

Standard Operating Procedures
Windsor Sportsmen's Association
84 Stow Road
Windsor, NY 13865



Chapter 1

Preamble

The purpose of this document is to define the rules and regulations around the use of the facilities at the Windsor Sportsmen's Association located at 84 Stow Road, Windsor, NY 13865. These rules and regulations have been established to ensure the safety of our members, visitors, and neighbors. All users of the facilities are expected to follow and enforce these rules and regulations. Failure to comply with these rules and regulations may result in suspension of club privileges up to dismissal from club membership as determined by the club's board of directors.

The Windsor Sportsmen's Association originally come into existence in the 1940's, at that time there were two separate gun clubs in Windsor. One was the Windsor Pistol Club and then the other was the Windsor Rifle Club, when they merged, the name was changed to Windsor Sportsmen's Association. The WSA was incorporated in 1947 and the members of that time held trap shoots, fished in the local streams for trout and deer hunted. In the early days meetings were held in an old farmhouse on Edison Road. Eventually interest waned and the WSA was disbanded for some time and then about 1968, 1969 interest picked back up. At that time the club had no property for ranges and met in a building over in Damascus, NY. In 1973 a parcel of land was purchased from Ernest Brink adjacent to Stow Road off Honey Hollow Road. In 1976 a second parcel was purchased from Ernest Brink extending the club property back so it encompassed 15.2 acres altogether. It is for this reason that the range area itself is named the Ernest Brink Range. Since this time the club meetings have been and are being held in the Windsor Community House on Main Street. It was at this time that black powder shooting was becoming popular, and the club held weekly shoots from approximately 1974 to 1984 when black powder shooting interest waned. Those years were the heydays of the club and there were approximately 100 members. Now days there are in any given year between 50 to 100 members in the club which in its own way makes it nice for the members. There are ranges where you can shoot pistols, rifles, shoot clay birds, etc. in peace and very nice surroundings without a crowd of people waiting to shoot. We now have an fixed archery target and also a portable. We have built new pavilions on the ranges and we have new benches on all three ranges. Windsor Sportsmen's Association is a 501C7 organization and can never be sold. Should Windsor Sportsmen's Association ever cease to exist the property would be donated to the Town of Windsor.

At the present time we have three different ranges, 25yd, 50yd and 100yd. Also there is an area where members can shoot clay birds with a mechanical trap or a hand thrower.

More information about the club is available here:

<https://windsorsportsmanassociation.weebly.com/ranges.html>

Chapter 2 Constitution

CONSTITUTION, BY-LAWS AND RULES
WINDSOR SPORTSMEN'S ASSOCIATION INC.
WINDSOR, NEW YORK

CERTIFICATE OF INCORPORATION DATE DECEMBER 13, 1947

By members present appointed by Paul A Rurka, President to revise the Constitution and By-Laws were duly adopted at a meeting of the WINDSOR SPORTSMEN'S ASSOCIATION INC. held at the Windsor Community Center November 2, 1982.

As Amended by the members present:

May 1988, June 7, 1988.

As Amended by the members present at a meeting of the membership held at the Windsor Community Center, the First day of May, 1990.

Paul A. Rurka, Secretary

Corrected with all known amendments and retyped as instructed by Brian Merritt, President. Accepted as correct and complete by the members present at a meeting of the membership held at the Windsor Community Center, the Fourth day of May, 1993.

Paul A. Rurka, Secretary

As Amended by the members present at a meeting of the membership held at the Windsor Community Center, the Second day of November 1993.

Paul A. Rurka, Secretary

As Amended by the members present at a meeting of the membership held at the Windsor Community Center, the Seventh day of November, 1995.

Paul A. Rurka, Secretary

As Amended by the members present at a meeting of the membership held at the Windsor Community Center, the Seventh day of May, 2002.

Robert R.DeLaney

As Amended by the members present at a meeting of the membership held at the Windsor Community Center, the Tenth day of September, 2002.

Robert R.DeLaney

As Amended by the members present at a meeting of the membership held at the Windsor Community Center, the Fifteenth day of March, 2005.

Robert R.DeLaney

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Sixth day of May 2009.

Robert R DeLaney

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Third day of November 2010.

Robert R DeLaney

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the First day of March 2017. George L Foster, Secretary

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Seventh day of Nov. 2018. George L Foster, Secretary

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Seventh day of May, 2020. George L Foster, Secretary

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Sixth day of July, 2022. George L Foster, President

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Second day of November, 2022. George L Foster, President

As Amended by the members present at a meeting of the membership held at the Windsor Community Center the Sixth day of September, 2023. George L Foster, President

CONSTITUTION

Preamble:

Since all things shall be done decently and in order, we the members of this Association have resolved that this Constitution shall be the body of rules by which the internal and external affairs of this organization shall be regulated.

