

## **Associated Gun Clubs of Baltimore, Inc.**

11518 Marriottsville Road  
*Marriottsville, Maryland 21104-1220*

# **POLICIES & PROCEDURES Manual**

**Revised  
November 23, 2023**

This POLICIES & PROCEDURES Manual has been approved by the AGC Board of Trustees.

## Change Log

Date	Summary
03/06/2018	Modified XX.3.B.1 by adding points 53, 54, 55 to list.
06/05/2018	Added Change Log. Added Chap XV revisions
07/03/2018	Added Chap XXII
07/19/2018	Secretary designated Administrator of Chap XV
07/31/2018	Included existing Calendar Coordinator instructions for Event Cancellation in Chap VI
08/23/2018	Change XV.I.E.2.c. to read: "Defensive shotgun shooting shall take place on the 100-yard range with one instructor per student/trainee. You shall request a firing point assignment from the RSO."
10/04/2018	Added the following as XV.I.F.8. Continuous validity of contact information; telephone, email and mailing address.
10/21/2018	Updated Ch. VIII by removing fee amounts from manual. Add 2-year purchase rule.
10/31/2018	Updated XV.I.E.2b to clarify rule for Basic Shotgun Course
07/07/2019	Updated Chapter VIII updated to existing process Replaced Ch. IX, Match Policy, with Event Policy Removed Range Rules from this manual Added Data Security information to Ch. XXII. Removed Ch. XV badge requirement for CIO
09/03/2019	Added Chapter XXIII and XXIV
12/08/2019	Added Chapter XXV
06/02/2020	Modified Chapter XX to match 01/21/2020 Range Rules. Modified Chapter XXI to change process
07/07/2020	Modified Chapter XXII C.4 by removing "prior to shooting a stage"
12/1/2020	Modified Chapter XX from stating "no magnums" to just "no centerfire bottleneck rifle cartridge labeled magnum"
04/06/2021	Modified Chapter XIX, adding #10, 11, and 12 and removing old #5,6,7 and 8 due to conflicts with new "Bay Area Usage Policy"
04/06/2021	Removed old Chapters XXIII and XXIV and replaced with new XXIII "Bay Area Usage Policy: and renumbered Guest Policy to XXIV
07/06/2021	Updated Chapter XIX adding the club Runnin Dark to section 10) allowing certain night and low light operations.
05/03/2022	Updated Chapter XXIV (Guest Policy) – increase daily guest fee from \$10 to \$15
05/03/2022	Updated Chapter XV (CIO Policy) – increase annual admin fee from \$50 to \$500
05/03/2022	Updated Chapter XV (CIO Policy) – increase daily student fee from \$10 to \$25
06/07/2022	Replaced/Updated Chapter XX. AGC Steel Target Usage Policy
06/07/2022	Updated Chapter XXIII, G.7.c – Steel Target Mounts from 20 degrees to 15 degrees
01/10/2023	Chapter XV, 1.E.1f, 1.E.1g, 1.E.2a: CIO Range rental and update number of lanes
04/04/2023	Chapter IX – Overview: Event Directors and Events better defined
11/23/2023	Expanded upon changes made 01/10 and 04/04/2023 to include citation for chapter and verse affected.

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## **I. Document Update Policy**

The AGC Secretary, or his designee, is responsible for updating this document. Policies created or modified via motion at an AGC Board of Trustees meeting shall be added to or updated in this document.

## **II. Kitchen Policy**

1. The kitchen may be used by member clubs which have reserved the Trap Room facility.
2. The member club using the kitchen must return the kitchen back to a better-than-found condition.
3. No food shall be stored in the kitchen refrigerator longer than the facility reservation.

## **III. Alcohol Policy**

Range rules prohibit the consumption of alcohol on any of the firing points of the property of the AGC.

The use of alcohol and the subsequent use or handling of firearms is strictly prohibited at all times anywhere on AGC property.

Consumption of alcohol is permitted on AGC property only when the following conditions are met:

1. All shooting must be completed before the consumption of alcohol is allowed.
2. Consumption of alcohol shall be limited to Memorial Hall and the Barnes Range House; no alcoholic beverages are permitted on or near any AGC range firing area.
3. Clubs using AGC facilities for club events will be held responsible for enforcing these rules, as well as for full compliance with any federal, state, or local laws and regulations which may be pertinent.
4. Consumption of alcohol in, from, or near any parked motor vehicle or parking lot is strictly forbidden.

## **IV. Smoking Policy**

All buildings are non-smoking facilities. All butts should be fully extinguished and properly disposed of in the trash.

## **V. Handicap Bathroom Facility Policy**

The bathroom located on the first floor of the Barnes Range House is designated as the handicap accessible bathroom and is reserved for handicapped personnel only.

## **VI. Event Calendar Policy**

This policy should be followed to reserve facilities or ranges for club events. Events at the AGC are scheduled with the online Events Calendar Module.

### Definitions:

*Events Calendar Module* – Online tool used to request event reservations of AGC facilities or ranges. (a.k.a Calendar Module or Module)

*AGC Calendar Module Administrator* – designated AGC Officer having approval authority for reservation requests and Calendar Module updates/changes. This person has sole authority to contact the AGC vendor to make changes to the Calendar Module software. This person is the point-of-contact for all inquiries concerning the AGC Calendar and Calendar Module.

*Calendar Coordinator* – Every club or CIO shall designate one person from their club or organization who makes event reservations using the online Events Calendar Module.

*Annual Roll Over* – The calendar process used to populate the following year's calendar.

*Roll Over Calendar* – The following year's calendar populated with event reservations. The Roll Over Calendar becomes part of the official AGC calendar after the Trustees approve it.

*Calendar Conflict* – When two or more organizations desire the same facility or range during the Annual Roll Over process in a manner that would prohibit the use of the facility or range by any single organization.

### Online Address:

*AGC Website* – <https://agcrange.org>

*AGC Events Calendar* – <https://agcrange.org/calendar/list.php> (linked in the menu along the left side of the AGC Website)

*Events Calendar Module* – <https://calendar.agcrange.org/site/login-member>

### Making a Reservation:

1. Review the AGC Website Events Calendar for open dates.
2. Contact your Calendar Coordinator to request the date for the event.

3. Your Calendar Coordinator enters the event request online through the Events Calendar Module.
4. The Calendar Module automatically notifies the AGC Calendar Administrator that an event request has been entered. The AGC Calendar Administrator then reviews and approves the request.
5. The Calendar Module automatically notifies the Calendar Coordinator that the request was approved.
6. The event will now display on the AGC Website Events Calendar.

#### Reservation Approval Policy:

Reservation requests are reviewed and approved on a first-come, first-served schedule.

The AGC Calendar Administrator will review and approve requests as time allows. If an immediate reservation is requested, the Calendar Coordinator shall contact the AGC Calendar Administrator via phone or email after the event has been entered through the online Calendar Module and request an immediate review and approval. The AGC Calendar Administrator will make every reasonable effort to respond to all requests.

#### Event Data Entry Policy:

Data entered into the Module shall be minimized to avoid duplicate information. Duplicate information tends to slow database searches and clutter the calendar presentation on the AGC website.

Event names shall not include the club name. The club name is already included in the event reservation presentation on the AGC website.

Event names shall be consistent across club events of the same type.

The Calendar Administrator reserves the right to modify data entries to meet this policy and to correct grammatical errors.

#### Closed Status Range or Facility Policy:

Buildings and Trap ranges reserved for an event are automatically closed within the Module.

200-yard, 100-yard, & 50-yard ranges (paper target ranges) are only closed with approval by the AGC Trustees. Events with past approval to close a range do not need new approval (assuming identical course of fire). The Calendar Coordinator shall enter the month and year that the Trustees approved the event in the "Keywords:" box within the Module.

### Event Cancellation Policy:

Calendar Coordinators shall cancel events in the Module prior to the scheduled day of the event that, for whatever reason, will no longer occur. In the Module, change the “Event Category:” to “Canceled”.

Canceled events free up the venue and time slot for other event reservations. Canceled events will remain on the AGC Events Calendar website and a red “CANCELED” flag will be shown.

Calendar Coordinators cannot delete events. If an event should be deleted, contact the Calendar Administrator with the request.

If the event is marked for roll over, it will roll over during the Roll Over Process, albeit, it will roll over as canceled and should be updated by the Calendar Coordinator.

### Annual Roll Over Process:

*June* – event reservations, marked for roll over, will automatically be copied into the following year. Clubs shall verify roll over event reservations. Exceptions;

1. CIO events cannot roll over,
2. All events on the 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> of any month will not roll over unless they are weekly reoccurring reservations or they are reservations on the Barnes Multi-purpose range.

*July* – Only AGC clubs have the right to add event reservations to the following year calendar.

*August* – CIOs, along with Clubs, have the right to add event reservations to the following year calendar.

*September* – Calendar conflicts should be worked to closure. See Conflict Resolution below.

*October* – the AGC Trustees approve the following year’s event reservations.

Note: Roll over reservations are not approved until October – meaning roll over reservations are not automatically granted just because they were marked for roll over.

### Roll Over Conflict Registration:

Clubs can desire AGC facilities or ranges already entered into the Roll Over Calendar. The club shall notify both the Calendar Administrator and the club that currently holds the Roll Over Calendar reservation.

Calendar Conflict Resolution:

Calendar conflicts are handled between the organizations vying for the same AGC facility or range on the same date. If a compromise cannot be reached between the organizations, then the calendar priority matrix will be used to resolve the conflict, see below. If the matrix does not establish priority (due to a point tie) or an organization is not satisfied with the matrix outcome, the organization can bring the issue to the Trustees for resolution.

Calendar Priority Matrix

Past Year Priority	State or National Matches	Women's Event	Youth Event	AGC Revenue Generator	Club Public Event	Intra-Club Intramural Shoots	Special Shooting Disciplines	Club Firearm Clinics	50 Participants Events	CIO Course	Total Points
3	3	3	3	2	2	2	2	1	1	0	

The basis for the point matrix structure is valued in direct correlation with the “Purpose of the Association” as defined in our By-Laws:

**#1** - Encourage organized shooting sports among citizens of the United States resident in our community, create knowledge on the part of such citizens of the safe handling and proper care of firearms, and develop improved marksmanship;

**#2** – Develop those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance that are the essentials of good sportsmanship and the foundation of true patriotism;

**#3** – Promote, arrange, and conduct contests, matches, and tournaments between member clubs of the Association and others;

**#4** - Encourage a friendly spirit of cooperation among the member clubs of the Association and others;

**#5** - Aid and protect the member clubs of the Association and to do all things that may be deemed to be within the proper scope of such an association for the welfare of its members;

In Essence the reason why “State or National Matches” is listed as a “3 pointer” is because of what’s contained in Paragraph #1, the reason “Intra-Club Intramural Shoots” is listed as a “2 pointer” is based upon Paragraph #3, and the reason why “CIO Courses” are listed as “0 points” is because making money is nowhere to be found in



our purpose as an Association. Women, Juniors and Youth organizations like 4-H, JRSOTC, and Boy and Girl Scouts are our future, so therefore they merit being “3 pointers”.

## **VII. Trap Range Policy**

These guidelines have been developed to improve the facilities and use of the Trap Range. These guidelines have been developed to cover both Club and Public Shoots on the Trap Range and they have been designed to provide a smooth operation with as little involvement as possible from the property managers or RSO.

1. To establish a date for the use of the Trap Range a club member must first enter the event on an open date in the AGC Events Calendar found on the AGC website, see Section VI. If an advanced date is not required and a trap range is available, then see item number 5.
2. Strict Attention to the AGC rules and restrictions must be adhered to and violations could affect your clubs use of the facilities.
3. The fee for a club shoot is can be found on the AGC website for online purchases.
4. If your club requires any services other then the use of a trap it is your clubs responsibility to pay the additional cost.
  - a. Trap thrower rental fee = \$5/each
  - b. Wobble Trap tokens = 3 tokens for \$10
5. Procedure on the day of the club shoot.
  - a. Inform the RSO that you need the trap house unlocked.
  - b. Pick-up materials for the shoot from the RSO. You should acquire the trap score sheet, money envelope, shoot report, and clip board.
  - c. Arrange to purchase ammo if necessary from the RSO.
  - d. Check the condition of the Trap House; it should be stocked with birds.
  - e. Note on the score sheet form the trap house in use, the trap machine counter setting, and the number of unopened cases in the house.
6. Trap reports and monies are to be dropped into the Trap Report Drop Box after the shoot and before leaving the range. The box is located in the Trap Room office.

7. The Executive VP is responsible for the condition and maintenance of the traps.
8. A Trap Committee has been formed to facilitate public shoots and to develop a plan for attracting shooters to public shoots.
9. The Trap Committee representative or RSO will evaluate any infraction of the trap and range rules obtaining enough information to furnish the Executive VP or the President sufficient information to present at an Executive Committee meeting. Witnesses should be notified of the date for meeting so that the executive board can render a decision as to disposition of infraction. This for both club and open infractions.

Your cooperation is appreciated and it will help the overall management of AGC Property.

## VIII. Range Badge Policy


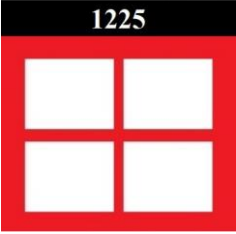



Approved 10 July 2012

### PURPOSE

Define the various badge types and specify how range badges are acquired.

### OVERVIEW

The AGC has five different types of badges: Annual, Life, 15-Year, Range Safety Officer, and Certified Instructor Organization. Range badges are available for purchase in the Barnes Range House and at pre-arranged club membership meetings.

Annual	Life	15-Year	Range Safety Officer	Certified Instructor Organization
Photo ID  <b>1225</b> 	Photo ID  	Photo ID  <b>2878</b> <b>15 Year Member Badge</b> Expires January 2033	Photo ID  <b>Name</b> 	Photo ID  <b>CIO INSTRUCTOR</b> Name of Company

### RESPONSIBILITIES

The Treasurer is responsible for the administration of this policy.

The Executive VP (EVP) is responsible for approving projects available for range badge credits. (Bylaws IX.5.1.3)

The Executive VP, or designee of the EVP, is responsible for approving range badge credits earned.

### DEFINITIONS

- Annual range badge: A full-price range badge containing a photo and annual sticker.
- Half-year range badge discount: A range badge fee discount for new badge-holders only, with sales commencing on July 1st.

- New badge-holder: A person who has never been an AGC badge-holder.
- Junior range badge discount: A range badge fee discount for a person 16 to 23 years of age who meets the criteria set forth in the Bylaws. (Bylaws IX.3.8)
- Family range badge discount: A range badge fee discount for bona fide immediate family members of an annual range badge-holder.
- Immediate family member: The spouse of a primary badge-holder and children up to the age of 23 still living in the home of a primary badge-holder.
- Primary badge-holder: The family member who purchased an annual range badge.
- Range badge credit: A credit which can be used toward the purchase of a range badge renewal.

