

Associated Gun Clubs Of Baltimore, Inc.

11518 Marriottsville Road
Marriottsville, Maryland 21104-1220

POLICIES & PROCEDURES Manual

Revised
12 April 2017

Approval Page

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

I. Document Update Policy	4
II. Kitchen Policy	4
III. Alcohol Policy	4
IV. Smoking Policy	4
V. Handicap Bathroom Facility Policy	5
VI. Event Calendar Policy	5
VII. Trap Range Policy	8
VIII. Range Badge Distribution Standard Operating Procedure	10
IX. Match Policy	13
X. Range Rules	15
XI. Range Rules Violation Disciplinary Actions	26
XII. Machine Gun	29
XIII. Poaching Policy	32
XIV. Guidelines for Mounting Awards, Plaques, Trophies, or other Memorials in AGC Buildings.....	33
XV. Certified Instructor Organizations (CIO) and Firearms Instructors	35
XVI. Facility Maintenance	46
XVII. Deer Hunting	50
XVIII. AGC Trustee Meeting Robert’s Rules of Order	56
XIX. Approved Exceptions to Range Rules for Club Events	57
XX. Individual Badge Holder Steel Target Use	58
XXI. AGC Holster Drawing Certification	61

I. Document Update Policy

The AGC Secretary 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

- A. Large Kitchen
 - 1. The large kitchen is not to be used by member clubs.
- B. Small Kitchen
 - 1. The small kitchen may be used by member clubs which have reserved the 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 – <http://www.associatedgunclubs.org>

AGC Events Calendar – linked in the menu along the left side of the AGC Website.

Events Calendar Module – <http://www.associatedgunclubs.org/agc/administration>

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.

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 29th, 30th, and 31st 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 Courses	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 Distribution Standard Operating Procedure

Overview	The range badge process occurs in <u>stages</u> . 1. Bulk Sales to AGC Clubs – begins in November 2. Individual Badge Sales – begins in December
Stage 1	Bulk Sales to AGC Clubs Range badge distribution begins in November with bulk sales to club members. Bulk sales shall occur at club meetings held at the AGC. The intent of the bulk sale is to accommodate a club's members. Bulk sales can occur at any time even after Stage 2 begins. Priority dates are given to clubs that desire to purchase badges in bulk quantities in order to alleviate sale pressure on the AGC Office Manager.
Stage 2	Individual Badge Sales Individuals purchase new range badges in the Barnes Range House Office. The AGC Office Manager will enter sale dates in advance on the AGC Website Events Calendar.

To purchase an AGC Range Badge:

1. Renewing Members must bring their current AGC Range Badge, club affiliation verification¹, and Driver's License/State Issued Photo ID, to be issued a new annual sticker.
2. New Members must bring their signed Range Orientation Affidavit², new club affiliation verification, and Driver's License/State Issued Photo ID. AGC official will enter name and badge data in the electronic database located on the AGC computer. New badge purchases will require sitting for photo.
3. The individual club member will present a credit card, personal check, money order, cashier's check, or cash for payment of the new badge or annual badge sticker. Badges or annual badge stickers can be purchased online at the AGC Website with a credit card.

Range Badge Fees

¹ All AGC clubs should be issuing club affiliation cards or receipts that list the member's name when their members pay annual dues. Range Safety Affidavits will also be accepted.

² Verbal, emailed, or any form other than a hardcopy Range Orientation Affidavit signed by an appropriate Club Representative, will not be accepted.

The AGC has eight different types of badges for sale annually. The Life Badge is the ninth badge type and is no longer available for sale. The range badge fees and types are:

Range Fees	Description	Type
\$170.00	Annual Badge Fee	Full
\$85.00	Half-year Badge Fee	Half
\$85.00	Junior Range Badge Fee	Junior
\$43.00	Half-year Junior Range Badge Fee	Half Junior
\$57.00	Family Badge Fee	Family
\$28.00	Half-year Family Badge Fee	Half Family
\$57.00	Junior Family Range Badge Fee	Junior Family
\$28.00	Half-year Junior Family Range Badge Fee	Half Junior Family

Half-Year Badge Sales Policy

Half-Year badge sales commence on July 1st. Half-Year sales can only occur with new club members. A “*new club member*” is defined as someone who did not purchase a range badge in the prior two years. Exceptions are made for active duty military personnel with proof of deployment in the previous year.

Range Badge Credit Definition

Range Badge Credits can be earned by performing various jobs at the range. These jobs need to be pre-approved by the Trustees, in advance, to earn credits. Each hour of work performed earns one (1) Range Badge Credit. Forty (40) Range Badge Credits are required to earn a free Range Badge. Range Badge Credits can be prorated against the sale price of a full-year badge. With a full-year badge price of \$170, each range badge credit is worth \$4.25/hour (this rate does not imply an hourly wage rate, 40 credits are needed for a free range badge). Range badge credits are used for the upcoming year’s range badge fee.

Example: 16 hours of credit were earned by member. The upcoming year’s range badge fee would be \$102 ($\$170 - (16 \times \$4.25) = \102).

Range Badge Policy

1. All clubs need to provide a list of current Life Badge holders in their club at the start of each year. Life Badges are only valid for members that are paid current to an AGC club. Life Badge data will be collected for the Range Badge Database. For lost Life Badges, the Life member will have to be validated with past database records by the AGC Secretary.
2. ALL range badge sales are final. Badges cannot be returned for credit to the AGC.

3. Personal checks will be accepted. Bounced checks will result in a loss of range privileges until rectified.

IX. Match Policy

MATCH DIRECTOR/EVENT DIRECTOR RESPONSIBILITIES

This policy is intended to cover matches organized by the AGC (e.g. Intramural Trap League). The Match Director of any event has the ultimate responsibility and final authority for the conduct of the event, scheduling, and furnishing of a complete accounting of all income expenses associated with the event, in accordance with the procedures set forth by the AGC.

1. Selects the time and date of the event and assures range facilities are available for the event.
2. Places the event on the AGC Events Calendar through the AGC Calendar Administrator. If the range must be closed for the event, the requisite **Trustees' approval** and **advance notice** must be furnished to the AGC.
3. Obtains from the Executive VP all match reporting forms due to the AGC.
4. Obtains any necessary outside approvals, e.g. NRA Approval.
5. Determines the course of fire for the event and prepares a Match Program for mailing to all interested parties.
6. Obtains sufficient volunteer help to stage the event.
7. Issues range badge credits for volunteers and files appropriate reports to the Executive Officer
8. Obtains appropriate club sponsorship of the event.
9. Prints and publishes any necessary programs for the event and maintains the distribution list for mailing purposes to all interested individuals, clubs or organizations.
10. Insures that all necessary supplies, targets, rule books, etc. are available for use during the event.
11. Arranges for coverage and working of the stat house for events requiring same.
12. Coordinates with the Executive VP for all maintenance items to be completed prior to the match.
13. Coordinates the opening and closing of all range facilities with the Executive VP, including the possible overnight camping of vehicles.

