

**WEST COAST RANGERS**  
**POLICIES AND PROCEDURES**

As adopted and amended at the AGM on January 8, 2023

Amended January 5, 2025

**MEMBERSHIP POLICY**

1. All members **MUST** write their name in the **sign-in book** every time they come to the range. Members are also responsible to ensure that their guests do the same.
2. Members must be part of Black Powder and participate in the re-enactment lifestyle which includes appropriate dress worn during the 1840s Fur Trade era.
3. Members are expected to:
  - Learn and use the rules posted on the range by the firing line
  - Become familiar with the trails and use trail etiquette
  - Attend as many meetings as possible
  - Assist in supporting club activities, including trail clearing and maintenance, participating in club events and being alert and reporting any safety concerns
  - Follow posted vehicle parking instructions during events
  - Keep all dogs on leash at all times, cleaning up after dogs and depositing dog waste into your **OWN** garbage **or designated receptacles for the dog waste**. Designated off-leash areas for dogs are the gravel pit area, the road in outside the gate and the range past the firing line.
  - Take all garbage home
  - Help new members with concerns or assistance as needed
  - Participate in maintaining the grounds, trails **and in club events**
  - Not divulge the main lock combination to non-members (friends and family may use the wood-cutters' lock and that combination changes regularly)
4. Guests may not camp at the Range unless member sponsors are in attendance

**B. MEMBERSHIP INITIATION POLICY**

1. New members must be sponsored by a member in good standing and introduced at a regular monthly meeting.
2. New members must be nominated not later than June 1<sup>st</sup> in order to be eligible for voting in at the second AGM after that.

3. The sponsored member must fill out a membership application form.
4. Initiation fees will be \$110 single and \$130 family – this will cover the entire initiation period.
5. **MEMBERSHIP FORM WILL BE CHANGED TO STATE THAT NEITHER THE PRIME MEMBER NOR ANY LISTED FAMILY MEMBER CAN BE UNDER A FIREARMS RESTRICTION.**
6. Prior to acceptance nominees will have displayed an interest and active participation in Black Powder activities. This can be done over the two seasons.
7. At least one member of the family must get or have a PAL prior to becoming a permanent member. Amendment to the above policy in regards to long standing members that have had their spouse pass away, who held the required PAL for the club membership. With this being said, requirements are that they have been current and good standing member for 15 years or more. That if taking part in any “Firearm discharging”, that they have a supervised guide accompany them that holds a valid PAL. The person would still be a full member with the rights and privileges. (Amended at AGM Jan 8/23)
8. Sponsoring member and nominees **MUST** be in attendance at the AGM the nominee is to be voted in at.
9. Prior to the start of the AGM the nominees to be voted on will be introduced to the membership by their sponsor and given a chance to say why they want to join, what they like about the club etc.
10. Voting will be done by secret ballot – eligible members will be given a sheet prior to the start of the meeting with all the nominees wishing to be members. 50% plus one is an acceptance or rejection.

### **C. RANGE AND TRAIL POLICY**

1. All members and guests **MUST** sign in, using their legal name, each time they come to the Range. The sign-in book is kept in the warm-up shed located beside the covered range.
2. The West Coast Rangers club will maintain the range and other shooting venues for its members.
3. All shooting venues, the range proper and all trails marked shooting sites are covered by this policy.
4. Use of the range and trails for shooting has priority over all other uses of the club facilities, except for meetings of the members.
5. Scheduled times of range use and closures will be set by the executive.

6. The executive may authorize or restrict the type, colour and use of targets used on the range.
7. The range may be closed by authority of the club president or designate.

#### **D. RANGE SAFETY**

1. Alcohol and smoking are PROHIBITED under the covered areas and on the firing line.
2. Ear and eye protection are **required** when shooting.
3. Red and green flags MUST be used when shooting, both during scheduled events or on your own time.

GREEN FLAG: - ALL guns must be discharged **of powder** and **placed in the rack** on the back wall, then hang the green flag to close the range. No firing permitted while green flag is displayed.

RED FLAG: - Range is open for shooting. **NO ONE** is permitted to walk past the firing line **while red flag is displayed**.

4. Remove your targets, replace the flags and leave the range tidy when you are on your own.
5. *Guns must be loaded prior to approaching the firing line.*
6. *Do NOT prime your gun until you are at the firing line.*
7. In the event of a misfire, keep the firearm pointed down range for at least 60 seconds, then unload.
8. Put any unused ammunition into the locked box that is positioned in the covered area.
9. Lock guns and make them safe when not in use.

#### **E. CANNON SAFETY**

1. Cannon events will have a Range Master present.
2. No open shooting boxes around the firing area.
3. Listen and follow the Range Master's instructions.

#### **F. CHAINSAW SAFETY**

1. In the sea-can there is safety equipment that **MUST** be worn while using a chainsaw. This consists of chaps, hard hat, eye and ear protection.