## **SPECIFICATIONS**

1. Each range badge shall be assigned to an individual and is to be used by that person exclusively.
2. Possession of a range badge grants use of the AGC Ranges to the individually named badge-holder for personal recreational use only.
3. A range badge is valid from the date of purchase until its expiration on December 31st of the year issued. A 30-day grace period shall be given to use the range and renew by January 31st of the next year.
4. Renewing badge-holders must present their current AGC range badge, club affiliation verification<sup>1</sup>, and Government-issued photo ID to be issued a new annual range badge sticker.
  - a) Badge-holders who have not purchased a range badge in the previous two years shall complete a new range orientation and present a signed, original Range Safety Orientation Affidavit when renewing their range badge.
5. New badge-holders must present a signed, original Range Safety Orientation Affidavit<sup>2</sup>, club affiliation verification, and Government-issued photo ID to be issued a new photo ID range badge and annual sticker.
6. To be issued a replacement range badge, the badge-holder shall present their club affiliation verification and Government-issued photo ID.
7. Badge-holders may earn range badge credits by performing work in support of AGC. (Bylaws IX.5)

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<sup>1</sup> All AGC clubs should issue club affiliation cards or receipts that list the member's name when their members pay annual dues. Range Orientation Affidavits will also be accepted.

<sup>2</sup> Verbal, emailed, or any form other than a hardcopy Range Orientation Affidavit will not be accepted.

- a) Credits that are earned in a calendar year are credited to the following year's range badge.
  - b) Range badge credits cannot be carried over from one year to the next.
  - c) Range Badge Credits cannot be used with range badge discounts.
  - d) Range Badge Credits can be donated to other members at the discretion of the member.
8. Lifetime Range Badges shall be valid only for members who are in good standing with an associated Club. (Bylaws IX.4)

## **ADMINISTRATION**

1. Range badge fees are listed on the AGC website and subject to change.
2. All range badge sales are final and cannot be returned for credit.
3. Range badge sales end at the close of business on the third Friday of October.
4. Range badge sales at individual club membership meetings shall begin no earlier than November 1<sup>st</sup> of the year preceding the new badge year.
5. Individual badge sales shall begin no earlier than December 1<sup>st</sup> of the year preceding the new badge year.
6. Range badges and annual range badge stickers may be purchased from AGC office staff during scheduled range badge sales hours, which are normally Monday-Friday 10am-2:30pm and Sunday 9am-3pm. The schedule is published on the AGC calendar.
  - a) Payment by a credit card, personal check, money order, cashier's check, or cash is acceptable.
  - b) Range badges or annual badge stickers can be purchased online at the AGC website. Proof of website purchase is required.
7. The cost of a replacement photo ID range badge shall be \$25.
8. Bounced checks will result in the loss of range privileges until resolved. A returned check will not be resubmitted. A \$25 fee will be assessed for returned checks.
9. All AGC clubs shall provide a list of current Life Badge-holders in their clubs to the AGC Treasurer at the start of each year.

## IX. Event Policy

Approved 2 July 2019, Amended April 4 2023

### PURPOSE

To specify how events conducted on AGC property shall be organized and documented.

### OVERVIEW

For AGC to fulfill the purposes outlined in the Bylaws I.2.1 through I.2.4, Clubs shall hold events on behalf of AGC in accordance with the applicable policies and procedures. Events may be scheduled, organized, and conducted by an AGC employee, AGC volunteer, an AGC Discipline Committee, or Event Directors appointed by any Member Club in good standing.

### DEFINITIONS

- **Event:** Any organized activity posted on the AGC calendar, or any activity requiring a club's use of any of AGC's facilities, ranges, buildings, grounds, etc.
- **Match:** Any event sanctioned by and/or conducted according to the rules of a sanctioning organization (NRA, CMP, NBRSA, IDPA, IPSC, ATA, etc.)
- **Meeting:** Any organized event on AGC property that does not involve live fire.
- **Event Director:** The designated manager of the event.

### A. RESPONSIBILITIES

1. **The EXCOM** is responsible for the administration of this policy.
2. **The Executive Vice President** is responsible for monitoring/enforcing facility safety and use regulations.
3. **The Secretary** is responsible for the secure storage of documentation in accordance with AGC's Document Retention and Destruction Policy.
4. **The Event Director** is responsible for the:
  - a. Conduct of the event in compliance with AGC Policies and Procedures
  - b. Accuracy and legibility of the sign in form
  - c. Submission of the completed sign-in form per C.3
  - d. The Event Director may identify a designee to serve in his or her stead. The designee shall assume the responsibilities of the Event Director and shall be held to the same standards.

### B. REQUIREMENTS

1. Each live-fire event shall have a designated Event Director. Event Directors and designees shall be AGC badge-holders in good standing. If steel targets are

used, the Event Director and/or designee shall be steel certified. The Event Director or designee shall always be physically present at the event location during the event.

2. During a live-fire event, there shall always be a designated badge-holder observing the event's firing line and ensuring adherence to range safety rules. If range status for the event is "Range Open-Club Regulated," the Event Director is responsible for ensuring safe operations and calling cease fires for the whole range.
3. The Event Director or his/her designee shall conduct an on-site safety briefing for all participants in organized shooting events. Each participant shall receive the safety briefing before participating in the event.
4. Matches may be conducted according to the official rules of the sanctioning body, provided that the Executive VP has certified those rules as meeting AGC's standards for safe and appropriate use of AGC ranges. Otherwise, all AGC range rules and policies apply at all events.

### **C. OPERATIONS**

1. Range Control: The Event Director or his/her designee shall coordinate with the on-duty RSO before any shooting event begins if lane assignment is required. The RSO will assign space and de-conflict range control for the event if necessary.
2. Infractions: A badge-holder who incurs an infraction during an event will be charged with the infraction as outlined in the range rules. A non-badge-holder who incurs an infraction during an event shall be coached or removed by the Event Director, or his/her designee, or RSO, as appropriate, and the infraction will be charged to the organization hosting the event.
3. Event Sign-In: The Event Director shall ensure that ALL persons in attendance (except minors) at a live-fire event complete the sign-in form provided at the end of this policy, (paper or electronic). If the paper form is used, the Event Director shall deliver hard copy or transmit the completed form(s) via email to the AGC Secretary as a PDF attachment within 72 hours of the conclusion of the event. Minors (under 18 years of age) shall be accompanied by an adult at all times. The accompanying adult shall sign in on behalf of the minor.
4. Meetings: Attendance at Meetings as defined above shall be documented by the club or sponsoring body. Records shall be maintained by the club or sponsoring body for a minimum of 3 years. The club or sponsoring body shall provide AGC or its insurance carrier with copies of attendance rosters if necessary, to investigate any incident involving or affecting a particular meeting. The principal organizer or presiding officer of a Meeting shall be de facto Event Director for that Meeting.

## **FACILITIES**

1. The Event Director shall coordinate with the Executive VP in advance regarding any special considerations for facilities usage related to the event.
2. The Event Director shall coordinate the opening and closing of all range facilities with the RSO, including possible overnight camping or parking, as needed.
3. The Event Director shall coordinate the return and proper storage of all event materials such as targets, stands, etc. used for the event. The Event Director is responsible for ensuring that the facilities are left in an orderly, clean condition. The RSO will inspect the event space to ensure it was left in the same condition or better than it was when assigned.
4. If trash receptacles are filled during an event, they must be emptied into a dumpster at the end of the event. ALL food scraps and food containers must be removed from AGC property or deposited in a dumpster.
5. Event results and advertisements, physically posted on AGC property, related to an event shall must be removed within one week of the event's conclusion.





## Event Sign-In

**\*\*\* All Attendees Must Sign In -- Send completed form to AGC Sec. at end of event \*\*\***

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Host Organization: \_\_\_\_\_

Event Director Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Event Description: \_\_\_\_\_

Attendee First and Last Name (Please PRINT)	Badge # (if applicable)

### Event Sign-In (continued)

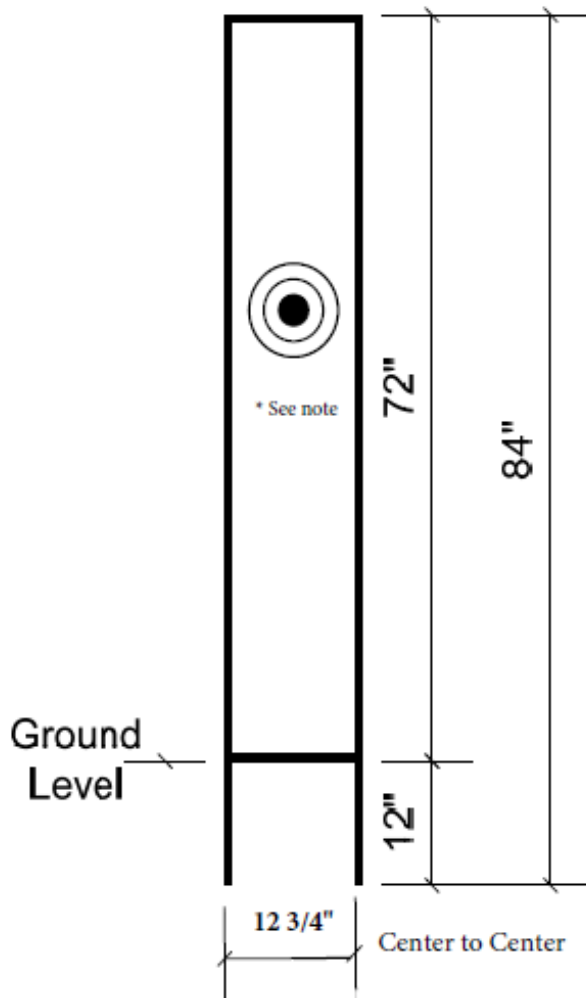
Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Attendee First and Last Name (Please PRINT)</b>	<b>Badge # (if applicable)</b>

## X. Target Frame Information

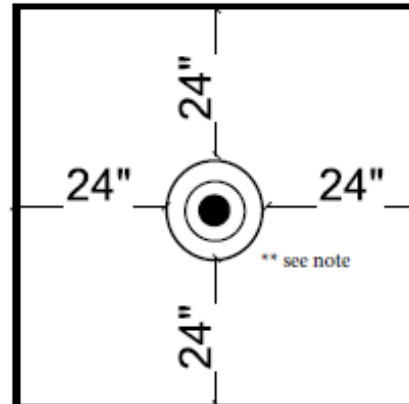
### 100 and 200 Yard Ranges

Sample Frame Design  
Made from 1"x 2" wood



\* Aiming point height dependent on frame location on range and shooters position.

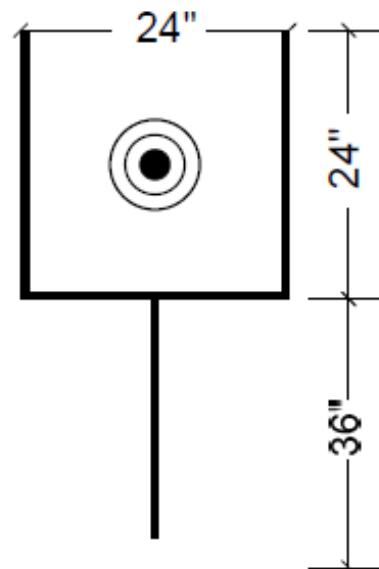
### 200 Yard Range Target Carriage Configuration for AGC Target Frames



\*\* Multiple aiming point targets shall be mounted with the aiming point(s) no closer than 12" from the frame side members

### 50 Yard Range Metal AGC Owned Target Frame (For 25 and 50 Yards Only)

Single Centered Aiming Point Only



# **XI. Range Rules Violation Disciplinary Actions**

Rev. 5 September 2017

## **PURPOSE**

It is important that our large membership feel that disciplinary actions are imposed uniformly by all RSOs. Range rule violations have been categorized into 4 classes: Class 1, Class 2, Class 3 and Class 4. This policy provides the guidelines for reporting range rule violations, the action taken, the appeal process, and the maintenance of records of violations and actions taken.

## **RESPONSIBILITIES & AUTHORITY**

Executive Vice President: Bylaws Section V.6.3.

Enforcement of this policy.

Security of confiscated range badges.

Compilation of monthly report of infraction data for dissemination to Trustees.

RSSOP Chairman: Bylaws Section VI.1.2.3.

Conduct range rule conferences as required.

- I. Violation Classifications
  - A. Class 1 violations shall result in the offender being reminded of the range rule.
  - B. Class 2 violations are those considered to be a minor hazard. The short form incident report shall be prepared.
  - C. Class 3 violations are considered much more serious and the RSOs are authorized to order violators off the range for the day if such action is warranted. The long form incident report shall be prepared and forwarded to the EVP.
  - D. Class 4 violations REQUIRE the RSO to impound offender's range badge and give them the completed "Class 4 Range Rule Violation Notification & Procedure" form (Appended). The long form incident report shall be prepared and forwarded to the EVP along with the confiscated range badge. A copy of the infraction report shall be emailed to the RSSOP Chairman with an indication by EVP of concurrence with action taken by RSO.
    1. Appeal Process
      - a. If the offender wishes to be considered for reinstatement of their range privileges, they must present their case to their designated Club Officer.
      - b. The club may, at their sole discretion, appeal the range badge suspension by notifying the RSSOP Chairman of their intentions at:

[rssop\\_chair@agcrange.org](mailto:rssop_chair@agcrange.org) in which case a conference shall be scheduled for the RSSOP Committee to hear the case.

- c. Upon conclusion of the conference, the RSSOP Committee shall make recommendation to AGC ExComm for disposition of the case.
- d. The offender and Club Secretary shall be informed of ExComm's decision via email.
- e. If you disagree with ExComm's decision, you may appeal, through your Club Secretary or other designated Club Officer, to the Trustees.
- f. The Board of Trustee's decision shall be final.



**ASSOCIATED GUN CLUBS OF BALTIMORE, INC.**  
11518 Marriottsville Road  
Marriottsville, MD 21104

Class 4 Range Safety Rule Violation Notification & Procedure

Name: \_\_\_\_\_ Badge # \_\_\_\_\_ Date: \_\_\_\_\_

You have been cited for Class 4 Range Rule Violation(s) as indicated.  
C4 Range Rule #(s): \_\_\_\_\_

You have been cited for multiple Violations as indicated.  
C2 and/or C3 Range Rules: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Appeal Process

- A. If you believe you should have your range badge privileges reinstated, you must contact your designated Club Officer.
- B. Your club shall take such action as they deem appropriate and report same to the Range Safety and Standard Operating Procedures (RSSOP) Chairman.
- C. Your club may, at their discretion, initiate an appeal for reinstatement of your range badge privileges by requesting a conference with the RSSOP Committee through the RSSOP Chairman.
- D. The RSSOP Chairman shall inform you and your club via email of the conference venue, date and time.
  - 1. Officer(s) of your club is/are invited and encouraged to attend the conference.
- E. The RSSOP Committee shall interview you and discuss the circumstances surrounding the reported infraction and determine a recommended course of action to AGC ExComm.
- F. ExComm may affirm or modify RSSOP recommendation.
- G. The RSSOP Chairman shall notify you and your Club Secretary of the final disposition of your case and the conditions of range privilege reinstatement if warranted.
- H. If you disagree with ExComm's decision, you may request an appeal to the Trustees through your Club Secretary.