14. Insures compliance with all tournament and range rules.
15. Coordinates the return and proper storage of all event materials, such as targets, stands, etc. used during the conduct of the event.
16. Orders all awards, such as trophies, prizes, etc., posts scores as necessary, and determines what awards will be given to competitors.
17. Prepares all required statistical information and forwards to sponsoring organizations and all competitors.
18. Pays all expenses associated with the event. All expenses payable by the Match Director must be accompanied by a bill from the company or organization from which items or services are purchased.
19. Presents a full accounting of the event to the AGC at the next regularly scheduled meeting of the AGC.
20. Turns all profits made on the event over to the Treasurer of the AGC. Losses on events are the responsibility of the AGC.
21. If necessary, prepares and publishes a final Match Bulletin for distribution.
22. Responsible for assuring that the facilities are left in an orderly condition and that all trash is in containers provided.

X. Range Rules

Adopted 2 February 2016 (Rev. 04/05/16, 10/04/16, 4/12/17)

Hours of operation:

- Weekdays, 8:00 am to 8:00 pm or Sunset.
- Weekends, 9:00 am to 8:00 pm or Sunset.
- Ranges will be open every day except:
 - Thanksgiving Day, CLOSED AT 2:00 pm
 - Christmas Day, CLOSED ALL DAY
 - New Year's Day, CLOSED ALL DAY
- The trap range may remain open until 9:00 pm on Wednesdays.
- The 50-yard range may remain open until 9:00 pm on Tuesdays for league events.
- Use of any range is prohibited if weather or other conditions prevents full visibility.
- Officers and staff RSOs may close the range if lightning or other conditions pose a danger.
- Any range may be closed to non-competitors during an AGC sanctioned event. Scheduled range closures are posted on the AGC website.

Contact Information:

Range Office	Trap Office	Office Fax
410-461-8532	410-465-9864	410-465-8532

Web-Site: www.associatedgunclubs.org

AGC Range Descriptions:

In addition to the Facility-wide rules and regulations, each of these Ranges has unique rules that are addressed in their respective section as follows:

- 50 Yard, 58-lane Handgun Range. **Section IV.A.**
 - a. 2 sections: lanes 1 through 47 and lanes 48 through 58.
 - b. Target frame holders at 25 and 50 yards.
- 100 Yard, 100-lane, Multi-Purpose Range. **Section IV.B.**
 - a. Target frame holders at 25, 50 and 100 yards, positions 1 – 90.
 - b. Positions 91 – 100 reserved for benchrest position shooting with target frame holders at 50 and 100 yards.
- 200 Yard, 10-lane Multi-Purpose Range. **Section IV.C.**
- Trap Range, four Trap Fields. **Section IV.D.**
- Shotgun Patterning Range. **Section IV.E.**
- Archery Range, four lanes. **Section IV.F.**
- Indoor Pellet Range (Memorial Hall), six lanes. **Section IV.G.**

I. Facility-Wide Rules

Safety first, safety last, safety always!

A. Cardinal Rules of Gun Safety

- a. Assume **every gun is always loaded**.
- b. **Never** allow the gun to point at anything you do not intend to shoot.
- c. **Keep your finger off the trigger** until your sights are on the target and you are ready to shoot.
- d. **Be sure of your target and what is beyond it.**

B. Administrative Rules

1. The decisions of the Range Safety Officers (RSOs) are not subject to dispute during range operations. Arguing with (C3), or refusing to follow the directions of (C4), a RSO may result in the offender being sent home and having their range badge impounded.
 - a. Any action or decision of a RSO may be brought to the attention of your Club Officers for disposition or appeal.
2. Range badges shall be in the possession of the named badge holder and readily visible at all times while on AGC property. (C1) Range badges may not be loaned or transferred to, or in the possession of, any other person. (C4) The AGC reserves the right to request additional photo identification to confirm identity. Non-shooting club members shall wear their range badge or current AGC club membership card, readily visible, while on AGC property. (C1)
3. Persons prohibited by any Federal, state or local law from owning firearms are specifically **prohibited** from entering AGC property. **EXCEPTION:** Minors accompanied by a responsible adult.
4. **Adult** badge holders may bring guests to the range. Badge holders shall accompany their guest(s) to the Barnes Range House or the Trap Range as appropriate, where the guest(s) will present government-issued photo ID, sign in on the log provided and be issued a Guest badge. (C2) Guest badges shall be in the possession of the person it was issued to and readily visible at all times while on AGC property. (C1) Guest badges may not be loaned or transferred to, or in the possession of, any other person. (C4) The AGC reserves the right to request additional photo identification to confirm identity. The badge holder is responsible for returning the Guest Badge to AGC when leaving the property. (C2)
5. Badge holders are responsible for and shall supervise their guest(s) at **ALL TIMES**. (C1, C2, C3, C4))
6. A badge holder with guests may only occupy one firing point and **ONLY ONE PERSON** in your party may fire at a time. (C1) **EXCEPTION: Trap Range;** badge holder may have up to 4 guests on firing line firing sequentially. Standard trap rules and procedures must be followed. **See IV.D.**
7. Badge holders are responsible for ensuring that their guests are conversant with and obey all range rules. (C1, C2, C3, C4)
8. Guests shall park in the outer parking lot when using the 50 or 100 yard ranges. (C1)
9. Loaded firearms are **prohibited** in any AGC building. (C4) **See I.C.9. a. – d. EXCEPTION: See Rule I.C.29.**
10. Consumption of alcohol is permitted in the Barnes Range House and Memorial Hall **ONLY**; no alcoholic beverages are permitted on or near any AGC range firing area. (C4) Alcohol may be consumed only after shooting is completed and firearms have been secured. (C4) Anyone who

appears to be intoxicated, impaired or under the influence of drugs or alcohol is not permitted on AGC property. (C4)

11. Pets shall be accompanied by their owner, leashed and under control at all times. You are responsible for collecting and disposing of your pet's waste. (C1)
12. AGC reserves the right to remove and permanently ban any member, non-member, guest or student without refund for violent, inappropriate, rude, disorderly, threatening, unsportsmanlike or intoxicated behavior. (C4)
13. Parking is permitted in designated areas as posted. (C2)
14. Driving onto or parking on any of the ranges is **prohibited** unless prior permission is granted by the RSO or Executive VP. (C2)
15. Instruction or demonstration involving drawing from holster, or aiming, or aiming and dry firing is **prohibited**. (C3) **EXCEPTIONS:** Barnes lower classroom facing front of building or on any firing line where authorized.
16. Range Rules and Policies & Procedures affecting range operation will change from time to time. Current Range Rules and Policies & Procedures will be available in the Barnes Range House and on AGC's website. www.associatedgunclubs.org It is the **Club Instructor and individual members'** responsibility to occasionally review the Range Rules and Policy & Procedures manual for changes.