Article I: - Name

This organization, established in 1937, incorporated in the State of New York in 1947, shall be known as "THE WINDSOR SPORTSMEN'S ASSOCIATION INC." located in the town of Windsor, Broome County, New York.

Article II: - Objectives

The objectives of this Association are to create and promote public sentiment in favor of conservation, sportsmanship, firearms safety, marksmanship, and to support the conservation laws of the State of New York.

Article III: - Loss of Membership

Any conduct not considered within the best interest of this Association shall upon two (2) days written notice be tried by the Board of Trustees, and if found guilty by a majority vote of said Board shall be expelled or suspended from the membership roll of this Association for a term to be decided by the Board of Trustees.

Article IV: - Amendments

The constitution and By-laws may be amended or altered by following procedure:

A. The proposed change (s) are to be submitted in writing to the President and RECORDING Secretary; seven (7) or more days before a monthly meeting.

B. Proposed change (s) shall than be read at a monthly meeting, and if accepted by a majority vote of members present, the CORRESPONDENCE Secretary shall notify all members by mail at their last known address of a vote to be held on the proposed change (s) to the Constitution and/ or By-laws at the next monthly meeting.

C. Members will receive a copy of the proposed change (s) in writing, and voting shall be by secret ballot following By-laws Article V Section 3 paragraph A, B, and C.

D. Majority vote shall determine if proposed change (s) are to be accepted.

E. Accepted change (s) shall go into effect immediately.

BY-LAWS

Article I: - Membership

Section 1. General

All members will acquaint themselves with this Constitution, By-Laws and Rules with special attention to Article III of the Constitution.

Section 2. Qualifications

Any legal resident of the United States of America that is eighteen (18) years of age or older shall be eligible for membership on the recommendation of any paid member and upon payment of annual dues for one (1) year. All applications shall be submitted to the membership as outlined in Article II, Section 5 paragraph D of this constitution and shall be voted upon by those members present. A majority vote shall be required for new member acceptance.

Section 3. Annual Membership Due

The annual membership dues of this Association shall be Forty (40) dollars. This will include a Five (5) dollar yearly maintenance fee for the maintenance of the club grounds. This membership will cover the member, spouse and children under the age of 18. There will be one membership card issued. Any Children 18 or older will be expected to apply for their own membership.

Members seventy (70) years or more, with five (5) consecutive years of membership in good standing, shall receive free life-time membership.

Section 4. Changing Membership Dues

A change in membership dues may be made by a majority vote of the members present at the Annual March meeting and will become effective at 12:01AM on the following day of the meeting

Section 5. Membership Renewal

To remain current and a member in good standing of this Association, membership renewal is required prior to the last day of May of the current year. Anyone who renews on or after June 1st will be subject to a \$10.00 surcharge with no exceptions. Gate combination will be changed May 31st each year.

A. Anyone not having paid his annual membership dues before the last day of May of the current year shall be dropped from the membership roll.

B. Any person, having been dropped from the membership roll for non-payment of dues, shall be required to re-apply for membership as outlined in Article I, Section 3 of this constitution. Said person's date of membership shall commence at time of acceptance.

Article II – Meetings

Section 1. General

All members are duty bound to attend all meetings. By failing to attend a meeting a member waives his/her voting privileges and consents to all actions taken in their absence.

A. Quorum of at least ten (10) percent but no less than three (3) members in good standing, plus (1) of the following officers: President, Vice President, Secretary / Treasurer will constitute a quorum.

B. Roberts Rules of Order shall prevail at all meetings.

Section 2. Regular Monthly Meetings

The regular meeting shall be held on the First Wednesday evening of the months of March, May, July, September, November and December at seven (7) o'clock P.M.

Section 3. Annual Meeting

The annual meeting shall coincide with the regular December meeting and the election of officers of the Association shall be held at said meeting.

Section 4. Special Meetings

Special meetings shall be called by the President upon written request from five (5) members in good standing and :

A. A reasonable attempt will be made to notify all members within three (3) days of said meeting.

B. Will pertain only to the business at hand.

C. Will be conducted in accordance with Section five (5) of this article pertaining to special meetings.

Section 5. Order of Business

The order of Business at the regular and annual meetings shall be as follows:

A. Call meeting to order

B. Roll Call

C. Reading of minutes of previous meeting for approval

D. Acceptance of new members

E. CORRESPONDENCE SECRETARY REPORT

F. Treasurer's report

G. Reports of Committee Chairperson (s)

H. Unfinished Business

I. New Business

J. Board of Trustees report (if applicable)

K. Adjournment

The order of business for special meetings shall be as follows:

A. Call meeting to order

B. Roll call

C. Special agenda

- D. Reading of current minutes for approval
- E. Adjournment

Article III – Officers

Section 1. General

The Officers of the Association shall be: President, Vice-President, Secretary, Treasurer and board of up to three trustees. All of whom shall be elected for a term of one(1) year or until their successors are elected.