## **XII. Machine Gun**

### **Machine Gun Shoot Rules**

Shoots are normally held on weekends at prescheduled times. They are only open to shooters who have passed the qualification test for their type of machine gun. Machine gun events are subject to all the normal AGC range rules, except where specific exemptions have been granted. We have highlighted here the most pertinent policy for machine gun use.

***Fully automatic fire is only permitted under the direct supervision of the Full Auto Committee. There will be NO unsupervised shooting of machine guns!***

#### **Other Important Topics:**

1. Muzzle Climb. Machine gun shooters must pay special attention that all the shots fired hit the impact area and not the woods above or the grass below. Shooters must also help others by watching their shooting and informing them immediately of any shots that do not hit the impact area. This must be corrected immediately and totally or the shooter will no longer be allowed to shoot. **Burst lengths must be limited to the ability of the shooter!**
2. Most machine gun events are done on the pistol range, shooting at 50 Yards. This is our shortest range which makes it easier to hit the impact area. We generally shoot on the right (east) side of the range and in a group. We do this so we are as far as possible from the pistol shooters. This also makes it easier to supervise our shooting. All rifle caliber machine guns must be shot on the lanes right (east) of the barrier.
3. We do not close down or control the range on a shoot.
4. It is suggested that you keep a copy of your BATFE/NFA paperwork with your firearm/suppressor at all times. No illegally owned firearms may be brought to the AGC!
5. When preparing to fire an open bolt firearm. It is generally safer, and therefore, required that the bolt is to be cocked before insertion of the magazine. Following this procedure, a failure to fully cock the bolt will not produce an accidental discharge. Always keep the muzzle pointed down range!
6. A shooter must be familiar with the operation of his or her firearm before going to the range. When a jam occurs, the muzzle will remain pointed at the berm, the bolt will be locked in the open position, and the magazine will be removed before anything else is done. The range officer will examine the machine gun immediately, and at his or her discretion, the range officer will clear the jam or let the shooter clear the jam. Anyone

having an accidental discharge will leave the range for the remainder of the activity and will not be allowed to return until they have been counseled.

7. Every machine gun shooter must know how to react if he or she were to have a “run-away” gun. This is very rare, but it can happen! Machine guns should be well cleaned and thoroughly examined--looking for excessively worn and broken parts--to preclude such an incident.

8. Bring your own target and stand. **Use of AGC target frames is not allowed with full auto fire.**

### **Machine Gun Qualification Criteria**

Qualifications are normally held on weekdays at prescheduled times to minimize the inconvenience to pistol shooters, since many cease fires are required to conduct the qualifications. Qualifications are open to all shooters, with or without a fully automatic firearm. A qualifier will need to bring 100 rounds of factory loaded, brass cased 45 ACP and/or .223 Remington (5.56 NATO) unless he or she plans on using their own firearm. Anyone planning to use their firearm must be familiar with and know how to properly operate the firearm. The firearm must be sighted-in prior to being used in fully automatic mode.

A Thompson Submachine gun and/or an M16 is generally used for qualification. The shooter is given time to get familiar with the firearm. The shooter is given 4 rounds in a magazine and will be required to shoot at least 2 separate bursts to show proper trigger control. Once this is accomplished the shooter will move onto the qualification course. The targets during this course of fire consist of three large oval bull's-eye targets approximately 2.5 feet in height.

The person qualifying will be supervised by a committee qualified, Instructor/RSO. The instructor will stand beside the shooter with one hand slightly above the shooters forward arm and one hand on the shooter's shoulder. The instructor will explain how to properly stand in order to control the recoil of the firearm effectively. While firing, if the shooter fails to control the muzzle climb, the instructor will immediately apply a downward force on the front arm to make sure all rounds stay in the impact area. If the shooter starts moving rearward during fire, the instructor will push the shoulder forward. In either case, the shooter should stop firing immediately!

Course of fire:

1. 20 Rounds semi auto at 50 yards (targets 1, 2, and 3).
2. 20 Rounds full auto bursts at 25 yards (targets 1, 2, and 3).



3. 20 Rounds full auto bursts at 10 yards (targets 1, 2, and 3).
4. 20 Rounds full auto bursts at 7 yards (targets 1, 2, and 3). This stage must be completed in 10 seconds. (Instructor/RSO candidates must complete this stage in 4 seconds.)

Once the qualification shooting has been completed, the hits inside the target area will be counted, and a score of 65 (out of 80) or greater will be considered passing. Shooters will be failed immediately if any shots fail to land in the impact area or if the instructor stops the shooter at any point. Shooters may try again later. All qualifications are still subject to rejection by the full auto committee for any reason. Separate qualifications are required for rim-fire machine guns, submachine guns, and shoulder fired, rifle caliber machine guns. Separate criteria will be developed for bipod and tripod mounted machine guns when the need arises.

To qualify as a MG Instructor/RSO, part 4 must be completed in less than four seconds (up to six seconds for heavier calibers at the discretion of the RSO), and the candidate must demonstrate the ability to correct a shooter having lost control of the machine gun.

### **XIII. Poaching Policy**

Approved by the AGC Trustees, February 2012

Anyone seen hunting on AGC property or on the state park property adjacent to AGC property will be immediately reported to the Range Safety Officer on duty who will

1. Attempt to obtain vehicle license number, description of vehicle, description of driver,
2. Notify the Department of Natural Resources' police at 1-800-635-6124,
3. Notify the AGC Executive VP and or AGC president.

In the case of a downed animal, do not move the animal unless ordered to by the DNR.

## **XIV. Guidelines for Mounting Awards, Plaques, Trophies, or other Memorials in AGC Buildings**

Approved by the Trustees on March 6, 2012

The Associated Gun Clubs of Baltimore (AGC) is presently comprised of 15 Charter Clubs and an additional 14 Associated Clubs equaling a total of 29 individual clubs. These clubs annually schedule nearly a thousand activities in the AGC Events Calendar. Since the wall space in AGC buildings is limited, it is necessary to establish guidelines for how individual clubs should proceed to place awards, plaques, trophies, or other memorials on the walls of AGC buildings. This AGC Standard Operating Procedure provides guidelines for what may be placed on the walls of AGC buildings and the process that individual AGC clubs shall use to achieve permission to mount an authorized award, plaque, trophy or other memorial on the wall of an AGC building.

The awards, plaques, trophies, and other memorials in question are divided into three classes:

- A. The first class contains awards, plaques, trophies, or other memorials that recognize the contributions of AGC members from all clubs who have made significant, long lasting contributions to the AGC. Since the AGC is based primarily on volunteers who have devoted thousands of hours to building the ranges we enjoy today, this class emphasizes recognition of their extraordinary contributions. In acknowledging the contributions of those who have gone before us, we better understand and appreciate the contributions that we should appropriately make in our time. The awards, plaques, trophies, or other memorials belonging to this first class shall be proposed by the sponsoring AGC club, approved individually by a majority vote of the Trustees, and placed on the east wall of Memorial Hall. These are intended to be displayed indefinitely or until removed by a subsequent majority vote of the Trustees.
- B. The second class involves the recognition of AGC clubs by external organizations that are typically at the national or state-level. These are usually service awards for fund raising, public outreach, public service, or meritorious participation in the recognizing organization. The awards, plaques, trophies, or other memorials belonging to this second class shall be proposed by the recognized AGC club, approved individually by a majority vote of the Trustees, and placed on the walls of the Upper Range House on the Barnes Range. The proposal to display the item shall include a time limited display period ranging from one to ten years that is renewable by subsequent majority approval by the Trustees.

C. The third class involves the recognition of individual accomplishments within AGC clubs that is inherently personal and intramural in nature. This recognition would typically include match results, exemplary personal participation in a particular event or activity, or long standing club service. The awards, plaques, trophies, or other memorials belonging to this third class are intended to remain personal and shall not be displayed in AGC buildings. However, should the personal accomplishment rise to recognition by a national or state-level organization, then the award, plaque, trophy, or other memorial may be considered within the second class and be proposed by the sponsoring AGC club, approved individually by a majority vote of the Trustees, and placed on the walls of the Upper Range House on the Barnes Range. Such a proposal shall include a time limited display period ranging from one to ten years that is renewable by subsequent approval by the Trustees.

Any award, plaque, trophy, or other memorial that does not fit into any of these three classes shall be considered individually. In this case, the sponsoring AGC club shall present justifications for why the award, plaque, trophy, or other memorial is outside of the three classes described above, where they wish to display the item, and for how long they wish to display it. The proposal will then be approved by a majority vote of the Trustees.

As the Trustees approve the display of awards, plaques, trophies, or other memorials, they can similarly approve the removal of the same items upon a majority vote.

The sponsoring or recognized AGC club shall be responsible for preparing the item to be mounted and the AGC Executive Vice-President shall be responsible for mounting it upon the approval of the Trustees.

## **XV. Certified Instructor Organizations (CIO) and Firearms Instructors**

Adopted June 5, 2018 / Amended May 3, 2022 and further amended January 10<sup>th</sup>, 2023

### **PURPOSE**

This Standard Operating Procedure (SOP) stipulates the terms and conditions under which the Associated Gun Clubs of Baltimore, Inc., hereinafter AGC, makes its facilities and ranges available to Certified Instructor Organizations and individual firearms instructors.

### **RESPONSIBILITIES**

The Executive Committee is responsible for determining whether to accept or decline an application for CIO status.

The Secretary is the Administrator of this policy and is responsible for verification of individual instructor and CIO-submitted documentation, including insurance and instructor certification validity.

The Executive Vice President is responsible for monitoring/enforcing facility safety and use regulations.

The Calendar Administrator is responsible for approving all events.

The Treasurer is responsible for the timely invoicing and collection of fees and assessments.

### **SUMMARY**

The AGC makes its facilities available to AGC-Certified Instructor Organizations (CIO's) and individual instructors on a case by case basis subject to the following terms and conditions:

#### **I. Certified Instructor Organization (CIO)**

##### **A. Definition**

Any organization or individual engaged in organized firearms-related training according to the curricula established by any certifying or sanctioning organization that uses any of AGC's facilities and results in the issuance of a certificate of accomplishment or competence who may have students/trainees who do not possess a valid AGC range badge.

##### **B. Certification Process**

1. Each prospective CIO Instructor, and/or any employee acting in behalf of
2. the CIO, prior to conducting any activity on AGC property, shall:

- a. possess current certification by the appropriate authority to:
    - i. instruct in the discipline they are teaching
    - ii. act in the capacity in which they are employed
  - b. pass the Club Instructor (range rule) and supplemental CIO tests under Secretary or RSSOP supervision.
- 3. CIO principals, officers, directors, members, partners, agents, instructors or their employees are prohibited from holding office in AGC's governing body (Executive Committee or Trustee).
- 4. Organizations or individuals seeking acceptance as an AGC-Certified CIO or instructor shall present the following documentation to the AGC Secretary
  - a. Complete package of organization documents as issued by the State Department of Assessments and Taxation or County to include:
    - i. Corporations: contact information for Registered/Resident Agent, Officers and Directors, and proof of "good standing".
    - ii. LLC's: member(s) contact information, and proof of "good standing".
    - iii. Sole Proprietors: contact information (email address, daytime phone), business license issued by County if using a business name.
  - b. Proof of organization's legal standing to conduct business in the State of Maryland.
  - c. Certificate of liability insurance in an amount not less than the maximum limits offered by the NRA, currently \$1,000,000 each occurrence, \$2,000,000 aggregate, including a waiver of subrogation, with the AGC an additional named insured.
  - d. Original documents verifying validity of certification in the shooting discipline(s) which each instructor is certified to teach.
  - e. Statement declaring that the CIO has, or does not have, employees.
    - i. If CIO has employees then:
      - a) Statement listing full names and AGC range badge numbers of each employee\* authorized to represent the CIO on AGC property. \* You may not engage any person who is not legally employed by your organization to perform any duty or activity in your behalf on AGC property. (Exhibit "C")
      - b) Certificate of Employer's Liability (Workers' Compensation Insurance) covering named employees.
    - ii. If CIO does not have any employees then:
      - a) The CIO is not required to obtain Employer's Liability (Workers' Comp Insurance and must execute a sworn statement provided by AGC to that effect. (Exhibit "C")
  - f. Officers of corporations who opt-out of Workers Compensation insurance shall execute the State of Maryland Workers' Compensation Commission

- Exclusion Form (Form IC-16) and ensure that AGC has a current and accurate copy. Members of LLCs and LLPs, and sole proprietors who do not opt-in to Workers Compensation insurance, must execute a sworn statement provided by AGC to that effect. (**Exhibit “D”**)
- g. Written details of organization structure/operation, names and club affiliations of each instructor, instructing experience, safety record, a description of proposed courses to be taught, nature of range and facility usage, anticipated frequency of range and facility usage, etc., on company letterhead **in electronic form** (flash drive preferred).
  - h. Payment of the first year’s administrative fee in an amount established by AGC’s Board of Directors (Trustees). The administrative fee is currently \$500.00 for the first year and \$500.00 each year thereafter.
  - i. Notarized indemnification and hold harmless document provided by AGC. (**Exhibit “A”**)
5. AGC Executive Committee reviews information provided by prospective CIO and informs prospective CIO of decision to accept or reject application.
    - a. If application is accepted, Executive Committee shall schedule a meeting with principal officer(s) of prospective CIO for an interchange of information and evaluation of compatibility with the respective organization’s goals and objectives.
      - i. Accepted CIO applicants shall be invited to present their proposal to the Trustees at a mutually agreed upon meeting.
      - ii. If rejected, an explanatory letter shall be sent to the prospective CIO and the administrative fee shall be refunded.
  6. Accepted CIO applicants shall present their proposal to the Trustees in person at the scheduled meeting.
  7. The Trustees shall act on the prospective CIO application after due consideration by their respective clubs and vote on the application at the following regularly scheduled Trustee meeting. Trustees who are members of the prospective CIO’s Club or are themselves employed/compensated, or who have family members who are employed/compensated by the prospective CIO, shall recuse themselves from voting. The Trustees’ decision is final.
  8. Successful CIO applicants shall instruct their insurance company to name Associated Gun Clubs of Baltimore, Inc. a named insured, obtain a waiver of subrogation (**Exhibit “B”**) and provide proof of same prior to conducting any instruction on AGC property.
  9. Accepted CIO applicant instructors shall be required to attend a facility orientation and pass a closed book examination administered by AGC’s Secretary on AGC Range Safety Rules and Facility Regulations and a

separate CIO Administration examination with scores of 90% or better prior to conducting any activity on AGC property.

10. Each AGC-Certified Instructor, or any other personnel acting in any capacity in behalf of a CIO, shall be issued a uniquely colored badge identifying their authorized activity prior to their physical presence at a live fire event. Certified Instructors shall be issued a Dark Blue badge; all other Assistant personnel shall be issued a Light Blue badge and are specifically **PROHIBITED** from instructing, coaching or the appearance of same.