#### **G. ACCESS TO THE RANGE**

1. All paid up members will be given the combination to the main lock. This combination may change from time to time and members will be informed.
2. It is important that the numbers on the lock are returned to "0" after use.
3. It is **VERY IMPORTANT** that the combination is not given to any non-member. There is a family and wood-cutters lock that can be shared, and that combination changes regularly,

#### **H. CAMPING POLICY** (reviewed by executive November 30, 2017)

1. It must be recognized that we are a shooting club and our primary activity is black powder shooting. Camping is supportive of that function.
2. West Coast Rangers will provide camping to all entrants during Rendezvous and Shooting Events sponsored by the club. There will be an entrance fee.
3. Members are permitted to camp at other times by following the guidelines in this policy.
4. Only paid-up West Coast Ranger members may use the range for camping,
5. Members may have visitors camp with them, family or friends. However, non-members may not camp on the Range unless a sponsoring member is in attendance. Liability insurance does not cover them.
6. **Everyone camping must sign the shooters (range) book for each day camping. Multiple days may be put on one line, up to seven.**
7. Members camping must not leave their tent or camper unattended for periods of longer than 30 days without permission from the executive of the West Coast Rangers.
8. If a camper or tent is unoccupied, the surrounding area must be left tidy. The executive has the right to require members to clean up around their camp areas.
9. Camp at the range may be set up beginning March 15<sup>th</sup> or Easter weekend each year, whichever is first. All campers and tents must be down and off the property by October 31<sup>st</sup> each year, as per lease agreement. Failure to do this will be dealt with by the executive.
10. West Coast Rangers and [Mosaic](#) are not responsible for damage or vandalism to camping units while on the range.
11. This policy will be provided to all members upon joining the club and will be posted on the web page.

13. Members who have developed a seasonal campsite may retain that site from year to year.
14. Members having two camp sites at a Rendez-vous must pay two camp fees.

**I. BOOSHWAY GUIDELINES** – Ask for volunteers to help you. A monthly meeting is a good place to start.

1. Check with members who have volunteered to maintain a specific trail (knife & hawk, rifle trail, etc.) to see that it is done or what they need. ALL TRAILS MUST BE NUMBERED IN DIFFERENT COLOURS FOR DIFFERENT EVENTS (rifle, squirrel, etc.)
2. Check all targets and stands. If some need fixing, advise the executive.
3. Name someone to be responsible for cleaning outhouses and supplying toilet paper as needed during the rendezvous.
4. Name someone to be responsible for parking, to tell entrants to move vehicles if necessary. Make sure there is a plan for parking.
5. Name someone to make trinkets.
6. Name someone to be responsible for registration and a score keeper. This should be someone who has done it before, or who consults with someone who has done it before.
7. Set up a schedule for Range Masters for all times the range is used during an event. The Range Master must not shoot while he/she is on duty.
8. Volunteers are needed to put up and take down canon targets.
9. Shotgun is best done on the final day of the event. Make sure the trap machine battery is charged.
10. Work Bees must be scheduled before the Rendezvous to clear trails, set up targets, get firewood etc.
11. A volunteer is needed to organize and run the Candy Cannon, if desired.
12. Make sure markers are available to the shooting sign-up board and that fire extinguishers are in place.
13. Prepare a flyer before the Rendezvous which shall be given out at registration and at the shooters meeting, that includes: -
  - Everyone is responsible for their own eye and ear protection
  - Schedule of events

- Whether or not there is a blanket prize
- Where and when score cards are to be handed in
- All dogs are to be on leash
- Shooters must use sign-up board to indicate when they will shoot.

14. Boosway is responsible to arrange for trophies and awards.

15. At the Thanksgiving Pot-luck, a spouse is included in the shooter's fee. Guests will be charged an extra fee and are expected to contribute to the Pot-luck.

## **J. GENERAL INFORMATION**

1. The club leases the land we use from Mosaic and they have specific stipulations regarding how we may use this land. These stipulations form a part of these Policies and Procedures.

2. The club must follow specific [stipulations](#) set by the Fire Arms Branch and the range is inspected every five (5) years.

3. Wood cutting permits for firewood can be obtained from the club. No other wood is to be removed from the range.

4. A yearly calendar of events is available to read on-line. This includes other gun clubs use of the range.

5. BEFORE any structures are built, including partitions, fences, woodsheds or shelters, they must be approved by the executive.

6. The Society may make the club's facilities available for use to any person or persons who wish to use the club's facilities in accordance with the club's Constitution, Bylaws and Policies. Any charges for use of the facilities shall be set through negotiation and agreement with the Society.

## **K. HARASSMENT POLICY**

1. If a member is experiencing offensive behavior, troublesome conduct or comments that are unwelcome from another member this can be harassment.

2. Formal complaints of any kind of harassment should be given in writing to a member of the executive. The written complain should include the date or dates of incident, description of what happened, and /or what was said and a list of witnesses. The written complaint should be signed and in the case of a minor also signed by a guardian.

3. The written complaint will be taken to a meeting of the executive who will review, talk to witnesses and make recommendations bases on information provided. The executive has the authority to make recommendations which could include removal from the club.

4. Two or three members of the executive will then meet with the accused member to inform them about the complaint and pass on the recommendation from the executive. The meeting with the accused will take place within 30 days of the incident.