C. General Range Safety Rules

1. Safety is everyone's responsibility. All of us have an obligation to police their shooting neighbors and help them follow the safety rules. If a polite reminder does not have the desired effect or is poorly received, please report the violation to a RSO.
2. **Eye and Ear Protection**
 - a. Eye and ear protection is strongly recommended everywhere on or near the ranges.
 - b. **Individuals assume responsibility for any injury that occurs due to INADEQUATE eye or hearing protection.**
3. **Cease Fires**
 - a. **Do not touch firearms during a Cease Fire!** (C2, C4)
 - b. **A Cease Fire is in effect from when it is called at the end of the day until the range is called HOT the following morning.**
 - c. **Cease Fires** normally occur on the hour and half hour. When multiple shooters are self-governing on the line, they shall follow the same cease fire commands and procedures as staff RSOs. Upon mutual agreement, they may call for more, or less, frequent **Cease Fires** when an RSO is not present.
 - d. During a **Cease Fire**, all uncased firearms shall remain **unloaded** and pointed downrange or racked in an upright position with actions open, magazines removed and **ECl's** in place. (C2, C4) **EXCEPTION: ECl use is optional for muzzle-loaded firearms and the Trap Range.**
 - e. During a **Cease Fire**, you shall remain behind the **White Stripe** when not pulling or posting targets. (C1)
4. Shooters shall, if they leave the firing line for **any reason**, safe their firearms per **I.C.3.d., Cease Fires**, and instruct their guest(s), if any, to remain behind the **White Stripe** (C1, C2)
5. Firearms containing ammunition in any manner shall **NOT** be brought onto AGC property. **EXCEPTION: See Rule I.C.29.** (C4)
6. All firearms transported on AGC property shall be **UNLOADED**. (C2, C3, C4) **See I.C.9. a. – d. EXCEPTION: See Rule I.C.28.**

7. Racked firearms shall be **UNLOADED**. (C2, C3, C4) **See I.C.9.a. – d.**
8. Firearms shall be **UNLOADED** until ready to shoot.
9. On AGC property, firearms are considered **LOADED** if:
 - a. An Empty Chamber Indicator (**ECI**) is not in place. (C2) **EXCEPTIONS:** muzzle-loaded firearms, cased firearms.
 - b. Actions, cylinders or loading gates are closed. **EXCEPTION:** cap and ball revolvers. (C2, C3)
 - c. Cartridges (C4) or empty cases are in the chamber/cylinder/fixed magazine, or if a removable magazine is inserted. (C2)
 - d. Black Powder Firearms containing: propellant, projectile or cap; powder in the pan of a flintlock. (C2, C3)
10. Uncased firearms shall **NOT** be brought onto or taken from the **Concrete Pad** when a **Cease Fire** is in effect. (C2)
11. Cased firearms may be brought onto the **Concrete Pad** and placed on the ground or shooting bench at any time. You shall **NOT** open the case or otherwise handle the firearm until the line is called **HOT**. (C2)
12. When on the **Concrete Pad**, firearms shall remain pointed downrange while being cased or uncased. (C2)
13. Containers of propellant shall be kept closed when not being used. (C2)
14. Cleaning of firearms on the **Concrete Pad** is permitted with muzzles pointed downrange or upright. (C2)
15. Cleaning of firearms off of the **Concrete Pad** is permitted only if the firearm action is clearly disabled; firearm disassembled, bolt removed, etc., **and ammunition is NOT present**.
16. No one shall fire at any target not in their lane. (C1)
17. No one shall fire at any wildlife. (C4)
18. No one shall fire at any permanent structure or fixture. (C4)
19. Semi-automatic strings may be fired on any range at a rate that allows the aiming and control of each shot. All shots fired must strike within the designated **Impact Area** for the shooter's position. (C2, C3)
20. The **Firing Line** on the 50, 100 and 200 yard ranges is the forward edge of the **Concrete Pad**.
21. Shooters shall position themselves so the muzzle of their firearm is at or beyond the forward edge of the **Concrete Pad**. (C2) Under **NO CIRCUMSTANCES** will a firearm be discharged if the muzzle is behind any person or behind a roof support pole on the **Concrete Pad**. (C3)
22. No one shall go forward of the **Firing Line** (See I.C.20) while the line is **hot**. (C3) Anyone observing an unsafe condition, such as a person in front of the firing line or down range, shall **immediately** call a **Cease Fire**.
23. If a firearm fails to fire, the muzzle shall remain pointed at the **Impact Area** for a minimum of 30 seconds before remedial action is taken. (C2)
24. Firearms, ammunition and ammunition components shall not be stored on AGC property. (C3)
25. **Tracer, incendiary and explosive ammunition is prohibited.** (C3)
26. Targets and target frames must not be capable of deflecting a projectile in an unsafe direction. (C2)
27. **Fully automatic fire** is **only** permitted as detailed in Chapter XII of the Policy and Procedures manual found here: www.associatedgunclubs.org (C3)

28. Holstered firearms may be worn **only** under applicable Maryland law, within the constraints and conditions of your carry permit. AGC reserves the right to inspect your permit for compliance. (C3)
29. Drawing from holsters is **only** permitted as detailed in Chapter XXI of the Policy and Procedures manual found here: www.associatedgunclubs.org (C3)
30. Shooters shall clean up their area and police their brass and shotshell hulls when finished shooting and firearms are not being handled. (C1)

II. Targets

Range-specific target and frame dimensions are posted here: www.associatedgunclubs.org

A. General Requirements

1. **It is the shooters responsibility that regardless of the target frame origin (AGC or shooter furnished), the shooter's firing position or the shooter's height, the shooter must ensure proper target height such that fired rounds do not strike the ground anywhere between the firing line and the Impact Area.** (C2)
2. On the 50, 100 and 200 yard ranges, other than paper targets may be used provided that all fired rounds easily pass through them and strike the **Impact Area**. Examples: tennis balls, ping pong balls, golf balls, plastic bottles, charcoal briquettes, chalk, etc., **hung from/mounted on YOUR frame**. You are responsible for cleaning up and properly disposing of any debris that is not biodegradable. (C1)
3. Pictures, caricatures or illustrations depicting real people are **prohibited**. (C1)
4. Exploding targets are **prohibited**. (C3)
5. Glass targets or those containing glass are **prohibited**. (C2)
6. Targets shall **NOT** be placed on the **Impact Areas**. (C1)
7. Targets shall **NOT** be placed on the **Protective Berms**. (C3)
8. Targets shall be placed in the location that matches the shooter's lane number. (C1)