### **C. Event Scheduling**

1. Events shall be scheduled using the current AGC events calendar procedure.
2. Scheduling precedence shall be determined using the current AGC event point matrix (Policy & Procedures Manual, Chapter VI). No other considerations apply.
3. You may not “reserve” positions 46 – 58 on the 50-yard range.
4. You may not use positions 46 – 58 for live fire that does not involve the use of holstered “hot” handguns.
5. CIO events shall not “roll over” from one year to the next.
6. Facility rental fee to be paid no later than thirty (30) days prior to the event’s scheduled date. Failure to make timely payment may result in assignment of space for other use.
7. Scheduled events cancelled within fifteen (15) calendar days of event shall forfeit all fees paid for that event. Failure to cancel an event may result in loss of facility rental privileges.

### **D. Facility Rental Fee Schedule**

1. Space rental rates and availability shall be determined by the Executive Committee.
2. Weekdays
  - a. Memorial Hall \$20.00\*
  - b. Barnes Range House lower classroom \$20.00
  - c. Memorial Hall trap room \$20.00\*
3. Weekends
  - a. Memorial Hall \$40.00\*
  - b. Barnes Range House lower classroom \$40.00
  - c. Memorial Hall trap room \$40.00\*

**\*NOTE: Any course of instruction that includes drawing from holsters or dry firing is prohibited in these spaces.**



## **E. Range Use Fees and Procedures**

1. Range use fee \$25.00 per student/trainee per day, excluding current range badge holders.
  - a. CIO shall pay student range fees prior to conducting any class that includes live fire instruction.
  - b. Student range use fee may be applied toward purchase of first AGC annual range badge.
  - c. All CIO personnel who are present for a given event shall sign in personally at Barnes Range House upon arrival at facility.
  - d. Each student/trainee shall sign in at Barnes Range House immediately upon arrival at facility.
    - i. Students engaged in a class that includes a live fire component who do not possess a valid Range Badge shall obtain a wrist band upon entering Association property and shall be wearing it as intended.
    - ii. Students in a class that does not involve live fire who do not possess a valid Range Badge shall obtain a temporary Student ID pass that is Green in color, hung on a Green lanyard upon entering Association property and shall be wearing it as intended.
  - e. CIO personnel shall surrender student's/trainee's wrist bands and temporary Student ID passes and sign out when leaving facility.
  - f. 5 firing positions can be rented for up to \$250/hr as an alternative to the \$25 per student/trainee per day.
  - g. All other rules and limitation on firing positions and bay usage apply.
2. Student/Trainee to Instructor Ratio
  - a. Maximum of five students/trainees/firing points per instructor on the 50-yard, 100-yard or 200-yard ranges.
  - b. The Basic Shotgun Course may be conducted by a single instructor if the class has no more than two students. The presence of more than two students requires a minimum of two Instructors for each trap field used.
  - c. Defensive shotgun shooting shall take place on the 100-yard range with one instructor per student/trainee. You shall request a firing point assignment from the RSO.

## **F. Maintenance of AGC CIO Certification: Requirements**

1. Continuous insurance coverage per Section I.B.4.c. & I.B.4.e.i.b)
2. Timely payment of fees and assessments.
  - a. "Timely" in this context is within thirty (30) calendar days of invoice date.
3. Strict compliance with AGC range rules, policies and procedures by instructors and students/trainees.

4. Continuous validity of instructor certifications.
  - a. Proof of certification renewals/changes submitted to AGC in a timely manner **prior to** conducting any instruction.
5. Continuous validity of CIO employee information.
  - a. Shall be updated **prior** to a new employee engaging in any activity on AGC property.
  - b. Shall be updated **within 10 business days** of separation of employment.
    - i. Issued CIO ID (blue) badges shall be surrendered to the Secretary **within 10 business days** of separation of employment.
6. Compliance with AGC event scheduling policy & procedures.
7. Payment of assessments for damage to AGC facilities.
8. Continuous validity of contact information; telephone, email and mailing address.

#### **G. Grounds for Suspension/Revocation of CIO Certification**

1. Class IV range rule violation by instructor or student (Policy & Procedures Manual).
2. Instructing prior to completing the procedures outlined in Section I.B. may result in permanent expulsion from AGC's facilities. (Class IV violation)
3. Repetitive violations of other than Class IV range rules (Policy & Procedures Manual, Chapter XI).
4. Failure to procure and wear student wrist bands and/or temporary Student ID passes. (Class IV violation)
5. Violation of ratio of AGC-certified instructors to students/firing points, Chapter XV, Section I.E.2. (Class IV violation)
6. Instruction involving drawing from the holster and/or dry firing in prohibited spaces. (Class IV violation)
7. Falsification of instructor credentials. (Class IV violation)
8. Instruction in a discipline for which the instructor is not certified. (Class IV violation)
9. Failure to maintain "good standing" status with the authorities; forfeiture of business entity.
10. Failure to timely notify AGC of abandonment, forfeiture, or any other change of status of business, as listed on State Department of Assessments and Taxation website.
11. Failure to maintain continuous liability or Workers Comp insurance coverage as specified in Chapter XV, Section I.B.4.c. & I.B.4.e.i.b) (Class IV violation)
12. Failure to complete, or falsification of, instructor/student sign in/out documentation; failure to return wrist bands or temporary Student ID passes when signing out. (Class IV violation)

13. A pattern of abusive, aggressive or uncooperative behavior. (Class IV violation)
14. Failure to make timely payment of fees and assessments.

#### **H. Recourse for Suspension/Revocation of CIO/Instructor Certification**

1. Appearance before the Executive Committee.
2. You may appeal the Executive Committee decision to the Trustees at a future meeting.
3. The Trustees, by a 2/3rds majority of those present, may support or modify the decision of the Executive Committee. Their decision is final.
  - a. Trustees who are members of the prospective CIO's Club or are themselves employed or compensated by or otherwise work in behalf of, or who have family members who are employed or compensated by or otherwise work in behalf of the CIO shall recuse themselves from voting.

## **II. Law Enforcement, Public Service, Defense Contractors and Other Organizations**

### **A. Definition**

Organizations whose primary reason for being is other than firearms training that do not have access to range facilities. Examples include some law enforcement agencies, defense contractors, colleges or universities, etc.

### **B. Authorization Process**

1. The requesting organization shall present their proposal for facility usage and all applicable credentials to the Executive Committee for review.
2. The Executive Committee shall present their recommendations to the Trustees, including the terms, conditions, and possible impact on the facilities.
3. The Executive Committee may request that a representative of the organization present their proposal to the Trustees at a regularly scheduled Trustee meeting.
4. The Trustees shall review the terms, conditions and possible impact on the facility and may vote to accept or deny the proposal.

### **C. Requirements/Conditions**

1. Certificate of liability insurance in an amount not less than \$5,000,000.00/each occurrence, with AGC a named insured and waiver of subrogation.
2. Notarized indemnification and hold harmless document provided by AGC. **(Exhibit "A")**

3. Agreement to leave the facility in as found or better condition; retrieve spent brass, dispose of trash, etc.
4. AGC reserves the right to monitor all activities.
5. An AGC RSO may, at AGC's sole discretion, be assigned to the organization to control/monitor the organization's activity. The cost of the RSO shall be paid by the organization.

## Chapter XV EXHIBITS

### A. Indemnification and hold harmless form

I, \_\_\_\_\_, the undersigned legal representative of \_\_\_\_\_, shall indemnify, defend (by counsel reasonably acceptable to AGC) and hold harmless the AGC, and its officers, directors, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the negligence or misconduct of our employees, contractors, instructors and/or our students/trainees.

Signature

Company

\_\_\_\_\_

\_\_\_\_\_

Printed Name

Title

\_\_\_\_\_

\_\_\_\_\_

STATE OF MARYLAND

COUNTY OF \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, who acknowledged himself/herself/themselves to be the \_\_\_\_\_ of \_\_\_\_\_, a corporation, and that he/she/they, as such \_\_\_\_\_, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself/themselves as \_\_\_\_\_.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_

NOTARY PUBLIC

Print Name: \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

## B. Waiver of Subrogation Letter

12 December 2016

Valued Business Partner:

The Associated Gun Clubs of Baltimore, Inc. (AGC) selectively grants permission for use of our range facilities to firearms training organizations and individuals who need to conduct live fire exercises as part of their training regimen.

As a condition of your use of our ranges for your firearms training activity, the AGC requires that you maintain liability insurance as specified in Chapter XV, "Certified Instructor Organizations (CIO's)", of our Policy and Procedures, covering all of your officers, employees, LLC members, sub-contractors, sole proprietors or any other individuals that conduct any activity of any sort on your behalf on AGC property.

As of 1 February 2017, or with the renewal of your current liability insurance policy, whichever comes first, AGC requires that your insurance company grant a waiver of subrogation.

When applying for a waiver of subrogation, you will need to provide a copy of this letter to your insurance company along with your request.

Very Truly Yours,  
By order of the Trustees

Secretary, Associated Gun Clubs of Baltimore, Inc.

### C. Employee Information

To: Secretary, Associated Gun Clubs of Baltimore, Inc.

From: (**name of organization**) \_\_\_\_\_

I/We do not have any employees who are authorized to act in our behalf on AGC property.

The following individuals are employed by and authorized to represent (**insert organization name**) in the capacity\* indicated while conducting activities in our behalf on AGC facilities. You may not engage any person who is not legally employed by your organization to perform any duty or activity in your behalf on AGC property.

<b><u>Print Full Name</u></b>	<b><u>Badge#</u></b>	<b><u>Capacity*</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Capacity codes: AGC-Certified Instructor = **INS**; AGC-Certified Range Safety Officer = **RSO**; Helper = **HELP**

I, the undersigned legal representative of, \_\_\_\_\_ solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## D. Waiver of Workers Comp Insurance



Waiver of Employer's Liability (Workers' Comp) Insurance

Date: \_\_\_\_\_

To: Secretary, Associated Gun Clubs of Baltimore, Inc.

From: (***name of organization***) \_\_\_\_\_

The following named  officers (of corporations),  members (of LLCs/LLPs) or  sole proprietor have voluntarily opted out of Workers' Compensation Insurance coverage. **(Click on appropriate box)**

**Print Full Name**

**Title**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## **XVI. Facility Maintenance**

Approved by the Trustees on April 3, 2012

### **Purpose**

This proposed Standard Operating Procedure (SOP) provides a structured approach to the maintenance of the physical facilities of the Marriottsville Ranges owned and operated by the Associated Gun Clubs of Baltimore (AGC).

### **Summary**

All AGC facility maintenance is divided into three categories: routine maintenance, emergency maintenance, and capital improvements. The AGC rental properties are considered in a parallel but separate manner. Budgetary lines are created for all three categories and are managed on a day-to-day basis by the Executive Vice-President and reported monthly to the AGC. Capital improvements are proposed by the AGC clubs and prioritized by the Charter clubs on an annual basis. The use of volunteers, contractors, AGC members' owned companies, service contracts, AGC-owned or rented equipment as well as the safe performance of maintenance are also considered.

### **Scope**

This SOP includes all of the physical facilities at the Marriottsville Ranges owned by the AGC.

### **Executive Authority**

The Executive Vice-President is responsible for the maintenance of the ranges as provided in Article V, Section 6.3.3 of the AGC Bylaws.

### **Work Breakdown Structure (WBS)**

Maintenance of the AGC ranges is subdivided into three categories. The maintenance of the AGC rental properties is considered separately.

- A) Routine maintenance includes the planning, management, labor, and materials to maintain the existing physical facilities of the ranges. Routine maintenance is funded by monthly allocations within the AGC annual budget. Once the AGC annual budget is developed by the Executive Committee and approved by the Trustees, the Executive Vice-President shall proceed to implement the routine maintenance tasks allocated within the annual budget. Should necessary routine maintenance tasks occur that are not allocated within the budget or specific tasks exceed the current allocation within the budget, the Executive Vice-President shall seek the concurrence of the Executive Committee and the approval of the Trustees for those specific maintenance tasks at the next monthly meeting.

- B) Emergency maintenance includes the planning, management, labor, materials, and inspections to restore the physical facilities compromised by an unanticipated failure. This work is funded from a separate budgetary line within the AGC annual budget provided for this purpose. The Executive Vice-President shall spend whatever is necessary to ensure the safe operation of the ranges once coordinated with the Executive Committee. Any obligated funds exceeding the available budget must be approved by the Trustees at the next AGC monthly meeting.
- C) Capital Improvements include the planning, permits, management, labor, materials, and inspections to enhance the quantity and/or quality of the physical facilities of the ranges. Capital improvements are funded from a specific line in the AGC annual budget and are concurred upon by the Executive Committee and approved individually by the Trustees from a baseline prioritized list of capital improvements prior to the commencement of each improvement.

### **Budgetary Lines**

Lines in the AGC annual budget that support maintenance correspond exactly to the WBS described above. Separate budgetary lines for range maintenance exist for routine maintenance, emergency maintenance, and for capital improvements. Monthly allocations are provided within the annual budget for routine and emergency maintenance while capital improvements are a single annual allocation.

### **Prioritization of Capital Improvements**

In October of each year, all AGC clubs shall submit a list of proposed capital improvements. Prior to the November meeting, the Executive Vice-President shall assemble a consolidated list of capital improvements that is distributed to the Trustees of each Charter Club at the November meeting. At the December meeting, the Trustees from each Charter Club shall submit a prioritized list of the projects in the consolidated list. The Executive Vice-President shall consolidate the prioritized lists into a single prioritized list that becomes the planning baseline for capital improvements for the next calendar year; it shall be completed before the end of each December. Each new capital improvement from the planning baseline list must be endorsed by the Executive Committee and approved by the Trustees prior to its commencement and the obligation of any funds. Any change in the baseline prioritized list of capital improvements must also be endorsed by the Executive Committee and approved by the Trustees thus creating a new baseline list. The Executive Vice-President shall provide a status of every active capital improvement at each monthly meeting.

### **Use of Volunteers**

The Executive Vice-President is encouraged to use volunteers to accomplish maintenance to the maximally practicable extent. The Executive Vice-President is authorized to organize “work days” and to grant range badge credits but is also responsible for the supervised and efficient use of them. The Executive Vice-President shall document the monthly use of range badge credits and include this information in his/her monthly report to the Trustees.

### **Use of Contractors**

The Executive Vice-President is authorized to contract for services to accomplish maintenance. Three sealed bids from local, licensed, and insured firms is the norm but, by necessity, may be streamlined in consultation with the Executive Committee. All new contracts shall be included in the Executive Vice-President’s report at the monthly meeting.

### **Use of Local Codes**

It is the responsibility of the Executive Vice-President to see that all work performed on the ranges meets or exceeds local building codes. Any exceptions are discussed and approved by the Executive Committee. In such discussions, the Executive Vice-President will remain informed as to the most cost-effective approach to remedy existing code violations. Any issues associated with local codes are presented in the Executive Vice-President’s monthly report.

