote the safe execution of all shooting sports’ – including not yet known shooting sports activities of the future;
3. The membership shall approve proposed changes to Range Safety and Operation Rules by vote at the annual review which shall be dealt with at the June Club Meeting at the latest;
4. Changes and amendments shall be captured in the Minutes of the Meeting at which they were approved of;
5. A copy of the Range Safety Rules must be submitted/filed – by law - with the Chief Firearms Officer of the Province of Alberta with every Range Application; and
6. It is recommended to file a copy of the Consolidated Range and Safety Operation Rules with the Alberta Government (Societies Act).

9. Recording of Audio/Motion-/and still pictures on the Lease

No recording of any kind is permitted on the Lease - without the written approval of the Executive and the expressed verbal or written consent of individual members being involved. This includes but is not limited to:

- Motion pictures;
- Still pictures;
- Recording of audio/video; and/or
- Equivalent technologies.

Explanation:

This does not include: parents taking recordings of their own kids or their family members for personal use – however, the Club must not be identifiable.

10. Temporary Variance Process

Temporary variances must be vetted and approved by the Executive and the approval may contain additional conditions - but must include the specific times that the variance(s) will be in effect. Any long-term variances – over 30 days - must be approved by the membership.

++++END+++