Section 2. Tenure of Office

Any Officer of this Association who is absent for three (3) consecutive meetings may lose their office at the discretion of the members.

Article IV – Duties of Office

Section 1. General

Upon installation to office the first duty of the officers of the Association is to familiarize themselves with the contents of the Constitution, By-Laws, and Rules.

Section 2. President

The President shall preside at all meetings of the Windsor Sportsmen's Association Inc. and:

- A. Shall be an official member of the Board of Trustees and act as its Chairperson during their term of office.
- B. Appoint all Committees and the Chairperson.
- C. Counter sign all checks drawn by the Treasurer
- D. Conduct Annual Elections.
- E. Install new Officers at the December meeting.

Section 3. Vice-President

The Vice-President shall perform the duties of the President in the event of the Presidents absence.

Section 4. Secretary

The Secretary shall:

- A. Take minutes of all meetings and submit them to the members for approval.
- B. Maintain a list of all members active and inactive
- C. Take roll call
- D. Read minutes of previous meetings
- E. Inform the Association of any Officer that is in violation of Article III Section 2 of the By-Laws.
- F. Conduct all correspondence of the Association (upcoming votes, etc).
- G. When deemed necessary by President shall notify Board of Trustees of meetings.

Section 5. Treasurer

The Treasurer shall:

- A Shall perform the duties of the President in the event the President and Vice-President are absent.
- B. Have custody of all funds of the Association.
- C. Draw all checks upon receiving an order from the membership.
- D. Receive a statement of all monies deposited.
- E. Keep a detailed record of all receipts and disbursements and submit monthly reports to the Association.
- F. Acquire necessary counter-signatures on all checks drawn against the funds of the association,
- G. Shall record and deposit all funds received in a bank of his/her preference subject to the final approval of the Association members. Insure that current authorization cards are on file at said bank.
- H. Submit all debts incurred by this Association for payment.
- I. Notify all members by mail or email at their last known address thirty (30) days prior to expiration of membership. Receive and process all applications for membership (New

and renewal) and issue membership cards for same.

J. Submit all records to the Board of Trustees in the month of November for annual audit by the Board.

Section 6. Board of Trustees

The Board of Trustees shall:

A. Shall have charge of the physical properties of the Association and be responsible for the maintenance and improvement of such properties along with the other officers.

Officers and Trustees are responsible for the maintenance and improvement of such properties and are allowed to spend up to \$500 per calendar year without okay of the members.

B. Be responsible for the maintenance and improvement of such properties without a vote of the membership.

C. Make necessary recommendations to the Association in regard to any part of said physical properties.

D. Fill vacancies in any office for the balance of the unexpired term.

E. With the President of the Association constitutes the final authority in matter pertaining to Article III of the Constitution of this Association.

F. Shall meet in November to audit all records of the Treasurer and report to membership at annual meeting any recommendations or irregularities found in said audit.

G. Shall arbitrate all disputes regarding the Constitution and By-Laws of the Association.

Article V – Elections

Section 1. Qualifications

Any member in good standing, twenty one (21) years or older may hold any office in the Association and must be:

A. Present at the time of the nomination.

B. A member in good standing of the National Rifle Association.

Section 2. Nominations

Nominations shall be made at the November meeting of each year.

Nominations shall be voted upon at the December meeting.

Section 3. Voting

Voting will be done by secret ballot and the nominee receiving the majority vote will be declared next in line for the office that they were nominated for.

A. Voting will be restricted to members eighteen (18) and older in good standing.

B. Before voting is to start, the room shall be cleared by the Board of Trustees of all guests and non-members.

Article VI – Oath of Office

The oath of office will be administered by the outgoing President at the Annual Meeting to all Officers for the following year.

Section 1. Oath

"I (state name) do solemnly swear to carry out the duties of (state office) and uphold the Constitution and By-Laws of the Windsor Sportsmen's Association Inc.

Article VII – Rules

1. Club property is for the exclusive use of the members in good standing of the Windsor Sportsmen's Association Inc.

2. There shall be no use of the Windsor Sportsmen's Association Inc. name or property by outside groups or organizations without the written approval of the Windsor Sportsmen's Association Inc.