B. Steel Targets

1. Member owned steel targets may be employed in accordance with Chapter XX of the Policy and Procedures manual found here: www.associatedgunclubs.org
2. You are required to pass the steel target rules quiz with a score of 100% prior to firing on any steel target. (C2)
3. You must display your named yellow badge with certification sticker in addition to your range badge when shooting at steel targets. (C2)
4. Steel targets and their mounts shall be submitted for inspection and approval by the Executive VP or his/her designee before initial use and are subject to inspection at any time. (C2)
 - a. You may be required to show proof, such as a receipt from the manufacturer, that your target meets AGC requirements for material type and hardness.
 - b. Pitted, cratered, holed, bent, warped or otherwise damaged targets are **prohibited**. (C2)
5. **Prohibited** ammunition.
 - a. Rifle rounds exceeding 3000 fps muzzle velocity. (C2)
 - b. Pistol rounds exceeding 1500 fps muzzle velocity. (C2)
 - c. Any round with a muzzle velocity less than 750 fps. (C2)
 - d. Any round labelled "Magnum". (C2)

- e. Armor piercing, steel core or 'penetrator'; any bullet that attracts a magnet. (C2)
- f. 50 BMG and all long-range tactical rounds.(C2)
- g. Shotgun slugs. (C2)

III. Black Powder Rules

1. Smoking is **prohibited** within 15 feet of black powder or black powder substitutes. (C2)
2. Prior to loading, shooters using muzzle loading rifles or pistols shall fire caps on all nipples of percussion firearms, or a pan full of powder in a flintlock, while pointing the firearm downrange. (C1)
3. Muzzle loading firearms using granulated propellant shall have the propellant poured into the muzzle from a powder measure. (C3)
4. Containers of propellant shall be kept closed when not being used. (C2)
5. Shooters using muzzle loading rifles shall place their rifle **UPRIGHT** in a v-notch in the loading bench or some other device during a **Cease Fire** or during loading. (C2) Hand-formed cartridges, propellants and sabots may be loaded at the firing line with the firearm held in the upright position.
6. Percussion and flintlock firearms shall be positioned with the muzzle forward of the **Firing Line** and pointed downrange when a percussion cap is affixed or when the pan is charged. (C2)
7. Muzzle loading handguns shall be placed muzzle up in a loading stand or similar device during a **Cease Fire**. (C2)

IV. Range-Specific Rules

A. 50 Yard (Pistol) Range

1. This range is designated for the shooting of **pistol-caliber** handguns.
 - a. Handgun cartridges with ballistics between .22 rimfire and .500 S&W are permitted.
2. Rifle-caliber handguns are **prohibited**. (C2)
3. Shot shells shall **NOT** be fired on this range. (C2)
4. Firing from a position other than standing, or sitting on a stool, is **prohibited**. (C1)
5. When AGC-owned frames are used, only **one target** with a **single, centered aiming point** is permitted.
(C2)

B. 100 Yard (Barnes) Range

1. Rifles, handguns and shotguns permitted.
2. Positions to the left of the orange roof support pole (at lane 57) are normally closed to use. They may be opened at the discretion of the Range Safety Officer. Ask for lane assignment **BEFORE** setting up. (C1)
3. The 10 fixed benches on the far right of the Barnes .range are for **Benchrest Position** shooting only. (C1)
4. In the Benchrest area, everyone must be behind the **Red Zone** while the line is **hot**. (C1)
5. Portable shooting benches shall be positioned so that the front legs are at the forward edge of the **Concrete Pad**. (C2)

C. 200 Yard Range

1. Rifles, handguns and shotguns permitted.

2. Portable shooting benches shall be positioned so that the front legs are at the forward edge of the **Concrete Pad**. (C2, C3)
3. An orange flag shall be displayed forward of the firing line when anyone is downrange. (C3)
4. The target carriages shall **NOT** be used for firing at anything other than paper targets. (C3)
5. Shotguns shall not be fired on any target mounted on the AGC target carriages. (C3)
6. When using the AGC target carriages:
 - a. A conventional bullseye target shall be centered in the target frame. (C2)
 - b. Multiple aiming point targets, or any target other than a conventional bullseye target, shall be mounted with the aiming point(s) no closer than 12" from the frame side members and all your shots must strike on the target paper. (C2)
7. Silhouettes, gongs, and spinners may be used for **silhouette** or **hunting HANDGUN** practice **ONLY** and shall be positioned directly in front of the 50, 100 or 150 meter berms or 200-meter **Impact Area**. (C2)
8. Firing a rifle at any target placed anywhere closer than 200 yards is **prohibited**. (C2) Portable target frames shall be placed **BEHIND** the 200 yard pits or atop the protective berm immediately forward of the pits. An AGC-style portable wooden frame may be placed in the receptacles on the back side of the protective berm bulkhead above the pit roof.
9. Firing at objects placed on the protective berms is **prohibited**. (C3)
10. People may remain in the pits between ceasefires only during organized shoots/practices under the control of a designated **Match Director**. People in the pits must be able to communicate by voice (electronically) with the **Match Director** from within the pits. Cell phones are **NOT** an acceptable means of communication under these circumstances; they are too slow in an emergency. (C3)
11. No personnel are permitted in the 200-yard target pits when shooting steel targets. (C3)
12. Firearms shall **NOT** be left unattended. Lockers with locks are provided for your use. (C2)
13. Initial sighting in of firearms/scopes/sights is **prohibited**. Use the 100-yard range to 'get on paper'. (C2)

D. Trap Range

1. Trap fields are run independently of each other.
2. Shooting forward of the 16-yard line is **prohibited**. (C2)
3. Only shotguns firing a maximum powder load of 3 drams equivalent, shot size 7 1/2, 8 or 9, and a maximum muzzle velocity of 1200 fps are permitted. (C3)
4. Firing slugs is **prohibited**. (C4)
5. Shotguns shall remain unloaded with actions open at all times until on station and ready to shoot. **ECLs are optional on this range only**. (C2)
6. When shooting handicaps, shooters may shoot from a staggered position not to exceed 2 yards. (C2)
7. Portable traps and other throwing devices may be used when positioned on or behind the 16-yard line. (C2)
8. No one shall proceed beyond a trap house when any other fields are in use. (C2)
9. Spent and/or unspent shot shells shall not be picked up until shooters have **unloaded and racked** their shotguns. (C2)

10. It is permitted to walk **to the trap house** as long as the field is 'clear'. Shooters shall **unload and rack** their shotguns prior to anyone going to the trap house. (C2)
11. When a person is in a trap house, an **orange safety cone** shall be placed on top of the trap house. (C3)
12. All firearms used on the Trap Range shall be fired from the shoulder. (C2)
13. Folding stocks shall be in the extended position. (C2)

E. Shotgun Patterning Range

1. This facility is intended for PATTERNING of shotguns ONLY. Shotgun "practice" shall be conducted on the 100-yard range. (C3)
2. SLUGS are **prohibited**, (C4)
3. LEAD shot sizes larger than #2 are **prohibited**, (C4)
4. STEEL shot sizes larger than BBB are **prohibited**, (C4)
5. Placing of, or shooting at, objects on top of patterning frame is **prohibited**, (C4)