### **Contracting for AGC Members’ Services**

Traditionally, the AGC Executive Committee has preferred to offer contracted services to AGC members when such services are available. To this end, the Executive Vice-President shall maintain a list of AGC members who are licensed contractors and who are willing to perform contracted services on the ranges. The Executive Vice-President shall choose the contractor that represents the best value and the lowest risk. Given proposals of essentially equal value and risk, AGC members shall be given preference in soliciting bids for range maintenance. This list will be updated in the last quarter of each calendar year through a request to the Trustees of the Charter Clubs and the Officers of the Affiliated Clubs.

### **Service Contracts**

Service contracts are often expensive and should be used sparingly. They shall be reviewed at least annually by the Executive Committee and the Executive Vice-President shall maintain a list of service contracts planned for the next year and present this as part of his/her report at the January meeting.

**Safety**

The Executive Vice-President is responsible for the safe performance of maintenance on all AGC ranges. Safety briefings will be conducted by the Executive Vice-President or his agent prior to the exercise of hazardous operations involving any AGC members. Contractors are generally responsible for the safety of their employees although the Executive Vice-President is authorized to stop any maintenance activity that he/she considers unsafe.

**Use of AGC-owned or rented machinery**

The Executive Vice-President will maintain a list of AGC members certified to operate AGC-owned equipment or equipment that the AGC might temporarily rent. The Executive Vice-President shall arrange for periodic certification courses to ensure an ample number of certified operators to facilitate the success of volunteer "work days."

**Rental Properties**

The Executive Committee intends to treat the AGC rental properties as a separate "accounting entity." To accomplish this, the AGC rental properties have a separate maintenance program. That is to say, rental property maintenance is subdivided into routine maintenance, emergency maintenance, and capital improvements. Contracts of any kind associated with the rental properties should not overlap with range maintenance unless the costs for range maintenance and for rental property maintenance are easily identified. Similarly, service contracts for range maintenance should not provide services for the rental properties. The Executive Vice-President shall coordinate any exceptions with the Executive Committee. Volunteers may be used as available but any associated range badge credits need to be tracked with the rental properties. The other requirements of this SOP apply equally to the AGC rental properties but they are executed separately and in a way that enables a separate accounting between range and rental property maintenance.

## **XVII. Deer Hunting**

Approved by the Trustees on August 7, 2012

### **A. Definitions and Guidelines:**

1) Hunt-able property: see map

The AGC property consists not only of the ranges with the adjacent impact areas and the rental houses up the hill but also of a large forest buffer. The forest buffer includes a steep valley behind the hills which we use as a backstop which is quite abundant with signs of deer presence including trails and resting places. The terrain makes it impossible for any hunter to be hit by a bullet there, even when range operations are ongoing (Zone A) and a zone that can be hunted when range operations are suspended (Zone B).

2) Hunting dates and times

Zone A will be open during archery season for hunters for most of the season with previous reservation and sign in for the hunters. Further rules will be in place to make sure that hunters do not endanger themselves or each other and do not unnecessarily disturb the neighbors. In brief, zone A will be divided in several areas in which a hunter can, within limitations, select his own spot according to his liking.

Zone B will be opened 4 times to reduce the deer population local to the lower range. During this time, the range will open by 11AM during the week or shut down by 4PM to give a safe timeframe for hunting. One of these days will be used for a combined Zone A/B muzzleloader hunting evaluation, one for the junior hunt.

There will be an ongoing evaluation as to how the hunting will be affecting the deer population and migration on our property. If necessary, access to Zone A can be limited or suspended for wildlife to return to the property and increase hunting success.

3) Harvest goal

The goal is to negatively impact the deer population on the ranges. To this end, does only will be harvested with the goal to eliminate as many as possible from our property and hopefully eliminate the tame herd on the lower property. 40-50 deer can be realistically harvested from the property but harvest goal can be modified during the hunt according to ongoing monitoring. The game limit is 1 deer/ hunter.

#### 4) Access

Access for hunting will be for AGC members only. We will select hunters by lottery with 40 spots available and 100 tickets. Tickets will be \$5 each, 1 per person/range badge and available at the AGC range.

Hunters will be able to make reservations for access during the hunting season for a maximum 2 days a week. Once a hunter is successful, he needs to sit out the rest of the season. Any spots during the hunting time that are not reserved are on a first come, first serve basis.

#### 5) Safety

To prevent hunters being charged with poaching by casual observers not used to hunting on our property, each hunter will receive a laminated card stating the permission to hunt on AGC land and a list of all hunters with name and range badge number will be deposited at the range house.

To avoid people being lost on the property, each hunter will have to sign in with name, cell phone number and division he is hunting in before his hunt and will have to sign out as well. The military crest on the hill we are using as a backstop will be clearly marked and anything closer to the range is off-limits. In the unlikely event that tracking wounded deer behind these marks becomes necessary, the hunter needs to report to the RSO on duty and may only proceed after all ranges are cold.

All hunters will be informed about the limits of the hunting zones, the divisions where they may expect fellow hunters and safe routes to reach their hunting spots. Furthermore they will be made aware of the positions of houses on the adjoining property and are discouraged from setting up close or shooting in the direction of those.

All hunting rules and regulations mandated by law will be followed to the letter. We will not enact or think up additional regulations unless there is conclusive proof that these will increase safety by a significant margin.

Non-permanent, tree friendly tree stands or ground blinds may be used, provided they are removed at the end of each hunting day.

To avoid decreasing our hunting chances and offending neighbors, a designated field dressing area will be established.

#### 5 a) Safety for muzzleloader trial

The participants of the trial will be drawn from the pool of unsuccessful hunters during archery season, especially qualified individuals and demonstrate their skills with the selected weapon during a qualification shoot. There will be a prior safety briefing with assigned zones of fire for each position and procedures for retrieving game after a shot.

The trial will address feasibility of hunting on our property with muzzleloaders, whether hunters are comfortable with the assigned backstop, safe zones and shooting distances and how adding this hunting method impacts our surroundings as well as our hunting success.

Any game harvested during the trial will be donated to either farmers or hunters feeding the hungry or directly to a local food bank.

6) Organization

A Hunting Committee will be formed with a Chairman appointed according to the AGC By-Laws.

7) Compensation

People who objectively donate time and effort to the project may be compensated with 1 deer per person.

8) Visitor

A single observer is permitted in Zone A for the purpose of instruction into the sport. The observer must be an AGC badge holder and be sponsored by one of the participating hunters. The observer may not carry or use any hunting implements, must accompany the hunter at all times and sign in and out in the same manner as the hunters.

The observer slot must be booked when reserving your hunting slot and is available on a first-come basis.

9) Junior hunt day

AGC members qualifying for a junior hunt may use this day for an introduction into the sport. The range will be closed for a few hours to allow for hunting in Zone A and B. Interested juniors will be matched with a participating hunter, hunting instructor or committee member. If the demand exceeds capacity, a lottery will be held.

The junior hunt is free of charge and game limits are set by MD law.

10) End of hunting program

The hunting program will end once the harvest goals are met or by January 15<sup>th</sup>.



11) Monitoring and reporting

While the hunting committee will be monitoring the ongoing hunting activities, any incident leading to property damage or injury will automatically suspend all hunting activities and be investigated together with the range safety committee. A final written report on the events of the hunting season and the outcome of the muzzleloader trial will be made available to the trustees after the conclusion of the season.

**B. Rules for hunters on AGC property:**

1) Applicable rules and regulations

Hunters have to be in possession of a valid hunting license and follow all applicable rules and regulations while hunting on AGC property.

2) Identification

Hunters on AGC property will carry their area permit with them at all times. If questioned by an officer, confirmation of said permit can be made by comparing name, range badge number and permit number with the list available from the RSO.

3) Hunting area

Hunting during range operations is only permitted in zone A. The zone is further subdivided with only one hunter permitted in each division. Divisions are assigned by signing up for them on the day of the hunt.

4) Game limits

The AGC managed hunting area is DOES ONLY for archery season. A hunter shooting anything with more than 2 points will forfeit the trophy and agrees to donate \$20 per point to the AGC junior shooting program. Limit is 1 doe/season.

5) Times & dates

Access to zone A is possible with prior reservation for the day. A maximum of 2 days a week can be reserved, empty spots can be taken on a first-come first-serve basis. Once you harvest your game, all further appointments become invalid.

6) Sign in and out

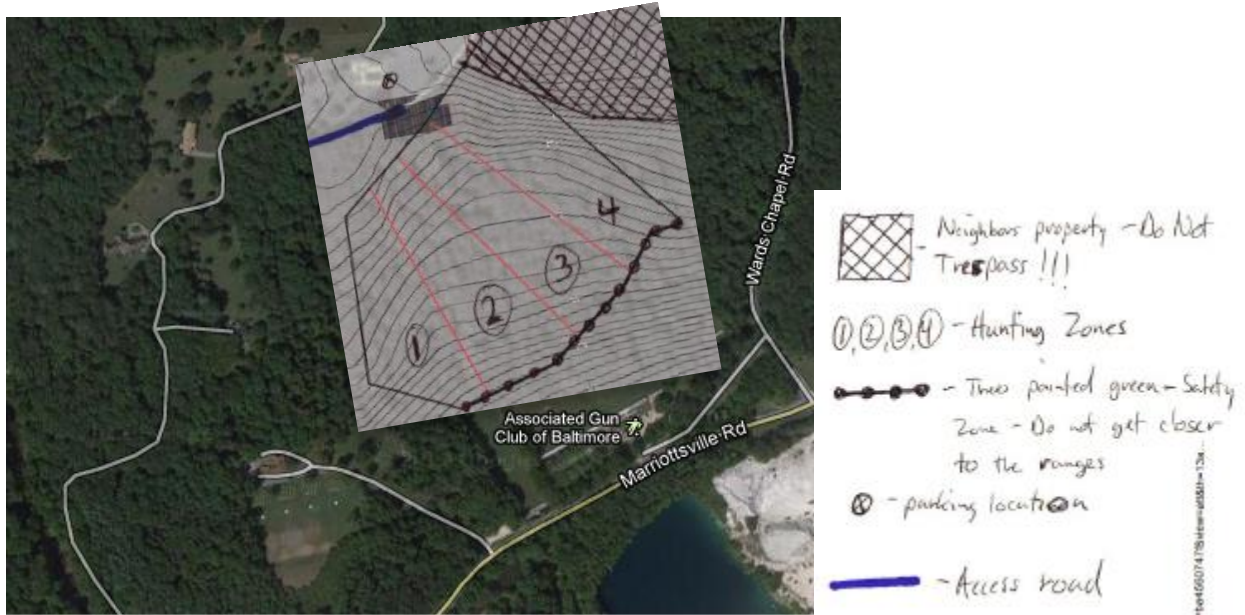
Before entering the hunting area, hunters will sign in with name and cell phone number for one of the hunting divisions in a list available at the lower range house. Hunters will stay in the assigned divisions for the duration of the hunt unless tracking wounded deer. They will sign out when leaving the property. If leaving "for a break", no reentry if there are other hunters waiting.

- 7) Access to hunting zones  
To minimize disruption of range operations due to getting shot, hunters may only access and egress from Zone A by the designated paths.
- 8) Shooting  
No shooting towards houses or positions of other hunters.
- 9) Tracking of wounded deer.  
Deer may be tracked on our property and on the neighboring properties where we have permission to do so (details will be posted). When retrieving deer from Zone B, the range officer must be informed and the hunter may only proceed once the range is cold. The hunter must make all due haste to remove the deer to a safe zone so range operations can resume
- 10) Transportation of deer  
Deer may be transported from the entry/exit of the Zone A to the designated field dressing area using the club ATV when available. Please check with RSO for availability.
- 11) Reporting  
The hunter will report deer sightings, taken & missed and successful shots to the hunting committee. No penalty will be assigned for missed shots other than ridiculing the shooter. The gathered data is solely for refining our understanding of deer movement.  
  
Taken game shall be checked in with the RSO following the successful hunt and reported to the hunting committee within 24 hours including the following data:
  - Sex
  - Weight
  - Estimated age (by teeth)
- 12) Game other than deer  
While the hunt is for deer only, both coyote and fox may be taken if encountered. All DNR regulations apply. Photographic evidence of the kill has to be submitted to the hunting committee.

### **C. Hunter Sign in Directions:**

- 1) You must have a confirmed reservation to proceed (A hunting zone will be provided with the confirmed reservation)
- 2) Sign in with name, cell #, and time
- 3) Take the hunting approval card for your reserved zone

- 4) Park at the appropriate parking location at the pool house
- 5) Proceed to your hunting area
- 6) After your hunt-return the hunting approval card to location where it was picked up and sign out.



Hunting Area Map

## **XVIII. AGC Trustee Meeting Robert's Rules of Order**

This policy does not circumvent the use of Robert's Rules, as dictated in the By-Laws. This policy is meant to provide meeting rules needed at Trustee Meetings to maintain order and establish efficient use of meeting time.

**Official AGC Robert's Rules Reference:** "Webster's New World - Robert's Rules of Order - Simplified & Applied", 3<sup>rd</sup> Ed., Robert McConnel Productions, Copyright 2014 by Houghton Mifflin Harcourt Publishing Company.

Trustee Meeting Rules;

1. A meeting agenda will be established. The meeting agenda must be agreed upon and voted as the first order of business after the previous month's minutes are addressed. The agenda must have a start time for each item. [Chap 2, "Adopting the Agenda", Pg. 14]
2. Officer reports do not need to be read unless a decision is needed. [Chap 2, "Accepted Order of Business", #2, Pg. 11]
3. A motion contains movement for the body. It does not contain opinions. A motion should begin, "I move that the [AGC, Secretary, President, RSO, etc...] [define movement]". Once the motion is given a 2<sup>nd</sup>, it is common courtesy for the Chair to give the motion creator the floor to begin discussion. [Chap 19, "Standing Rules", Pg. 296]
4. For discussions, each person is only allowed to speak once on any given subject. They may not speak again unless everyone who wishes to speak has spoken and there is still time left. [Chap 1, "Taking Up Business One Item at a Time", Pg. 6]
5. Each speaker is limited to one minute per discussion. [Chap 19, "Standing Rules", Pg. 296]
6. All comments should be made to the chair. It is not acceptable to address another member. [Chap 1, "Taking Up Business One Item at a Time", Pg. 6]
7. Any violation of these rules is subject to expulsion from the meeting upon a simple majority of voting members. [Chap 15, "Removing an Offender from the Assembly Hall", Pg. 197]

## **XIX. Approved Exceptions to Range Rules for Club Events**

Through various motions, the trustees have approved the following exceptions to the range rules for club events

- 1) Centerfire rifles shot at steel at 100 yards on Barnes Range
- 2) Centerfire and rimfire pistols shot at steel at 20 yards or more on Pistol Range on open range
- 3) Centerfire and rimfire pistols shot at steel at 10 yards or more on Pistol Range on closed range
- 4) Centerfire rifles shot at steel on 200 Yard range w/steel at 200, standard firing line and 100 yard firing line, closed range, using lighting equipment and generators until 8pm.
- 5) MDTCA can shoot steel targets at the furthest point of all ranges
- 6) MDTCA can place targets on the impact berms on all ranges
- 7) MDTCA can shoot using night vision until 9pm on Tuesdays nights
- 8) Action Shooting Committee is allowed the use of holsters with loaded firearms
- 9) All AGC Club-sponsored and adult-supervised Junior clubs shall be allowed to use a laser-based targeting system on the Pellet Range which requires dry-firing if the following conditions are strictly adhered to:
  - a. No live ammunition is allowed inside the building,
  - b. Required equipment inspection (bags, firearms, etc.)
  - c. Targets to be positioned at shooting height on the rear wall of the Pellet Range,
  - d. Dry firing limited to .22 rimfire single-shot rifles and pellet rifles only.
- 10) ARPC, Runnin Dark permitted to conduct scheduled Night shooting/ low light events on the 100, 200 and Shooting Bays ranges until 9PM.
- 11) ARPC permitted to conduct scheduled camping events on the shooting Bays or 200 yard range with consumption of food and alcohol after range is cold and firearms secured.
- 12) ARPC, Old Post, 10th Cavalry, and Garrison to be permitted to consume alcohol, in the Shooting Bay Area and the Pistol Range area after their events when range is cold and firearms are secured.