3. Fires at the range shall be in the existing fire barrels that are near the ranges or in the fire pit.

4. Shooting on ALL ranges will not commence before 8:30AM and will cease at official sunset.

5. No unsafe handling of firearms in parking area. No shooting ahead of designated firing lines. No non-member or individual under eighteen (18) is to use the ranges, unless supervised by a club member or range officer.

6. Dangerous use of firearms will not be tolerated; and will be cause for dismissal from club

membership.

7. Only approved targets are to be used on the range. (No glass, cinder blocks, etc.)

8. **PROOF OF MEMBERSHIP MUST BE CARRIED WHEN ON W.S.A. PROPERTY.**

9. No personal property shall be stored or left in or on club buildings or grounds without permission of the club.

10. **N.R.A. MEMBERSHIP WILL BE STRONGLY ENCOURAGED BY THE CLUB.**

11. Members may bring to the range a guest one time only. Immediate family members excluded.

12. Former members and/or members not in good standing shall not be considered guests.

13. No Alcoholic beverages or Illegal drugs are allowed on W.S.A. Property.

14. No Assault Style (AK/AR) without permission from an RSO

Chapter 3 Organization Chart

George Foster
President

Mark Matson
Vice President

Tom Campbell
Secretary

Rich Osborne
Treasurer

Jim Baxter
Trustee

David Way
Trustee

Conni Way
Trustee

Range Safety Officers

Mark Matson

Rich Osborne

David Way

Ed Arzouian (Inactive)

Ace Cuevas (Inactive)

Jim Williams (Inactive)

Chapter 4 Non-Profit Organization

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State of New York }
County of Broome } ss.:

On this 13th day of December, Nineteen Hundred Forty-seven, before me, the subscriber, personally appeared Donald Waller, Ray Hathaway, Albert Buell, Samuel Young and O. J. Ball to me personally known and known to me to be the same persons described in and who executed the foregoing instrument, and they severally acknowledged to me that they executed the same.

[Signature]
Notary Public

I, Martin W. Daye, a Justice of the Supreme Court of the Sixth Judicial District, do hereby approve the foregoing certificate of incorporation and consent that the same be filed.

Dated: December 20, 1947

[Signature]
Justice Supreme Court

I, Ray H. Heath, a Justice of the Supreme Court of the Sixth Judicial District, do hereby approve the foregoing certificate of incorporation and consent that the same be filed.

CERTIFICATE OF INCORPORATION
OF
WINDSOR SPORTSMEN'S ASSOCIATION, INC.
Pursuant to the Membership Corporations Law

WE, THE UNDERSIGNED, a committee of the Windsor Sportsmen's Association, an unincorporated association not organized for pecuniary profit, having been duly authorized to incorporate the said corporation and all being of full age and all being citizens of the United States and all being residents of the County of Broome and State of New York, desiring to form a corporation pursuant to Section 10 of the Membership Corporations Law of the State of New York, do hereby make, subscribe and acknowledge this certificate as follows:

1. The name of the proposed corporation is: WINDSOR SPORTSMEN'S ASSOCIATION, INC.
2. The purpose of the Windsor Sportsmen's Association, Inc. shall be to create and foster public sentiment in favor of the protection of fish and game and to enforce the game laws of the State; to promote and encourage propagation and protection of fish and game.
3. The territory in which its operations are principally to be conducted is Town of Windsor, Broome County, New York.
4. The City, Village or Town and the County in which its office is to be located is the Town of Windsor, Broome County, New York.
5. The number of its directors is to be seven (7).
6. The names and addresses of the directors, until the first annual meeting, are as follows:

Names	Addresses
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State of New York }
County of Broome } ss.:

Ray Hathaway, Donald Waller, Albert Buell, Samuel Young and O. J. Ball, each for himself, being duly sworn, does depose and say:

That he is one of the subscribers of the foregoing Certificate of Incorporation of the Windsor Sportsmen's Association, Inc., that the said Certificate of Incorporation is the incorporation of an existing unincorporated club, namely, Windsor Sportsmen's Association; that the purposes set forth in said Certificate of Incorporation are the same as those of the said unincorporated club; that the subscribers of such Certificate of Incorporation constitute all of the members of a committee authorized to incorporate such club, by vote, as required by the organic law of the club, for the amendment of such organic law.

That no previous application for the approval of the foregoing Certificate of Incorporation has been made.