F. Archery Range

1. Sky drawing is **prohibited**. (C2)
2. Only field point or target arrows may be shot at the AGC targets. (C2)
3. Broad head arrows shall **NOT** be shot at AGC targets. (C2)
4. All relevant range rules are applicable by substituting archery terminology.
5. Archers shall designate a common **Firing Line**. (C2)

G. Indoor Pellet Range

1. All firearm safety rules apply.
2. The Pellet range is available for Club use from 8:00 AM to 11:00 PM on any day the range is open.
3. Only compressed air, carbon dioxide, and spring-powered guns firing .177 or .22 caliber blunt-nosed lead pellets weighing less than 25 grains may be fired on this range. (C2)
4. The maximum allowable velocity is 1000 fps for .177 pellets and 800 fps for .22 pellets. (C2)
5. Only paper targets or AGC-approved metal or metal-clad targets may be used. (C2)
6. Shooters shall be aligned properly with their pellet traps. (C1)

UNIFORM RANGE RULE VIOLATION DISCIPLINARY ACTIONS

Range rule violations have been categorized into 4 classes, Class I, Class II, Class III and Class IV. They are annotated throughout this range rule document as (C1), (C2), (C3), and (C4).

Class I violations will result in the offender being reminded of the range rule.

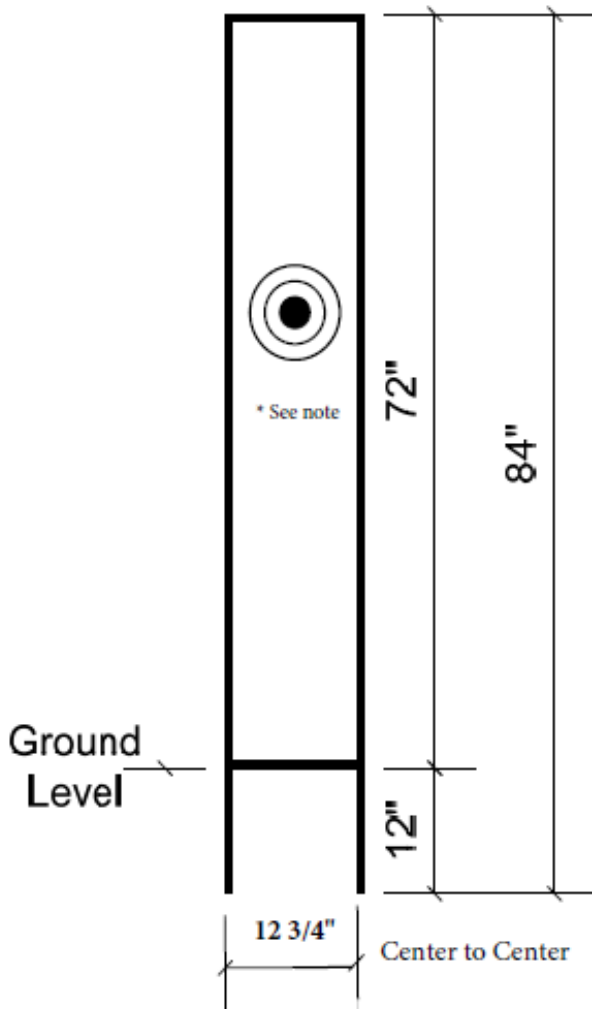
Class II violations are those considered to be a minor hazard. The short form incident report shall be prepared.

Class III 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.

Class IV violations require the RSO to impound offender's range badge and tell him that he will have to appear before the AGC Executive Committee to make his case for restoration. The long form incident report shall be prepared.



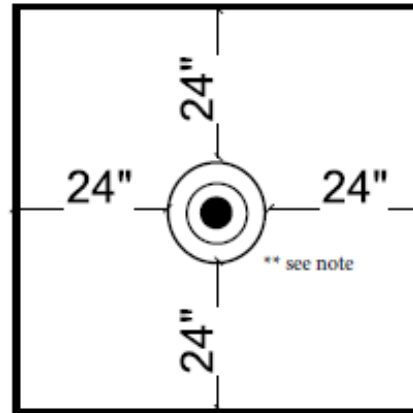
100 and 200 Yard Ranges
 Sample Frame Design
 Made from 1"x 2" wood



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

updated 12-30-2015

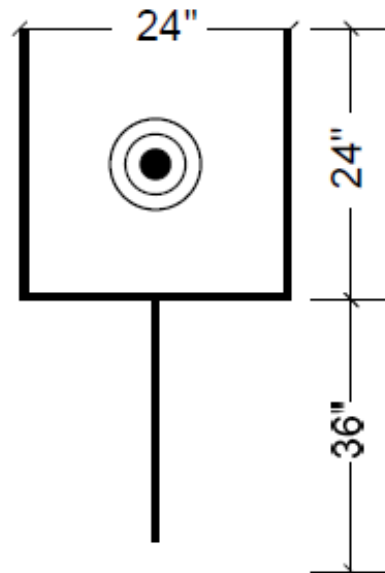
200 Yard Range
 Target Carriage
 Configuration for AGC
 Target Frames



** 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



Cartridges allowed on 50 Yard Pistol Range

See Range Rules Section IV.A.1.a.

17 Rim fire	375 Super Mag
22 Rim fire	40 S&W
22 Remington Jet	400 CorBon
22 TCM	10mm Auto
5.7 x 28 mm FN	41 AE
25 Auto (ACP)	41 Magnum
30 Carbine	414 Super Mag
32 ACP	44 Special
32 H&R Mag	44 Magnum
7.62 x 25mm	44 Auto Mag
380 Auto (ACP)	440 CorBon
9 x 19 mm	445 Super Mag
9 x 21 mm	45 Auto (ACP)
9mm Largo	45 Auto Mag
38 Super	45 Colt
357 Sig	45 Win Mag
38 Special	454 Casull
357 Mag	460 S&W Mag
357 Maximum	480 Ruger
9mm Makarov	50 AE
	500 S&W Mag

XI. Range Rules Violation Disciplinary Actions

Rev. 30 March 2016

This SOP has been prepared to provide guidelines on disciplinary actions imposed for various range rule violations. It is important that our large membership feel that disciplinary actions are imposed uniformly by all of our RSOs. Range rule violations have been categorized into 4 classes, Class I, Class II, Class III and Class IV.

Class I violations will result in the offender being reminded of the range rule.

Class II violations are those considered to be a minor hazard. The short form incident report shall be prepared.

Class III 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.

Class IV violations REQUIRE the RSO to impound offender's range badge and tell them that they will have to appear before the AGC Executive Committee to make their case for restoration. The long form incident report shall be prepared.

Following are the range rule violations categorized and referenced to the applicable range rule(s):

CLASS 1 VIOLATIONS

1. Range badge, guest badge, club identification visibility
2. Minor parking infraction
3. Single-fired or semi-auto shots not hitting impact area aligned with shooters position (cross-firing and target height issue)
4. Placing targets on impact area
5. Use of paper targets depicting real people
6. Failure to clean up around shooting position
7. Pet control or clean up issues
8. Badge holder and guest(s) occupying more than one shooting position
9. Firing from any position other than standing, or sitting on a stool, on the 50-yard range
10. Shooting in any position other than seated at a bench when shooting in the Bench Rest area, lanes 91 – 100, of the Barnes Range
11. Failure to initially fire caps or pans of powder on percussion or flintlock firearms before loading them
12. Failure to remain behind white stripe/off concrete pad during cease fire
13. Failure to remain behind the red zone on the Benchrest area while line is hot
14. Orange pole violation

CLASS 2 VIOLATIONS

1. Failure to install ECI in open actions during cease fire, while carrying/transporting uncased, or when left unattended by badge holder
2. Muzzle loading firearms not positioned upright during a cease fire
3. Smoking within 15 feet of anyone using black powder or black powder substitute
4. Failure of black powder shooters to empty their firearms into the impact area prior to a cease fire
5. Failure to keep bulk powder or pellet containers closed when not in use
6. Failure of black powder shooters to only apply percussion caps and pan powder on the firing line
7. Failure to keep firearms pointed down range for required time after failure to fire
8. Uncontrolled (rounds not striking impact area for shooter's position) semi or full-auto fire, FIRST WARNING
9. Handling unloaded firearms on concrete pad or firing line during cease fire
10. Uncased firearms on concrete pad not pointed down range
11. Steel target rules not followed
12. Failure to remove magazine; cartridges or empty cases in cylinder/fixed magazine
13. Sky drawing on the archery range
14. Failure to use target or field point arrows with AGC-owned targets
15. Use of improper targets or frames
16. Multiple aiming points on an AGC-owned pistol target frame
17. Firing center fire rifles or rifle caliber handguns on the pistol range
18. Walking in prohibited areas on the Trap Range
19. Violation of shooting position restrictions on the Trap Range
20. Shotgun shooters having closed actions when shooter moves from post to post or anywhere else on the trap range
21. Failure to use pistol loading stand by black powder pistol shooters
22. Firing shotshells on the pistol range
23. Bringing an uncased firearm onto, or removing it from, the concrete pad while a cease fire is in effect
24. Leaving firearms unattended and unsecured on the 200-yard range
25. Driving onto or parking on the ranges without prior permission
26. Failure to keep firearms pointed downrange while casing or uncasing them on the concrete pad
27. Failure to position oneself so that muzzle of firearm is at or beyond forward edge of concrete pad while firing
28. Failure to position shooting benches at the front edge of the concrete pad
29. Failure to obtain or return Guest Badge
30. Violation of Pellet Range rules: pellet weight, type and velocity restrictions
31. Retrieving shotshells while handling firearm
32. Parking in restricted spaces
33. Failure to unload and rack shotguns when anyone is going to/coming from the trap house
34. Firing rifles at any target closer than 200 yards on the 200-yard range

CLASS 3 VIOLATIONS

1. Discharging firearms with muzzle behind adjacent shooters or roof support poles
2. Firing unauthorized loads on the Trap Range
3. Failure to place orange cone when someone is in the trap house
4. Failure to display orange flag on 200-yard range with personnel forward of firing line
5. Firing at objects placed on protective berms
6. Charging a muzzle loading firearm from a bulk powder container
7. Firing on any of the AGC ranges when they are closed
8. Firing of incendiary, tracer or explosive ammunition
9. Pointing an unloaded (does not contain ammunition) firearm at others at any time
10. Unauthorized storage of ammunition or ammunition components on AGC property
11. Uncontrolled (rounds not striking impact area for shooter's position) semi or full-auto fire after first warning
12. Arguing with an on-duty RSO over a rule infraction
13. Unauthorized wearing of holstered firearm
14. Aiming and/or dry firing in prohibited spaces
15. Stepping forward of firing line when line is hot
16. Unauthorized firing: any activity such as full-auto, drawing from holster or steel target use for which the shooter does not have the appropriate identification and permission; personnel in pits while shooting steel; personnel in pits with no designated Match Director and/or inadequate communication

CLASS 4 VIOLATIONS

1. Pointing a loaded (contains ammunition) firearm at others at any time
2. Failure to remove live shell(s) from chamber(s) during cease fire
3. Leaving loaded firearm (contains ammunition) unattended at any time
4. Bringing onto, or transporting a loaded firearm on, AGC property (other than LEO or others lawfully carrying in the performance of their duties or within the restrictions of their Maryland permit)
5. Racking a loaded (contains ammunition) firearm
6. Firing shotgun slugs on the trap or patterning ranges
7. Refusing to follow RSO directions
8. Repeated range rule violations
9. Intentionally firing at any permanent range structure or fixture
10. Drinking alcoholic beverages before or during shooting or in unauthorized spaces
11. Handling of a firearm on AGC property while impaired by drugs or alcohol
12. Automatic fire, drawing from holster or shooting from the hip without specific Trustee approval
13. Handling a loaded (contains ammunition) firearm during a cease fire
14. Firing at wildlife
15. Loaning your range badge to, or permitting its possession or use by, another person
16. Violent, rude, disorderly, threatening, unsportsmanlike or intoxicated behavior

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 7 February 2017

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

The Calendar Administrator is responsible for approving all events.

The Secretary is responsible for verification of individual instructor and CIO-submitted documentation and maintenance of records, including insurance and instructor certification validity.

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 training according to the curricula established by any certifying or sanctioning organization that involves live fire and results in the issuance of a certificate of accomplishment or competence that 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 the CIO, prior to conducting any activity on AGC property, shall:
 - a. be a member in good standing of an AGC Charter or Associate Club
 - b. be current AGC range badge holders
 - c. 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
 - d. pass the Club Instructor (range rules) and supplemental CIO tests under RSSOP supervision.
- 2. 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).
- 3. Organizations or individuals seeking acceptance as an AGC-Certified CIO or instructor shall present the following documentation to the AGC Executive Committee.
 - 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, or 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 \$200.00 for the first year and \$50.00 each year thereafter.
 - i. Notarized indemnification and hold harmless document provided by AGC. (**Exhibit “A”**)
4. AGC Executive Committee reviews and verifies information provided by prospective CIO and informs prospective CIO of decision to accept or reject application.
 - a. If 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.
 - b. Accepted CIO applicants shall be invited to present their proposal to the Trustees at a mutually agreed upon meeting.
 - c. If rejected, an explanatory letter shall be sent to the prospective CIO and the administrative fee shall be refunded.
 5. Accepted CIO applicants shall present their proposal to the Trustees in person at the scheduled meeting.
 6. 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 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.
 7. 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.
 8. Accepted CIO applicant instructors shall be required to attend a facility orientation and pass a closed book examination administered by AGC’s Range Safety and Standard Operating Procedures Committee on AGC Range Safety Rules and Facility Regulations with a score of 90% or better prior to conducting any instruction on AGC property.