Note: All steel used with centerfire must be AR-500 steel with a Brinell hardness of 500 3/8". Steel used with rimfire must be at least 1/4" and Brinnell hardness of 400.

## **XX. AGC Steel Target Usage Policy**

Adopted June 7, 2022

### **PURPOSE**

Establish the policies, procedures, and conditions under which individual AGC Range Badge Holders (BH), Guests, AGC Clubs, and AGC Disciplines are permitted to shoot steel targets

### **SCOPE**

This policy covers the use of steel targets for individual Range Badge Holders (BH), Guests, AGC Clubs, and AGC Discipline Sponsored Events

### **RESPONSIBILITIES**

- The Executive Vice President is responsible for the administration of this policy
- The Treasurer is responsible for maintaining the records of individual Badge Holders (BH) certified to engage steel targets

### **I. INDIVIDUAL BADGE HOLDER CERTIFICATION PROCESS**

A. BH should review and become familiar with **Section II. GENERAL RULES of the Individual Badge Holder Steel Target Use Policy**

B. BH shall take and pass the online Steel Target Certification Quiz

1. Passing Score = 100%
2. Each BH will be given 3 attempts (separated by 24 hours) to pass the quiz

C. BH will receive a congratulatory email upon successful completion of the quiz which will also include a link to pay the \$20 certification fee

1. BH shall print a copy of the congratulatory email (or save to a mobile device)
2. BH shall pay the certification fee and print a copy of the receipt (or save to a mobile device)

D. BH shall present proof (in person) of successful completion of the quiz and receipt of payment to the on Duty RSO or other AGC Official and then:

1. BH will be issued a Yellow Badge and lanyard (if he/she does not already have one)
  - i. Yellow Badges can only be issued/printed during the same days/times as new Range Badges are issued/printed – check [agcrange.org](http://agcrange.org)/call for hours
2. The BH will be issued a Steel Certification Sticker to be applied to his/her Yellow Badge
  - i. Stickers may be issued at any time the AGC is open (provided that the BH is already in possession of a Yellow Badge)

- E. The Yellow Badge with a Steel Sticker AND the BH's AGC Range Badge shall both be worn by the BH when/while shooting steel
  - 1, Exception – Steel Certifications/Yellow Badges not required for Club or AGC Discipline Sponsored events
- F. BH's may, but are not required to, present their Steel Targets to the on Duty RSO for inspection to ensure compliance with the Guidelines set forth in **Section II. GENERAL RULES of the Individual Badge Holder Steel Target Use Policy**

## II. GENERAL RULES (C2)

### A. Steel Target Specifications

- 1. Specifications vary depending on the type of ammunition used
  - a. Centerfire or Muzzleloader
    - i. Thickness - Minimum 3/8"
    - ii. Hardness – Minimum AR500
  - b. Rimfire other than .22 Short, Long, or Long Rifle
    - i. Thickness - Minimum of 1/4"
    - ii. Hardness - Minimum AR400
  - c. .22 Short, Long, and Long Rifle
    - i. Thickness – Minimum 3/16"
    - ii. Hardness – Minimum AR400

### B. Steel Target Mounting Methods

- 1. Hanging Mounts
  - a. Must be attached at two points
  - b. The target must be free to swing backwards upon impact
  - c. Hanging Mounts are prohibited at Reduced Range distances (less than 40 yards)
- 2. Angled/Fixed, Hinged and/or Spring-Loaded Target Mounts
  - a. Commercially manufactured single or double-point mount
  - b. When mounted, the face of the target shall be angled downward at no less than 15 degrees and no more than 45 degrees.
  - c. **Angled/Fixed** Target Hanger Bolts are NOT required to be tight as long as they are secure (allowing a slight swing of the target upon impact)

### C. Steel Target Frames

- 1. Any of the following are acceptable
  - a. Penetrable Frames – ie. Lumber, plastic (PVC), or light (penetrable) steel
    - i. If the frame is struck by an errant round, then any fragments/remnants of the frame shall be removed/cleaned up
  - b. Non-Penetrable / Steel Posts/Frames
    - i. Must be purpose built and commercially manufactured
    - ii. Minimum hardness of AR500

- c. Plate Racks, Poppers, Dueling Trees, Sliders, and other non-fixed steel targets/props are permitted if they are in accordance with the
  - i. **II. General Rules** of this policy and/or
  - ii. Sections **G6 & G7 of Chapter XXIII. Shooting Bay Area Usage Policy**

D. Steel Target Condition

- 1. Applies to all Ranges, AGC Club Events, and/or AGC Discipline Events
  - a. Reduced Range – (less than 40 yards) must not have any evidence of damage and the face of the target must be smooth
    - i. No dimples, pocks, or cracks
    - ii. Targets must be flat – not concave or convex
  - b. Full Range – (40 or more yards) permitted to have limited wear and tear that is the result of being impacted by high velocity projectiles
    - i. Dimples, pocks, and/or cracks may not exceed half the depth of the target itself
      - a. Test – Measure the depth of any dimples/cracks with a caliper (or other gauge) and compare to the thickness of the target itself

E. Steel Targets shall be placed at the maximum distance possible on each range and directly in front of the impact berm with the following **exceptions**

- 1. 100 Yard Range
  - a. Any Rimfire round with a muzzle velocity of less than 1500 fps
    - i. Steel targets may be staged at the minimum distance recommended by the manufacturer, however no closer than 30 yards (excluding benchrest shooting positions)
  - b. Pistol Caliber Long Guns / Handguns
    - i. Steel Targets may be staged at no less than 52 yards - two paces beyond the 50-yard cement target frame placements (excluding benchrest shooting positions)
- 2. 50 Yard Pistol Range
  - a. Lanes 53-58 each have 2x4 mounting brackets set at 24 & 50 yards and are the only lanes that an individual BH may set steel targets on this range
    - i. Steel must be mounted using Angled/Fixed, Hinged and/or Spring-Loaded Target Mounts
    - ii. Shooter may stage up to three of their own steel targets in contiguous positions if those shooting lanes are open/available
      - 1. An open/available lane is defined as one that no other shooter is occupying or wishes to occupy
    - iii. Shooter may crossfire at their own Steel Targets positioned up to one lane on either side of the shooter's lane if those shooting lanes are open/available



- b. AGC Club and/or AGC Discipline scheduled events may set steel targets as close as 10 yards for up to as many lanes as are reserved on the AGC Event calendar
  - 3. 200 Yard Range
    - a. Steel Targets shall be set directly in front of the main impact berm
      - i. Behind the target pits
      - ii. Intermediate berms are not to be used for individual BH steel target use
      - iii. Intermediate berm may be used for AGC Club and/or AGC Discipline scheduled events per section J. 200 Yard Range and Trap Ranges of **Chapter XXIII. Shooting Bay Area Usage Policy**
  - 4. Shooting Bays
    - a. Target placement and stage design shall be governed by section G. Course of Fire (COF) Design of **Chapter XXIII. Shooting Bay Area Usage Policy**
- F. Ammunition to be used when shooting at Steel Targets
  - 1. Pistol Caliber Ammunition (applies to Reduced Range Targets of Less than 40 yards)
    - a. Centerfire: up to .45 caliber and shall not exceed 1,500 feet per second
    - b. Rimfire: Any round with a muzzle velocity of less than 1500 fps
  - 2. Rifle Ammunition (applies to Full Range Targets on the 100 yard / 200 yard ranges as well as of 40 yards or greater for scheduled events on the Shooting Bays and 200 yard range)
    - a. Centerfire: Muzzle velocity shall not exceed 3,150 feet per second
      - i. Exception: Frangible ammunition with a muzzle velocity of greater than 3,150 is acceptable
      - ii. See II.F.5 below for specifically prohibited ammunition
    - b. Rimfire: All rimfire rifle ammunition is permitted on Full Range Targets
  - 3. Shotgun Ammunition (Shooting Bays, Trap Range, 100 yard and 200 yard ranges only)
    - a. Lead Birdshot of #7.5 - #9
      - i. Maximum Velocity of 1300 fps (1200 FPS on the Trap Range)
    - b. Slugs
      - i. 1 1/2 oz Lead or smaller
      - ii. Not permitted on the Pistol or Trap ranges
  - 4. Copper/Bi-metal jacket and steel cased ammunition may be used if it is not specifically prohibited above/below
  - 5. Prohibited ammunition
    - a. Tracer and incendiary
    - b. Armor piercing, steel/tungsten core projectiles. This includes but is not limited to M855/SS109, M855A1, and 7N6 cartridges

- c. Buckshot, and Steel Shot
  - d. 50 BMG and all long-range tactical rounds are prohibited
  - e. Centerfire bottleneck rifle cartridge labeled “magnum”
- G. In accordance with the preceding General Rules, the on duty RSO shall have the ultimate authority to inspect any Steel Target, Mounting System, Frame, and/or Ammunition and to declare them unfit for Steel Target use at the AGC
- 1. In the event of a dispute, the burden of proof shall lie with the individual BH
  - 2. Unresolved disputes shall be directed towards the Executive Vice President for final resolution

## **XXI. AGC Holster Drawing Certification**

6/2/20

### **Intent:**

The purpose of this certification process is to allow select AGC Range Badge holders to practice drawing from a holster and firing a loaded handgun for private practice where permitted to do so by the range rules.

### **Audience:**

The “audience”, or qualified individual will be an “intermediate” hand gunner as determined by the certifying instructor. This means that the student will have impeccable handling and safety habits. Marksmanship is not a prerequisite. A positive attitude IS required. Beginners are encouraged to practice, with an unloaded handgun, at home on their basic skills before attempting this certification. Taking the written test or attending the practical portion of the exam are NOT guarantees of success and/or certification.

The only passing score for the online test and practical exam will be 100%. There are no limits on the number of times the online test can be taken. There will be no “do-overs” on the practical exam on the same day. The successful candidate will also possess all of the proper equipment.

### **Structure of Certification:**

The certification will consist of two parts. Part one is to read the entire policy and confirm understanding of it by passing the online test with a score of 100%. Part 2 of the certification is an in person practical exam which demonstrates the badge holder’s skills under stressful conditions.

### **Administration:**

The Chair of the Action Shooting Committee is responsible for the administration of the certification process, including curriculum development, and the administration of tests and exams. The Chair is also responsible for appointing, instructing, and training all practical exam certifiers.

A certification may be revoked or suspended at any time by the AGC EVP, the Action Shooting Chair, their designee(s), including Club Range Officers and/or Event Directors.

After successful completion of all criteria, the member will be issued a special yellow badge with yellow lanyard and a serialized holographic sticker. The yellow badge and yellow lanyard must be clearly visible at any time the privilege of holster drawing is being exercised.

There is a one-time \$30 fee for the certification as of July 2020. This may change without notice by order of the Board of Trustees. Please go to the AGC website, click on "Online Purchases", add the Holster Certification Fee to your cart and complete the purchase. Please bring your receipt with you to certification and give it to the instructor along with your certificate of passing the test.

### **General Rules and Equipment:**

- 1) Only strong-side, outside the waistband drawing from the hip/thigh will be permitted. No cross-draw or ankle holsters are permitted.
- 2) Only gun-specific holsters of polymer, Kydex, or leather are permitted. Any leather holster must be form-fitted and retain a fully loaded firearm upside-down without a strap. (No nylon or other material).
- 3) Some form of retention is required. This can be passive retention as in friction holsters, or active retention holsters such as trigger guard, thumb-break, or twist retention. Multiple levels of retention are permitted.
- 4) The belt must be one designed specifically for holster use and must be at least 1.25" wide. If leather, it must be double-ply or commensurate thickness. No cotton-webbing belts are permitted. No single-ply nylon belts are permitted. Purpose-built duty or competition belts are encouraged, but traditionally-styled belts that are specifically designed for holster use are permitted. If you have any doubt, please contact the Action Shooting Chairman BEFORE your session.
- 5) All shots must be aimed or have "sight picture". No shooting from the hip or other non-sighted shooting is permitted.
- 6) The certifying instructor has the final word on whether or not equipment is appropriate.
- 7) All other range rules are still applicable. A holster certification does not allow you to carry on AGC property nor keep a firearm holstered during a cease-fire during private practice.
- 8) You may only have a loaded gun holstered while on the firing line or when given the command to "make ready" or similar command by the RO.
- 9) Any gun with a safety must have it engaged any time it is holstered if the safety can be engaged when the pistol is not cocked.
- 10) Any gun with a hammer must have the hammer in the down position unless it is a single action pistol, in which case it must have the safety engaged (cocked and locked) while holstered after the command "make ready".
- 11) Private practice drawing is only permitted at the specifically designated locations at the far right of the pistol range.

Any of the following will result in an immediate halt to the practical exam and/or may result in suspension or termination of holster drawing privileges:

- 1) Bad attitude or arguing with the instructor or RO.
- 2) Any range rule violation or violation of any holster use rules.
- 3) Defective, broken, or inappropriate equipment.
- 4) Any accidental or negligent discharge.
- 5) Dropping your firearm whether it is loaded or unloaded.
- 6) Your finger within the trigger guard before you acquire a sight picture.
- 7) Loaning or accepting anyone else's certification badge or lanyard.
- 8) Any other determination by the **certifying** instructor that certification should not be granted.
- 9) Any appeal of an instructor or ROs decision can be made to the Action Shooting Chair and / or the AGC EVP. Further appeals can be made to the entire Executive Committee. Executive Committee decisions can be appealed to the Board of Trustees. The decision of the Board is final. You must send your request to be heard by contacting the AGC Secretary at least two weeks in advance of either the Executive Committee or Board of Trustee meetings.
- 10) Anyone failing any part of the certification process may try again another day, but no less than one week later. (No same day do-overs).

### **Practical Exam:**

The practical exam will include dry firing, single shot draws, firing to lock-back, and multiple shot draws with reload. Instead of a scoring target, the steel torso may be used at 10 yards. Exhibiting safety, proper technique, the ability to follow verbal instructions, and a positive attitude are all required in order to pass the practical exam. Marksmanship and speed are mostly irrelevant as long as missed shots are hitting the impact berm.

The applicant **MUST** bring all of the following to the practical exam

1. AGC Range Badge with current year sticker
2. Safe and operable firearm
3. Minimum of 2 magazines – Speed loaders or strips are recommended for revolvers
4. Minimum of 50 rounds of ammunition
5. Eye and Ear Protection
6. Belt and holster consistent with the equipment rules outlined above
7. Printed copy of the online payment receipt and blank certification of completion form

Certifier: Proceed all timer starts with "Is the shooter ready?"... "Stand by."  
Alternately you may break the draw down into steps and then graduate to just a command of "draw" or "up". It is the instructor's discretion to adapt this as long as the

minimum requirements are met. This section is a guideline rather than a specific requirement that must be followed verbatim.

## Phase I – Standard Drills

**Pistols: No ammunition, no magazines inserted unless you have a magazine disconnect.**

**Two Hand Strong**

Command – Make ready

Command – When instructed, draw and dry fire one round, holster. Repeat for a total of 10 times at will.

When compete have the shooter show clear, hammer down / decock and holster.

**Pistols: Fill 1 magazine – Capacity or at least 10 rounds**

**Two Hand Strong**

Command – Load and make ready.

Command – When instructed, draw, and fire one round. Holster and repeat for a total of 10 times.

Command – Show clear, hammer down / decock and holster.

**Pistols: Fill 2 magazines – Instructor’s discretion – Must achieve lock-back at least twice.**

**Two Handed Strong**

Command – Load and make ready.

Command – When timer starts, draw and fire (instructor discretion) X rds. in X secs., decock, engage safety, and holster.

Command – When timer starts fire X rds. in X secs.

Command – Reload, decock, engage safety, holster.

**Repeat for second magazine**

**Pistols: Fill to instructor’s discretion – Must perform at least two hot reloads.**

**Two Handed Strong**

Command – When timer starts draw and fire X rds. in X secs., perform hot reload.

Command – Show clear, drop hammer / decock and holster an empty firearm.

**Phase II - Shooting all targets / plates – having to clear condition 1 before holstering. This phase is optional, but fun and should be offered if time allows.**

**Pistols: Fill 2 magazines to instructor’s discretion.**

**Two Handed Strong**

Command – Load and make ready.

Command – When timer starts – Draw and fire until all plates are hit /down using both magazines if needed. Do not continue past 2<sup>nd</sup> magazine.

Command – Reload both magazines if needed, decock, holster.

**Repeat for second string of all plates / targets.**

Done! Instructor and student sign certification. Student gets badge from office.

## **XXII. Records Retention, Destruction & Data Security Policy**

Approved by Trustees July 2, 2019

### **PURPOSE**

Establish the guidelines for records retention and destruction.

### **SUMMARY**

The policy is designed to ensure compliance with Federal and State laws and regulations, to prevent accidental or inappropriate destruction of records, and facilitate the efficient operation of the Associated Gun Clubs of Baltimore (AGC).

### **RESPONSIBILITIES**

The Secretary is responsible for the administration of this policy.

All Officers, Trustees, employees, volunteers or agents of the AGC are responsible to ensure that any records they generate and manage are kept in accordance with the AGC's Records Retention Schedule as set forth in Appendix A. Original documents shall be provided to the Secretary for retention and storage in the AGC's records repository. Officers who manage and/or maintain records shall provide the Secretary with access to those records.

### **RETENTION SCHEDULE**

The Retention Schedule is intended as a guideline and may not contain all the records the Association may be required to keep in the future. Questions regarding the retention of documents not listed in this document shall be directed to the Secretary.

### **DATA SECURITY**

Any information containing names and/or personally identifiable information (club affiliation, event participation, addresses, phone numbers, financial information, etc.) collected electronically or in paper form by any AGC Officer or employee will be protected and used for AGC official business only. All paper documents will be stored in secured containers with access restricted by EXCOM until such time as they can be digitized and stored in AGC's electronic document repository. EXCOM shall restrict access to this data to those who have a valid reason for access. Accounts shall contain a strong password (containing at least 12 characters with a mix of upper and lower case letters, numbers and special characters).

All documents with personally identifiable information shall be destroyed when no longer needed, in accordance with the schedule in Appendix A. Paper documents will be

destroyed with a cross-cut shredder. Digital documents will be deleted on all storage media, including back-ups.

No information on persons under the age of 18 shall be collected, stored, or otherwise requested.

## **STORAGE AND ORGANIZATION**

All official records of the AGC shall be maintained in the designated electronic document repository. Each Records Manager listed in Appendix A shall file records within the appropriate file folder as listed in Appendix B.

Electronic documents shall be retained as if they were paper documents. Email that falls into one of the document types listed in Appendix A shall be retained in PDF format and filed within the appropriate file folder as listed in Appendix B.

## **RECORDS REVIEW AND DISPOSAL**

Each Records manager as identified in Appendix A shall review records on the schedule set therein and shall destroy those records that have met their retention requirements, unless the record may be relevant to a legal proceeding as follows:

No Officer, Trustee, employee, volunteer or agent of the AGC, nor any Club Officer or club member, shall knowingly destroy, dispose of, conceal, or alter any record or document while it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a Federal, State or local government agency, including tax and regulatory agencies, law enforcement agencies, civil or criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the Association. During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Secretary shall suspend any further disposal of documents until such time as the Trustees, with the advice of counsel, determines otherwise. The Secretary shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **MEDIA RECORD DESTRUCTION**

Original records recorded on paper or other disposable media that contain personal or financial information of any individual shall be destroyed by shredding in the device maintained for such purpose in the Barnes Business Office after having been scanned and converted to PDF format and uploaded to AGC's electronic records repository.



## Appendix A – Records Retention Schedule

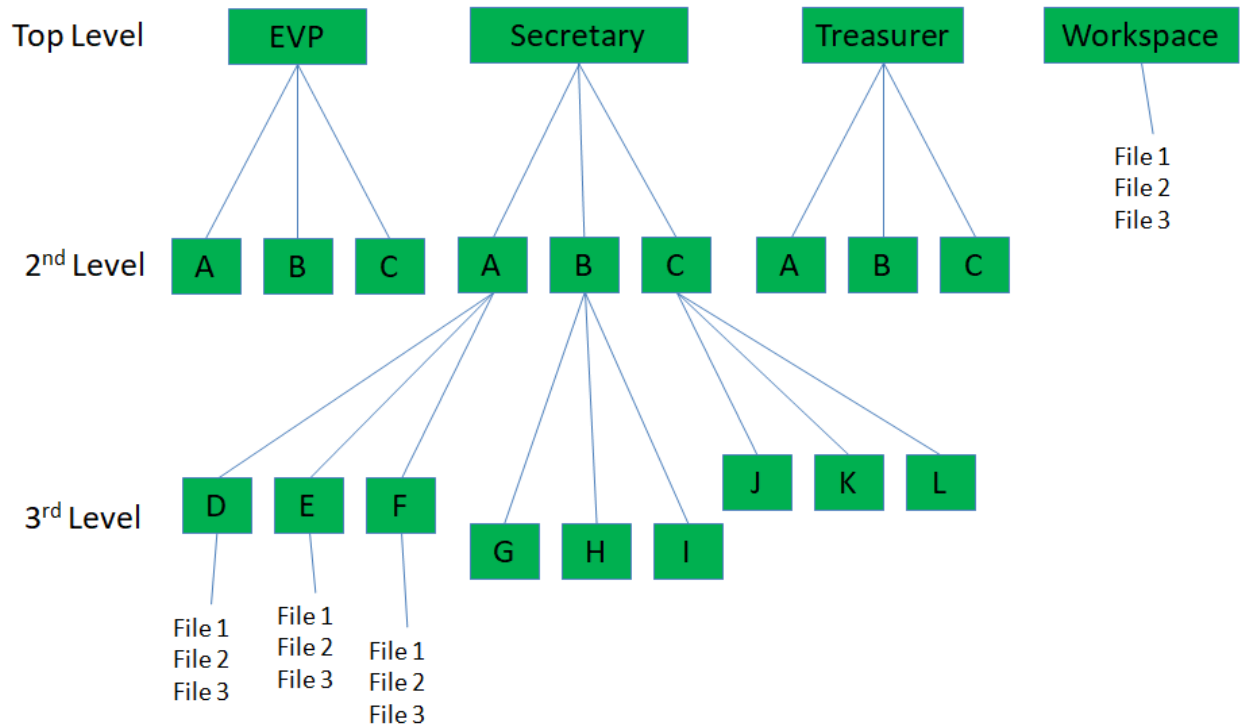
File Category	Item	Retention Period	Records Manager	Update Frequency	
<b>Corporate Records</b>	Articles of Incorporation	Permanent	Secretary	As needed	
	Bylaws	Permanent	Secretary	As needed	
	Corporate resolutions	Permanent	Secretary	As needed	
	Trustee meeting minutes (regular and special meetings)	Permanent	Secretary	Monthly	
	Conflict-of-interest disclosure forms	4 years	Secretary	As needed	
	List of club officers and trustees	Current only	Secretary	Annual - January	
	List of committees with members and chairperson	Current only	Secretary	Annual - January	
	Committee charters	Permanent	Secretary	Annual - January	
	Committee meeting minutes	Permanent	Secretary	Annual - January	
	<b>Operational Records</b>	Contracts, agreements, change orders, pre-construction agreements.	7 years after obligation ends	Secretary	As needed
CIO documentation		3 years	Secretary	Annual - January	
Legal Retainers, engagement letters		3 years after obligation ends	Secretary	As needed	
Requests for Proposals, Bid proposals, Responses		3 years	Secretary	As needed	
Building Permits		2 years after expiration	Secretary	As needed	
Range rule infraction reports		3 years	Executive VP	As needed	
Guest logs		3 years	Executive VP	As needed	
Club event reports		3 years	Executive VP	As needed	
<b>Finance and Administration</b>		Financial statements (audited)	7 years	Secretary	Annual – March
		Auditor management letters	7 years	Treasurer	As needed

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>	<b>Records Manager</b>	<b>Update Frequency</b>
	Payroll records	7 years	Treasurer	Weekly
	Check register and checks	7 years	Treasurer	Monthly
	Bank deposits and statements	7 years	Treasurer	Monthly
	Chart of accounts	7 years	Treasurer	As needed
	General ledgers and journals	7 years	Treasurer	Monthly
<b>Insurance Records</b>	Insurance policies	3 years	Secretary	Annual - January
	Insurance Claims	7 years	Secretary	As needed
	Accident reports	7 years	Executive VP	As needed
	Safety (OSHA) reports	7 years	Executive VP	As needed
	Claims (after settlement)	3 years	Secretary	As needed
<b>Real Estate</b>	Deeds	Permanent	Secretary	As needed
	Leases	7 years after obligation ends	Secretary	As needed
	Move in/out inspection agreements	3 years after obligation ends	Secretary	As needed
	Licenses (Baltimore Co, rental license permit)	3 years after obligation ends	Secretary	As needed
	Mortgages, security agreements	7 years after obligation ends	Secretary	As needed
<b>Tax</b>	IRS tax returns (form 990, 8879, etc.)	7 years	Treasurer	Annual – March
	MD state tax returns (form 500, etc.)	7 years	Treasurer	Annual – March
	IRS exemption determination and related Correspondence	Permanent	Treasurer	As needed
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years	Treasurer	As needed

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>	<b>Records Manager</b>	<b>Update Frequency</b>
<b>Human Resources</b>	Employee personnel files	Permanent	Executive VP	As needed
	Employee handbooks	Permanent	Secretary	As needed
	Workers' compensation claims (after settlement)	3 years	Secretary	As needed
	Employee orientation and training materials	3 years after use ends	Executive VP	As needed
	Employment applications	3 years	Executive VP	As needed
	Employee tax withholding statements	7 years	Treasurer	Monthly
	Employee timecards	3 years	Executive VP	Weekly

## Appendix B – Electronic File Storage Folder Design

# Folder Layout



- Top Level folders organize documents by AGC Officer Responsibility
  - “Workspace” folder is for storing working documents that have not been published.
- 2<sup>nd</sup> Level folders organize documents in common groups
  - Limited number of folders
  - Captures all document groups
- 3<sup>rd</sup> Level folders
  - Add as needed

## XXIII. Shooting Bay Area Usage Policy

(Adopted 6 April 2021. Amended June 07. 2022)

### Purpose

This policy governs the scheduling, conduct, and safety of the events on the Shooting Bays as well as Action Shooting Events on the Trap Fields and 200-yard range.

### Overview

The AGC Shooting Bays consist of 7 separate ranges that are situated perpendicular to the lower part of AGC Lane. Bays 1-4 are designed for multi-purpose, steel target use, while steel target use on Bays 5-7 is limited to Pistol Caliber Rifle/Handgun, .22lr Rifle/Handgun, and Shotguns. High Powered Rifles may be used on Shooting Bays 5-6, however only when engaging paper or other penetrable targets.

### Definitions

- **Action Shooting:** Any shooting event that involves multiple targets requiring the shooter to maneuver to different firing positions to complete a course of fire.
- **Event Director:** The named manager of a scheduled event that has successfully completed a bay usage orientation.
- **Certified Event Director:** An Event Director who has been issued an Orange RSO Badge once they have been vetted to host Action Shooting Events by the Action Shooting Chairman. (See EVP for Process)
- **Firing Line:** A straight line that runs perpendicular to the HESCO Barriers.
- **HESCO Barriers:** The barriers that separate the Shooting Bays from each other.
- **High-Powered Rifle:** Any rifle caliber larger than .22lr or that fires cartridges with a published muzzle velocity of greater than 1500 fps.
- **Safety Berms:** The dirt berm that runs parallel to AGC lane. The dirt berm North of Bay 1. Any other dirt berm constructed on the sides of and /or covering the sides of the HESCO Barriers.
- **Safety Officer:** Under the direction of the Event Director, controls the safe operation of the course of fire.
- **Spectator:** Any person in the event area but not participating in the live fire.
- **Static Shooting:** Any shooting event that involves one or more targets where the shooter is not required to maneuver to different firing positions.

#### A. Responsibilities

1. The EXCOM is responsible for the administration of this policy.
2. The Executive Vice President or his designee (EG: the on duty RSO) is responsible for monitoring/enforcing facility safety and use regulations.
3. The Event Director is responsible for the event, shall conduct a safety briefing for ALL participants and enforce the safety rules in this policy. The Event Director may add rules or procedures, as they see fit, to ensure a safe event.

## **B. General Shooting Bay Area Event Requirements**

1. There shall be at least one Safety Officer per Shooting Bay, field/range, and they are solely responsible for calling the line condition commands of “Hot” or “Safe”.
  - a. Anyone may command a cease fire; in which case the shooter will immediately stop firing and wait for the Safety Officer to provide further instruction.
2. All participants and spectators are required to wear wrap around eye protection.
3. Spectators are to be kept at a reasonable/safe distance from the active firing line. “Reasonable” is to be defined by the Event Director/Safety Officer based on the circumstances and course of fire (COF).
4. AGC badges may be stowed after signing in as they pose an entanglement risk.
5. If a shooter temporarily leaves the event area, their firearms shall be left unloaded/cased or unloaded and placed on a staging table with an ECI inserted.
6. Do not climb on the HESCO barriers except during range maintenance events.
7. Targets, props, and consumable supplies may be stored in and around the Shooting Bay Area (i.e., plate racks, dueling trees, 2x4’s, firewood, barriers, etc.). Please do not use, shoot, or consume any of these items without first being granted permission to do so.
8. Event Parking is to be monitored and controlled by the Event Director. At no time shall a parked car or any part of it be blocking any part of AGC lane. This is imperative if an Emergency Vehicle needs to gain access to the Trap Fields, Memorial Hall, or the Maintenance Building.
9. Support vehicles may be driven on the Shooting Bays provided that the ground is hard and dry enough to prevent any damage (see 10c below).
10. Event Directors are responsible for inspecting the range before and after their event and should leave the Shooting Bay area in the same or better condition than they were found upon arrival.
  - a. If your event fills a trash can, please empty it in the dumpster behind Memorial Hall.
  - b. Staging Tables, barriers, tires, straw bales, etc. are to be put back where they were found upon arrival.
  - c. Damage to any part of the facility shall be reported to the Action Shooting Chairman so that repairs may be coordinated. This includes but is not limited to the HESCO barriers, staging table, or the turf/ground in the Shooting Bays.

## **C. Handling of Firearms – Action and Static Shooting Events**

1. The Four Rules of Firearm Safety are always in effect.
  - a. Always Know the Status of Your Firearm.
  - b. Keep your finger out of the trigger housing until you have a sight picture.
  - c. Never let the muzzle of your firearm cover anything that you do not intentionally wish to destroy.
  - d. Always be aware of your environment as well as know what is to the left, right, and beyond your target.

2. Uncasing and Casing of Firearms.
    - a. Firearms shall be uncased/cased at any staging table that is situated in such a way that allows for the muzzle to point down range or directly into a Safety Berm/HESCO barrier.
      - i. **Exception** – Long guns may be uncased/cased with an ECI inserted and then transferred from a vehicle to a shooting cart while still in the parking area (and vice versa).
    - b. Long guns placed in shooting carts with an ECI inserted are considered to be cased and shall have muzzles pointing straight up, straight down, or at a distinct downward angle pointing into the ground.
    - c. Handguns shall be uncased/cased at any staging table as described above. The Event Director or his designees will “buddy” check all chambers and magazine wells to ensure they are clear prior to the firearm being holstered.
    - d. Safe Table – Located on the opposite side of AGC Lane from the Shooting Bay Sheds.
      - i. There is to be **NO AMMUNITION** present at the Safe Table. Loaded magazines may be pouched/bagged but may not be handled in the vicinity of the safe table.
      - ii. Firearms may be manipulated, disassembled, cleaned, repaired, and/or dry fired at the Safe Table. Based on the type/size of the event and at the sole discretion of the Event Director, these activities may be prohibited at the staging tables or anywhere else inside the Shooting Bays (except dry firing into a berm/HESCO at the completion of a Buddy Check).
  3. Firearms Malfunctions.
    - a. Squib loads, actions stuck closed with a round in the chamber, or any other malfunctions are to be resolved on the firing line with the muzzle pointed down range.
      - i. Malfunctions are considered to be resolved once it can be demonstrated to the Safety Officer that the chamber and magazine wells are clear.
      - ii. In the unlikely event that a malfunction is unable to be cleared on the firing line, then it is left to the discretion of the Event Director to make the final determination on what course of action should be taken.
  4. Firearms shall be empty/unloaded with no magazine inserted until the shooter has been called to the firing line and is directed to load by the Safety Officer.
    - a. **Exception:** During Action Shooting Events, shotgun magazine **tubes** may be preloaded on a staging table provided that an ECI is immediately inserted and the safety is on.
  5. Firearms may be carried muzzle up or muzzle down, exercising proper muzzle discipline.
  6. Any uncased and unworn firearm shall be unloaded and an ECI inserted properly.
  7. ECIs are not required for holstered handguns, or slung long guns with the actions open.
  8. Certified Event Directors may determine which event participants are permitted to draw from a holster.
-

#### **D. Shooting Bay Reservations**

1. Shooting on the Bays must be scheduled in advance and appear on the AGC calendar.
2. Action Shooting Events may only be scheduled and facilitated by a Certified Event Director.
3. Static Shooting Events may be scheduled by any Associated Club in good standing.
4. Scheduling of any type of event on the Shooting Bays is subject to the prior approval of the AGC Executive Vice President or their designee(s).
  - a. Reservation Requests are to be emailed to [shootingbays@agcrange.org](mailto:shootingbays@agcrange.org), as far in advance of the event as possible and shall include all of the following:
    - i. Names - Club and Event Director.
    - ii. Type of Event – Action or Static.
    - iii. Course of Fire Description (non-certified Event Directors only).
    - iv. Firearm Types – Pistol Caliber Rifle/Handgun, .22lr Rifle/Handgun, Shotgun, and/or High-Powered Rifle.
    - v. Approximate number of participants.
    - vi. Date/Time and number of Bays requested.

#### **E. Action Shooting Events**

1. May be scheduled and facilitated by an AGC Certified Event Director.
2. COF designs and set ups shall be in accordance with the COF Procedures outlined below.

#### **F. Static Shooting Events**

1. May be scheduled and facilitated by the designated Badge Holder/member of any Associated Club in good standing.
2. COF designs and set ups shall be in accordance with the COF procedures outlined below.
3. COFs are subject to the prior approval of the Executive Vice President or their designee.
  - a. COFs shall be submitted for approval to the Executive Vice President or their designee at least seven calendar days prior to the event (see D.4.a. above)
  - b. **Exception:** Certified Event Directors are exempt from submitting COFs in advance.
4. Badge Holders who are Holster Certified are permitted to draw from a holster during static events.

#### **G. Course of Fire (COF) Design**

1. COFs where Pistol Caliber Rifle/Handguns, .22 lr Rifle/Handguns, and/or Shotguns are to be fired at steel targets may be scheduled on Shooting Bays 5, 6, and 7.
  - a. These types of events that require more bays than just 5, 6, and 7 may be scheduled on Shooting Bays 4, 3, 2 and/or 1 (in that order).



2. High-Powered Rifles may be fired on Shooting Bays 5 and 6, however only on paper or other penetrable targets.
3. COFs where a High-Powered Rifle is to be fired at steel targets are to be scheduled beginning on Shooting Bays 1, 2, 3, and/or 4 only (in that order).
4. Firing line – Unlike other AGC ranges, there is no visual firing line in the Shooting Bays, therefore a firing line is to be established in each Shooting Bay by the Event Director
  - a. The firing line shall be at least 3 feet inside the HESCO barriers on both the left and right (not all HESCO barriers are of equal length).
  - b. The firing line shall be designated by tables, barriers, spray paint, cones, buckets, etc.
  - c. For Action Shooting Events, the firing line becomes imaginary once the shooter moves forward/backward and will always remain immediately in front of them as they move.
  - d. The 180-degree rule shall be strictly enforced when the shooter's firearm is loaded.
  - e. Targets shall never be set high enough on the Safety Berm that they can be seen from an adjacent Shooting Bay.
5. Targets shall never be set so that an errant round or one that penetrates the target would be capable of impacting the HESCO barriers.
6. High-Powered Rifle Targets.
  - a. AR500 Steel Targets are only to be fired upon in Shooting Bays 1, 2, 3, 4, and on the 200-yard range.
  - b. AR500 Steel Targets shall be mounted with a downward angle of at least 15 degrees or hung from at least two points in a fashion that allows the target to swing. These targets shall be set at a minimum distance of 40 yards.
    - i. High-Powered Rifle Steel Targets shall be set at least 8 feet away from the HESCO barriers so that splashing does not tear into and destroy them.
    - ii. The Face of a Steel Target is to be set as close as possible to perpendicular of the barrel of the firearm engaging it.
  - c. Paper or other penetrable targets may be fired upon in Shooting Bays 5-6.
  - d. Paper targets shall be set at least an arm's length away from the shooter.
  - e. All targets shall be set in such a way that errant rounds or those penetrating a paper or penetrable target impact the safety berm.
    - i. **Exception** – On Bay 1 – **See Section H. Shooting Bay 1 – Special Provisions below.**
7. Targets – Pistol Caliber Rifle/Handgun and .22lr Rifle/Handgun
  - a. May be fired upon in all shooting Bays.
  - b. AR500 Steel Targets, mounted with a downward angle of at least 15 degrees, shall be set at a minimum of 7 yards.
    - i. The Face of a Steel Target is to be set as close as possible to perpendicular of the barrel of the firearm engaging it.
  - c. Plate racks, Texas Stars, and other AR500 Steel Targets not mounted at a downward angle of 15 degrees, shall be set at a minimum distance of 10 yards.

- d. Paper Targets shall be set at least an arm's length away from the shooter.
  - e. All Targets shall be set at a height which will allow for any errant round or one passing through a penetrable target to impact the Safety Berm.
    - i. On Shooting Bays 5, 6, and 7, targets shall be set towards the bottom of the bay and as close to the safety berm as necessary to ensure errant rounds impact the safety berm.
    - ii. **Exception:** PISTOL CALIBER / .22lr targets may be set in such a way that an errant round or one passing through a penetrable target impacts one of the following before hitting the ground:
      - A combination of a straw bale backed up by a tire.
      - A high density, self-healing, rubber ballistic sheet or block.
8. Shotgun Targets.
- a. May be fired upon in all Shooting Bays.
  - b. AR500 Steel Targets shall be set at a minimum of 10 yards.
    - i. The Face of a Steel Target is to be set as close as possible to perpendicular of the barrel of the firearm engaging it.
    - ii. AR500 Steel Slug Targets shall be mounted with a downward angle of at least 15 degrees or hung from at least two points in a fashion that allows the targets to swing. These targets shall be set at a minimum distance of 50 yards.
    - iii. Aerial clay launchers shall be calibrated such that the target cannot be engaged over the horizon of any berm.

#### H. Shooting Bay 1 – Special Provisions

- 1. Pistol Caliber/.22lr/Shotgun AR500 Targets may be set in front of the berm North of Bay 1 provided that they are no more than 4 ft above the ground.
- 2. Shooting Bay 1 **Exception:** Targets may be set so that errant rounds or those passing through a paper or penetrable target will impact in the forest area to the left of the safety berm that runs parallel to AGC Lane.
- 3. Paper or Penetrable targets set in front of berm North of Bay 1, no more than 4ft above the ground, are the only targets that can be engaged with High-Powered Rifles.

#### I. Ammunition to be used when shooting at Steel Targets.

- 1. Handgun Ammunition
  - a. Centerfire: 9mm (.355) or larger, including .38 Special, up to .45 ACP.
  - b. Rimfire: .22LR only.
  - c. No Pistol round shall exceed 1500 fps.
  - d. 5.7 x 28 is specifically prohibited.
- 2. Rifle Ammunition.
  - a. Centerfire: .223/5.56 or larger, up to .308/7.62
  - b. Rimfire: .22lr only
  - c. No rifle round shall exceed 3150 fps.

- d. Ammunition containing tracer, incendiary, armor piercing, or steel/tungsten core projectiles are all strictly prohibited. This includes but is not limited to: M855/SS109, M855A1, and 7NG cartridges.
- 3. Shotgun Ammunition
  - a. Birdshot of #7.5 to #9, with a maximum velocity of 1300 fps (1200 fps on the trap range). All shot shall be lead; no buckshot or steel shot is permitted.
  - b. Slugs shall be 1 ½ ounce lead slug or smaller.
- 4. Copper/Bimetal jacket and steel cased ammunition may be used provided that the projectiles are not armor piercing or steel/tungsten/penetrator core as described in I.2.d. above.

**J. 200-Yard Range and Trap Ranges**

- 1. Trap Range.
  - a. No rifles or pistols may be used on the Trap Ranges.
- 2. 200-Yard Range.
  - a. An orange flag shall be displayed anytime someone is forward of the shooting pad.
  - b. Targets may be set in front of the intermediate berms (50, 100, 150 meters), as well as in the area behind the target pits.
  - c. All Targets on the 200-Yard range should be positioned in such a way that splashing will not impact the pits or carrier assemblies.

## **XXIV. Guest Policy**

(Adopted 4 December 2019/Amended May 3, 2022)

### **PURPOSE**

Specify how non-badge-holders (Guests) may use AGC facilities.

### **APPLICABILITY**

For Individual badge-holders that bring Guests.

### **EXCEPTIONS**

- Individuals shooting under control of an AGC volunteer or RSO (for example, Hunter Qualification or Hunter Sight-in, Public Trap...)
- Those shooting in or observing AGC or Club Events as those reporting procedures are covered in the Event Policy.

### **OVERVIEW**

AGC requires AGC range badges to be in the possession of the named badge-holder and readily visible at all times while on AGC property. Valid AGC range badge-holders may bring Guests and this policy specifies how.

### **RESPONSIBILITIES**

The Executive Committee is responsible for the administration of this policy

The Executive Vice President is responsible for monitoring/enforcing facility safety and use regulations.

AGC badge-holders are responsible for reporting and monitoring their guests.

### **DEFINITIONS**

- Shooting Guest: Guests who will be shooting and handling uncased firearms under the direct supervision of the accompanying valid AGC range badge-holder.
- Observer Guest: Non-shooting guests under the direct supervision of the accompanying valid AGC range badge-holder.

### **PROCEDURES**

- 1) An AGC badge-holder must register each Guest at the Barnes Range House and obtain the appropriate wristband for them upon arriving on AGC property.
  - a. Shooting Guests are issued a single use, disposable, colored (color varies daily) wristband valid only for that day.
  - b. Observer Guests are issued a single-use, disposable fluorescent orange wristband.
- 2) **ALL** guests of AGC badge-holders **MUST** receive a safety briefing from sponsoring badge-holder directly following registration.

- 3) An AGC badge-holder is fully responsible for all of his/her guests as described in the range rules.
- 4) Wristbands must be visibly worn while on AGC property.
- 5) Observer Guests are not permitted on the firing line for ANY reason at any time.
  - a. 50-yard, 100-yard, and 200-yard ranges – must remain behind the shooter.
  - b. Trap range – must remain behind shooting field to include area of concrete handicap zones.
  - c. Shooting Bays – must remain behind the entry area to the bay.
  - d. Archery range – not allowed in area designated as archery range. Must remain behind the entry area to the bay.
- 6) Guests may accompany badge-holder downrange while posting or pulling targets or target frames, but must remain with badge-holder at all times. All guests not going downrange must remain behind the shooting line at all times, see #5a-d above.
- 7) Observer Guests may not handle ANY firearms or archery equipment at any time while on AGC property. Cased firearms and archery equipment can be carried by Observer Guests.

## **FEES**

- 1) No fees will be charged for Observer Guests.
- 2) All Shooting Guests will be charged \$15.00 for each day's visit. Exception: No charge for AGC badge-holder's spouse or anyone under the age of 18 or those under the age of 21 participating in an AGC junior shooting program.
- 3) Fees are to be paid at the Barnes Range House upon check-in.