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Sworn to before me this 13th day of December, 1947

[Signature]
Notary Public

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Names	Addresses
<u>Charles Scott</u>	<u>Windsor, New York</u>
<u>Merrill Tarter</u>	<u>E.S.S. Shughanna, Pennsylvania</u>
<u>Raymond Cox</u>	<u>Windsor, New York</u>
<u>Malvin Bullock</u>	<u>62 Oak Street, Singanton, New York</u>
<u>Robert Hayes</u>	<u>Windsor, New York</u>

7. That all of the subscribers to this Certificate are of full age; that at least two-thirds of them are citizens of the United States; that at least one of them is a resident of the State of New York; and that of the persons named as directors, at least one is a citizen of the United States and a resident of the State of New York.

IN WITNESS WHEREOF, we have made, subscribed, and acknowledged this Certificate this 15th day of December, 1947.

[Signature] (L.S.)
[Signature] (L.S.)
[Signature] (L.S.)
[Signature] (L.S.)

Chapter 4 Non-Profit Organization

STATE OF NEW YORK } ss.:
COUNTY OF BROOME }

Fred H. Jeffers being duly sworn says:

1. That he is an attorney and counselor-at-law, and has his principal office for the practice of law in the O'Neil Building, Binghamton, New York.
2. That he prepared the certificate of incorporation of Windsor Sportsmen's Association, Inc., dated December 13, 1947; that the following incorporators signed such certificate of incorporation: Albert Swell, C. J. Bell, Raymond Hathaway, Samuel Young and Donald Walker; that he is personally acquainted with all the said incorporators and knows that they are all still alive.

Sworn to before me this
11th day of May, 1950

Thomas A. Hays
Notary Public

State of New York } ss.: 12777
DEPARTMENT OF STATE }

I CERTIFY That I have compared the preceding copy with the original

Certificate of Incorporation of

WINDSOR SPORTSMEN'S ASSOCIATION, INC.,

filed in this department on the 11th day of May, 1950 and that such copy is a correct transcript therefrom and of the whole of such original.

Witness my hand and the official seal of the Department of State at the City of Albany, this eleventh day of May, one thousand nine hundred and fifty.

Ruth M. Mena
Deputy Secretary of State.

Form 85. 6-2-49-20M (9A-238)

Chapter 5 Safety Rules

General NRA Range Safety Rules

- Always keep the gun pointed in a safe direction
- Always keep your finger off the trigger until ready to shoot
- Always keep the gun unloaded until ready to use
- Know your target and what is beyond
- Be sure the gun is safe to operate
- Wear eye and ear protection as appropriate
- Store guns so they are not accessible to unauthorized persons
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Never use alcohol or drugs before or while shooting
- Be aware that certain types of guns and many shooting activities require additional safety precautions

Windsor Sportsmen's Association Club Safety Rules

1. Club property is for the exclusive use of the members in good standing of the Windsor Sportsmen's Association Inc.
2. There shall be no use of the Windsor Sportsmen's Association Inc. name or property by outside groups or organizations without the written approval of the Windsor Sportsmen's Association Inc.
3. Fires at the range shall be in the existing fire barrels that are near all the ranges and also the fire pit.
4. Shooting on ALL ranges will not commence before 8:30AM and will cease at official sunset.
5. No unsafe handling of firearms in parking area. No shooting ahead of designated firing lines. No non-member or individual under eighteen (18) is to use the ranges, unless supervised by a club member or range officer.
6. Dangerous use of firearms will not be tolerated; and will be cause for dismissal from club membership.
7. Only approved targets are to be used on the range. (No glass, cinder blocks etc.).
8. PROOF OF MEMBERSHIP MUST BE CARRIED WHEN ON W.S.A. PROPERTY.
9. No personal property will be stored or left in or on club buildings or grounds without permission of the club.
10. N.R.A. MEMBERSHIP WILL BE STRONGLY ENCOURAGED BY THE CLUB.
11. Members may bring to the range a guest one time only. Immediate family members excluded.
12. Former members and/or members not in good standing shall not be considered guests.
13. No Alcoholic beverages or Illegal drugs allowed on W.S.A. property.
14. Every one is required to follow these written Range Safety Operating Procedures.
15. Loaded firearms are permitted ONLY at the firing lines of the ranges or if the individual has a concealed carry permit.
16. Any individual who appears impaired due to alcohol or drug use (including prescription drugs) will be denied access to the ranges and must leave the property.
17. Cell phones should be placed on silent or turned off at the firing line. Be considerate of others when using your cell phone.
18. Absolutely NO shooting when ANYONE is past the firing line. Nobody should cross the firing line until a STOP / CEASE FIRE is called and acknowledged. The firing line is a continuous line extending across ALL (25 yd, 50 yd, 100 yd) ranges.
19. When one range (25 yd, 50 yd, 100 yd) is COLD, ALL ranges are COLD.
20. Anyone engaging in shooting should be familiar with firearms and ammunition malfunctions and how to safely address these situations.
21. No shooting at wildlife outside of designated hunting season and only on Windsor Sportsman's Association property/
22. No shooting across ranges. Shooting allowed ONLY in the direction of the range you are on.
23. Shooting is only permitted at the firing line.
24. Anyone at the firing line (shooters and non-shooters) or on the range's concrete pads must wear

appropriate ear and eye protection correctly.