9. 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.

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. CIO events shall not “roll over” from one year to the next.
4. 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.
5. 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. Weekdays
 - a. Memorial Hall \$20.00*
 - b. Barnes Range House lower classroom \$20.00
 - c. Barnes Range House upper meeting room \$10.00*
 - d. Memorial Hall trap room \$10.00*
2. Weekends
 - a. Memorial Hall \$20.00*
 - b. Barnes Range House lower classroom \$40.00
 - c. Barnes Range House upper meeting room \$10.00*
 - d. Memorial Hall trap room \$10.00*

***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 \$10.00 per student/trainee per day, excluding current range badge holders.
 - a. Student range use fee may be applied toward purchase of first AGC annual range badge.
 - b. CIO shall pay student range fees prior to live fire instruction.
 - c. CIO personnel shall sign in personally at Barnes Range House upon arrival at facility.

- d. Students/trainees shall sign in at Barnes Range House and obtain wrist band and shall be wearing it as intended prior to any range use.
 - e. CIO personnel shall surrender student's/trainee's wrist bands and sign out when leaving facility.
2. Student/Trainee to Instructor Ratio
 - a. Maximum of two students/trainees/firing points per instructor on the 50 yard, 100 yard or 200 yard ranges.
 - b. The Basic Shotgun Course shall require two Instructors for each trap field used.
 - c. Defensive shotgun shooting shall take place on the shotgun patterning range with one instructor per student/trainee.

F. Maintenance of AGC CIO Certification: Requirements

1. Continuous insurance coverage per Section I.B.3.c. & I.B.3.e.i.b)
2. Timely payment of fees and assessments.
3. Strict compliance with AGC range rules, policies and procedures by instructors and students/trainees.
4. Continuous validity of instructor certifications. 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.
6. Compliance with AGC event scheduling policy & procedures.
7. Payment of assessments for damage to AGC facilities.

G. Grounds for Suspension/Revocation of CIO Certification

1. Class IV range rule violation by instructor or student (Policy & Procedures Manual, Chapter XI and I.G.2. – 11.).
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. (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.3.c. & I.B.3.e.i.b) (Class IV violation)
12. Failure to complete, or falsification of, instructor/student sign in/out documentation. (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 may support or modify the decision of the Executive Committee. Their decision is final.
 - a. Trustees who 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. A representative of the organization shall present their proposal to the Trustees at a regularly scheduled Trustee meeting

3. The Trustees shall review the terms, conditions and possible impact on the facility and may vote to accept or deny the proposal at a subsequent Trustee meeting.

C. Requirements/Conditions

1. Certificate of liability insurance in an amount not less than AGC's current liability insurance policy, presently \$3,000,000.00/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) _____

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.

<u>Full Name</u>	<u>Badge#</u>	<u>Capacity*</u>
------------------	---------------	------------------

*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)

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: _____

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 15th.

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.



-  - Neighbors property - Do Not Trespass !!!
- ①, ②, ③, ④ - Hunting Zones
-  - Trees painted green - Safety Zone - Do not get closer to the ranges
- ⊗ - parking location
-  - Access road

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", 3rd 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 2nd, 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, open range
- 5) Centerfire rifles shot at steel on 200 Yard range w/steel at 200, 75 yard firing line, closed range
- 6) 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.
- 7) Centerfire pistols shot at steel on 200 Yard range w/steel positioned so missed rounds hit the impact area, varying firing line, closed range
- 8) Collectively, 3 gun shoots can use all of the rules above including the use of shotguns downrange on the 200, closed range, holster use with unloaded firearms only
- 9) MDTCA can shoot steel targets at the furthest point of all ranges
- 10) MDTCA can place targets on the impact berms on all ranges
- 11) MDTCA can shoot using night vision until 9pm on Tuesdays nights
- 12) Action Shooting Committee is allowed the use of holsters with loaded firearms

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

XX. Individual Badge Holder Steel Target Use

4/12/17

PURPOSE

Establish the policy, procedures and conditions under which individual AGC Range Badge holders are permitted to shoot personal steel targets.

SCOPE

This policy covers the use of steel targets for individual Range Badge holders and their guests.

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 certified to engage steel targets.

I. CERTIFICATION PROCESS

- A. The first step in becoming certified is to take the online test covering this policy. The only passing score will be 100%. You are encouraged to familiarize yourself with the rules for steel target use before attempting the test. You have up to three attempts to pass it online, separated by one day to give you an opportunity to review this policy.
- B. You will receive an email informing you of your test score. Print a copy of this email and bring it with you when you come in to get your Special Certification Badge.
- C. There is a nominal fee to cover basic administrative and supply costs that must be paid online before the issuance of the Special Certification Badge. The fee, as of January 2016, is \$10 and is subject to change without notice as approved by the Board of Trustees.
- D. On the AGC website, click on the link "SHOP" > "CERTIFICATION FEES" > "STEELTARGET CERTIFICATION" and process your payment. Print the receipt.
- E. After passing the test and paying online, the member will bring the copy of the email printed in "B", the receipt printed in "D", and the steel targets and mounting method they intend to shoot to the AGC for inspection by the duty RSO. The RSO will verify the documents provided and examine the steel and mounting method and will discuss with the member the type of ammunition they are planning to use to ensure compliance with this policy.
- F. If the RSO is satisfied with the member's ability to follow this procedure, the RSO will authorize the issuance of the Special Certification Badge.
- G. Badges are issued by the Treasurer's designee during the hours listed on the AGC website Events Calendar.
- H. The special badge **MUST** be worn at all times, in addition to the regular range badge, when shooting steel. The special badges are yellow and are issued with a

serialized holographic sticker. Badges must be in the possession of the person to whom they were issued.

II. GENERAL RULES

- A. Steel used as targets shall meet the following minimum requirements.
 - 1. Steel targets shot at with any centerfire round or muzzleloader shall be at least 3/8" thick, AR-500 steel with a Brinell hardness rating of at least 500.
 - 2. Steel targets shot at with rimfire rounds other than .22 short, long or long rifle shall be at least 1/4" thick, AR-400 steel with a Brinell hardness rating of at least 400.
 - 3. Steel targets shot at with .22 short, long or long rifle rounds shall be at least 3/16" thick.
- B. Steel targets shall be placed at the maximum distance possible on any range.
(EXCEPTIONS: See Section III)
- C. Permitted target mounting methods.
 - 1. Targets may be hung in a fashion that allows the steel to swing backwards when hit, provided that the target is attached using at least two points. The frame material shall not be capable of deflecting a bullet.
 - 2. Targets may be permanently mounted in a fashion that does not allow swing, providing that the target is angled downward at no less than 20 degrees nor greater than 45 degrees from the vertical. The frame material shall not be capable of deflecting a bullet.
 - 3. Commercial targets such as dueling trees, pepper poppers, and plate racks that are hinged are permitted providing that the hinges are protected from impact by a steel barrier in a manner that will deflect bullets downward.
 - i. Steel targets designed for .22 short, long, and long rifle are excluded from the hinge protection requirement.
- D. Targets that are damaged in any way are not permitted. This includes dimpling, cratering or holes, and concave or convex targets.
- E. RSOs have the authority to declare any steel or mounting method unsafe to use.
- F. Steel, mounting method and ammunition are subject to random inspection at any time.
- G. Ammunition restrictions.
 - 1. No round, regardless of configuration or caliber, with a muzzle velocity over 3,000 feet per second is permitted.
 - 2. No round with a muzzle velocity less than 750 feet per second is permitted.
 - 3. No centerfire magnum rifle rounds may be shot at steel.
 - 4. Maximum rifle caliber is 30-06 as rated by energy.