25. Clean up after you are done. Use the provided buckets for casings and garbage containers for garbage.
26. Smoking is not allowed on the firing line or on the range's concrete pads.
27. All non-member guests and their member hosts are required to complete the Release and Waiver of Liability (see Appendix)
28. All events will have an RSO engaged at each active range during any live firing.
29. Food and (non-alcoholic) drink is permitted on the site, but not on the firing line or the range's concrete pads.
30. All vehicles should be parked at least 20' behind the range's concrete pads.
31. A damage report (see appendix) should be filled out for any damage / issues and reported to the President and Vice-President.
32. Guests must follow all club member rules.

Range Commands (additional commands may be used for specific events as determined by the RSOs)

Cease fire or stop

To be called by ANYONE who sees an unsafe or potentially unsafe condition. Command should be repeated by those who heard it to ensure everyone hears it. All shooters will immediately stop firing and keeping firearms pointed down range and fingers off the triggers, unload and set the firearms on the bench.

Range is hot or Commence Firing

Range is open for live firing

Range is cold

All live fire is ceased. Firearms should have their actions open and flagged as needed. Firearms should be pointed downrange or in a safe direction and placed on the bench. No one is to handle a firearm (except to place it on the bench)

Downrange: Firing Line is Clear

People are going downrange. Treat as cold range. Firearms should have their actions open and flagged as needed. Firearms should be pointed downrange or in a safe direction and placed on the bench. No one is to handle a firearm (except to place it on the bench)

Eyes and Ears

Protective gear must be worn correctly before live firing is to commence.

Pull

Command to release a clay bird from a trap.

Miss fire

Command given to notify other shooters that a round did not fire correctly and a possibly hazardous situation may exist.

Show Clear

Usually called after Cease Fire or Stop. All shooters must stop firing and unload all ammunition. When empty the action must remain open and the firearm presented to the RSO for verification the firearm is unloaded. Firearm must be pointed downrange or in a safe direction at all times.

Is the line ready

Called to determine if shooters on the line are ready. Shooters should indicate if they are not ready to commence live fire,

Chapter 6 Range Operations

Chapter 6.1 – General

Live firing at the Windsor Sportsmen's Association range complex is designed to provide authorized personnel access to a facility where they can become proficient with privately owned firearms.

Chapter 6.2 - Facilities for Use

Range availability is at the discretion of the club President. Live fire shooting is normally limited to the following ranges and equipment:

- 25 Yard Range -
- 50 Yard Range
- 100 Yard Range
- Clay pigeon area
- Archery Range

Chapter 6.3 - Range Limitations and Safety Requirements

Live fire shooters will:

- Fire only on open ranges.
- Follow all safety rules in Chapter 5.
- Fire only authorized guns and ammunition as defined in Chapter 6.4.
- Fire at authorized targets only.
- Ensure all projectiles impact within the established range safety limits.
- Call “Cease Fire” and make safe all guns before anyone moves forward of the firing line or during any unsafe condition.
- Call “Cease Fire” if the firing line becomes staggered (one shooter moves forward of another).
- Use appropriate ear and eye protection.
- Notify any RSO of any safety infractions.
- Police all brass, paper, and debris on the range. Dispose of them in the appropriate containers.

Chapter 6.4 - Authorized and Prohibited Guns and Ammunition

- No Full Automatic firearms of any type are to be used on any range
- No Assault Style (AK/AR) without permission from an RSO
- No Incendiary rounds of any type are to be used on any range
- No Armor piercing rounds of any type are to be used on any range
- No explosive/exploding targets of any type are to be used on any range
- No Full Metal Jacket rounds are to be used on the 25 yard range
- No centerfire Rifle Rounds are to be used on the metal targets on the 25 yard range
- No firearms of any type are to be used on the Archery range.

Chapter 6.5 - Authorized Personnel

The following persons are allowed to participate as live fire shooters:

- Current members of the club
- Invited guests of members in good standing, provided the inviting member is present and has submitted a guest request to the President or has a guest pass. The inviting member assumes full responsibility for the conduct of their guests. Guests can only be invited once unless the member has a guest pass.
- Personnel approved by the club officers on a case by case basis.

Chapter 6.6 - Personnel Responsibilities

Personnel responsibilities are covered in the Constitution.

All members are responsible for the safety and cleanliness of the facility.

Chapter 6.7 - Hours of Operation and Scheduling

The Windsor Sportsmen's Association allows live fire from 8:30 AM to sunset.

Hours may be modified by the President or Vice-President.

Hours may be modified for special events

Chapter 6.8 - Alcohol / Drugs

No Alcoholic beverages or Illegal drugs allowed on W.S.A. property.

Any individual who appears impaired due to alcohol or drug use (including prescription drugs) will be denied access to the ranges and must leave the property..

Chapter 6.9 - Emergency Action Plans

In the event of a medical emergency:

1. Immediately call 911 – Give the dispatcher the gate combination
2. First Aid kit is located at the shed nearest the entrance.
3. Determine if anyone present has medical training and allow them to assist
4. One member (if available) not directly performing medical care should go to the entrance of the club to direct emergency responders to the correct location
5. One member (if available) should track/log what actions are being taken and when.
6. Any other members (if available) not directly performing medical care should create a perimeter around the person with the emergency for privacy and to allow medical assistance to proceed uninterrupted

Location / directions for emergency services:

Physical Club Address:
84 Stow Road (Off Honey Hollow Road)
Windsor, NY 13865

Use these GPS coordinates for 11 Stow Road to get to our club gate, ranges are 1/4 mile up road from gate

GPS: 42°02'21.7"N 75°41'32.8"W
42.039364, -75.692430

Appendixes

WSA RANGE EMERGENCIES SHEET

RELEASE AND WAIVER OF LIABILITY FOR GUESTS

INSPECTION CHECKLIST

RANGE SAFETY BRIEFING

EMERGENCY REPORT

DAMAGE REPORT

WSA RANGE EMERGENCIES

MEDICAL EMERGENCY CALL 911 IMMEDIATELY

**GIVE DISPATCHER THE GATE COMBINATION FOR
EMERGENCY CREW**

**FIRST AID KIT IS IN THE TRACTOR SHED ON RIGHT
HAND SHELF**

**FIRE EXTINGUISHER IS ON THER DOOR FRAME OF
RIGHT HAND DOOR**

Location / directions for emergency services:

Physical Club Address:

**84 Stow Road (Off Honey Hollow Road)
Windsor, NY 13865**

**Use these GPS coordinates for 11 Stow Road to get to our club gate, ranges are
1/4 mile up road from gate**

GPS: 42°02'21.7"N 75°41'32.8"W 42.039364, -75.692430

OTHER EMERGENCY PHONE NUMBERS

NYS Police: 607-775-1241

Eastern Broome Emergency Services: 911 OR 607-655-1746

Windsor NY Fire Department: 911 first, 607-655-1462 second

West Windsor Fire Department: 911 first, 507-775-4430 second

WSA OFFICERS CONTACT PHONE NUMBERS

President: George Foster – 607-2220-2919

Treasurer: Rich Osborne - 585-944-9601

RELEASE AND WAIVER OF LIABILITY FOR GUESTS

In consideration of being permitted to participate in activities of the Windsor Sportsmens Association Inc. located at Honey Hollow Rd & Williams Rd Windsor, NY 13865; You/I, meaning Guest or Participant, agree, understand and acknowledge the following:

A: You/I understand that the risk of bodily injury could occur as a result of your participation in activities provided by the Club.

B: As a participant in said activities, You/I knowingly and freely assume all such risks, both known and unknown, even arising from the negligence of Club or others and You/I assume full responsibility for your participation.

C: You/I willingly agree to comply with and understand the rules, regulations and terms of the Club and agree to also comply with state and federal rules and laws as they might pertain to Club activities or other such state and federal laws.

D: On behalf of your heirs, relatives, partners, spouses, assigns, personal representatives, associates and any others related to You, You/I agree to hereby release, indemnify and hold harmless the Club and its officers, members, agents, board of directors, owners, advertisers, employees, volunteers, sponsors and

others associated with Club with respect to any and all injury, property damage, disability, death or loss or damages, whether arising from the negligence of Club and/or others herein named to the fullest extent permitted by law.