5. Maximum handgun caliber is .357 SIG as rated by energy. .45 ACP and .45 Colt are permitted.
6. Armor piercing, 'penetrator', or any ammunition whose bullet contains ANY amount of steel, tungsten or other material designed to increase the round's penetration, are prohibited.
7. Solid copper, bronze, or any solid metal bullet other than lead, are prohibited.
8. Shotgun Slugs and steel shot are prohibited.

III. **Exceptions to Section II.E.**

A. 100-Yard Range

1. The Benchrest Area shall not be used for reduced-range steel target shooting.
2. Commercially manufactured steel targets designed to be fired upon with .22 rim fire may be placed at the minimum distance recommended by the manufacturer but, in NO case, less than 30 yards from the front edge of the concrete pad.
 - a. ONLY .22 short, long or long-rifle ammunition may be fired at a target sited at a distance less than 100 yards.
 - b. Targets must be sited such that missed rounds strike the impact area.
 - c. Shooters wishing to shoot steel at reduced range shall check in with duty RSO prior to setting up.
 - d. Reduced-range steel target shooting positions shall be assigned by the duty RSO.
 - e. There shall be a minimum of three (3) empty firing positions each side of any person or group of people engaging steel targets at reduced range.
3. Fixed steel plate targets may be shot at with handgun-caliber long guns and handguns at a range no less than 52 yards (two paces beyond the 50-yard cement target frame placements) from the front edge of the concrete pad.
 - a. Steel shall be a minimum of 3/8" thick AR-500 steel, rigidly mounted at an angle no less than 20 degrees nor greater than 45 degrees from the vertical such that fragments are directed downward.
 - b. Targets shall be sited such that missed rounds strike the impact area.
 - c. Shooters wishing to shoot steel at reduced range shall check in with duty RSO prior to setting up.
 - d. Reduced-range steel target shooting positions shall be assigned by the duty RSO.
 - e. There shall be a minimum of three (3) empty firing positions each side of any person or group of people engaging steel targets at reduced range.
 - f. Ammunition restrictions per Section II.G.5.

XXI. AGC Holster Drawing Certification

Intent:

The purpose of this certification process is to allow select AGC Range Badge holders to be permitted to draw a loaded handgun from a holster in both private practice and for special events designated by the AGC EVP, including club events. This certification is NOT about personal protection at all. This certification would be best characterized as being primarily concerned with action shooting “games”.

Audience:

The “audience”, or qualified individual will be an “intermediate” handgunner 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 both at home and at the range on their basic skills before attempting this certification. Taking the test or attending the classroom portion or the practical is NOT a guarantee of success.

The only passing score for the online test and practical 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 on the same day. The successful candidate will also possess all of the proper equipment.

Please do not be intimidated by these requirements. We are here to help. Feel free to “audit” a session to see what it is about and ask questions.

Structure of Certification:

The certification will consist of three parts. The first part is to read the entire policy. Your learning of the information in the policy will be verified by an online test. The second part is a classroom portion where the rules of the policy will be covered, your gear will be inspected, and a quick demonstration of your ability will be assessed. The final part of the certification is a practical demonstration of skills in a stressful environment.

Administration:

The Chair of the Action Shooting Committee is responsible for the administration of this certification. The Chair is responsible for curriculum and testing procedure development and application. A certification may be revoked or suspended at anytime by the AGC EVP, the Action Shooting Chair, or their designee, including Club Range Officers or Match 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. No one is permitted to use a yellow lanyard that has not passed the appropriate certification process.

There is a one-time \$20 fee for the certification as of February 2016. 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 will be permitted. No cross-draw, ankle holsters, thigh rigs*, and no drawing from any concealment. *Thigh rigs will be permitted if issued by department or agency if LEO or MP for duty use.
- 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 at anytime 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.

- 12) The classroom and practical may be taken on different days to allow the member time to acquire appropriate equipment.
- 13) Classes must be taught in an approved classroom that permits drawing, and requires two instructors with a maximum of 5:1 for the classroom portion. Live fire must be a 1:1 instructor to student ratio.
- 14) Caliber used must conform to AGC pistol use on steel.

Any of the following will result in an immediate halt to the certification process and 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 instructor that certification should not be granted.
- 9) Any appeal of an instructor or RO's 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).

Classroom Curriculum:

- I. Welcome / Administrative information
- II. No ammunition in the classroom! / Safety briefing
- III. Course overview
- IV. Rules
 - a. Applicable Range Rules
 - b. Holster drawing specific rules
- V. Explanation and demonstration of appropriate equipment
 - a. Holsters - Both gun and magazine
 1. Retention
 - a. Level I - Friction only
 - b. Level II – Index finger, thumb-break, twist, plus Level I
 - c. Level III – Usually a hood, strap, or shroud, plus Level II
 2. Placement
 - a. Strong side only
 - b. Grip at waist only for men, hip or waist for women
 - c. No concealment or clothing that could snag

3. Material can only be polymer, form-fitted leather or Kydex-type and must be specifically designed for your handgun
- VI. Explanation and demonstration of proper drawing technique. **Bold** are the “four steps”
 - a. **Strong hand goes to gun**
 - b. Weak hand stays at side or goes to chest / ready position
 - c. Release retention if level II or above
 - d. **Draw gun with trigger finger indexed along slide**
 - e. Strong hand brings gun to chest
 - f. **Weak hand grips gun**
 - g. Extend arms or “press” out
 - h. **Acquire sight picture**
 - i. –Alternately, strong hand may join the weak hand at or near full extension.
–Remember, this is not self-defense
 - j. –Stance is optional, but isosceles triangle is preferred for games.
 - VII. Students practice with their own equipment until they and the instructor are comfortable
 - VIII. Explanation and demonstration of clearing firearm for re-holstering during sanctioned games

Practical:

The practical course of fire 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 will be used at 10 yards. Safety and proper technique are the only requirements for the course of fire. Marksmanship and speed are mostly irrelevant as long as missed shots are hitting the impact berm.

Instructor: 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^[SEP]

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 2nd 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.