I [YOU] HAVE READ THIS RELEASE AND WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT AND FULLY UNDERSTAND ITS TERMS AND CONDITIONS; AND YOU/I AGREE AND ACKNOWLEDGE THAT YOU/I HAVE WAIVED MY RIGHTS TO LEGAL ACTION AGAINST CLUB BY SIGNING THIS AGREEMENT. I/YOU SIGN THIS AGREEMENT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT; AND I/YOU AM/ARE OF LEGAL AGE.

x _____ Age: _____ Date

Signed: _____

FOR PARENTS/GUARDIANS OF PARTICIPANTS AND THOSE OF MINORITY AGE:

BY SIGNING BELOW, I [YOU] CERTIFY AND ACKNOWLEDGE THAT I/YOU AM/ARE THE APPOINTED AND/OR LEGAL PARENT/GUARDIAN OF SAID MINOR OR GUEST/PARTICIPANT WHO WILL BE PARTICIPATING IN CLUB ACTIVITIES AND AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT. THAT I/YOU FULLY AND COMPLETELY AGREE AND UNDERSTAND THAT I/YOU AND SAID MINOR AND/OR GUEST/PARTICIPANT UNDER YOUR CHARGE AND CARE RELEASE CLUB AS STATED IN SAID AGREEEMNT AND WILL INDEMNIFY AND HOLD HARMLESS CLUB AS STATED HEREIN.

Upon request, Club rules and regulations and a description of activities will be provided verbally or in written form to guest and/or participant. If guest/ participant does not fully understand and/or agree to abide by said rules and regulations of the

Club, guest/participant will not be allowed to participate in Club activities . The Club reserves all rights to remove guest/participant from said activities for any reason pursuant to the laws of the State where the Club resides or is holding such activities.

x _____ Date

signed _____

Parent/Guardian Signature {Print name }

Relationship to Minor: _____ {parent or legal or appointed guardian]

{please print either parent or legal or appointed guardian }

Name of Minor/Participant who will be participating in Club activities: _____

{print name }

INSPECTION CHECKLIST

Inspected by:

	YES	NO
Gate / Lock (closed/locked/not damaged) :	_____	_____
Sheds Inspected and in Good Repair	_____	_____
First Aid Kit Accessible and Filled	_____	_____
Signs visible and not damaged	_____	_____
25 Yard Range in Good Repair	_____	_____
Benches / Tables	_____	_____
Trash Receptacle Available	_____	_____
Brass Receptacle Available	_____	_____
Target Frames	_____	_____

Metal Targets	_____	_____

Paint for Metal Target	_____	_____

50 Yard Range in Good Repair	_____	_____
Benches / Tables	_____	_____
Trash Receptacle Available	_____	_____
Brass Receptacle Available	_____	_____
Target Frames	_____	_____

100 Yard Range in Good Repair	_____	_____

Benches / Tables	_____	_____
Trash Receptacle Available	_____	_____
Brass Receptacle Available	_____	_____
Target Frames	_____	_____

Archery Range in Good Repair	_____	_____
Target	_____	_____

Comments:

RANGE SAFETY BRIEFING

Follow this outline when conducting range safety briefings. Issue copies of the shooting range rules to all range users. Conduct the briefing on the range immediately prior to range use. Stand where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. Involve range users by having them read rules and ask them questions. If guns are used in the briefing follow all safety rules.

Introduce yourself

Purpose of the event

- State purpose

- Provide an overview of the event – include details of shots/time

Range Personnel

- Where will personnel be location

- Introduce and personnel around you

- Explain personnel roles to ensure safety

Range Layout and Limits

- Conduct a overview of the range

 - Spectator area – Where visitors and non-shooters can stay

 - Ready area – Where users store and prepare equipment

 - Firing line – The only area where shooters may shoot from

 - Backstop – point out backstop. All fire should be in that direction.

- Demonstrate the use of any special equipment used for the event

- Cover NRA Range Safety Rules (Chapter 5)

- Cover Range Rules (Chapter 5, 6.3. 6.4)

- Cover Commands that will be used for the day (Chapter 5)

- Cover Emergency Procedures (Chapter 6.9)

EMERGENCY REPORT

Date: _____ **Your Name:** _____

Contact	Name	Primary	Secondary
EMS		911	Windsor
Police		911	State
Fire		911	Windsor
Club President	George Foster	607-222-2919	607-655-2215
Vice President	Tom Campbell	607-237-6942	607-723-0987

Immediate Response for Injuries or Illness

Call a Cease Fire. Ensure all guns are unloaded and clear.

In the event of a medical emergency:

1. Immediately call 911
7. First Aid kit is located at the shed nearest the entrance.
8. Determine if anyone present has medical training and allow them to assist
9. One member (if available) not directly performing medical care should go to the entrance of the club to direct emergency responders to the correct location
10. One member (if available) should track/log what actions are being taken and when.
11. Any other members (if available) not directly performing medical care should create a perimeter around the person with the emergency for privacy and to allow medical assistance to proceed uninterrupted

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 42.039364, -75.692430

Injured party : _____

Description of injuries / illness :

Actions taken:

Time	Who	Actions

DAMAGE REPORT

Date/Time: _____ **Your Name:** _____

I found the following damage to the following pieces of club equipment / property:
