

BKS SPORTSMENS CLUB:
NEW MEMBER ORIENTATION PROCEDURES
AS OF JULY 2024

NOTE: The person conducting the orientation should start at the club house and ensure the new member has a copy of the orientation you are giving.

#1: Introduction

The purpose of this initial orientation process is to educate the new member about the club's rules of what to do, not to do, layout of the shooting facility and membership application process. The orientation can be given by Board of Director members, Chief Range Safety Officers and Range Safety Officers only.

There is web site information about the club located at www.bkssportsmensclub.com where the new member should look at the club calendar before coming to the range to shoot. The scheduled activities have precedence over other shooting activities. There is a separate schedule of events that are specific to the pistol/rifle/shotgun shooting range on Sunday mornings. Your contact information can be provided to the scheduler if you want to be on the email list.

The shooting facility is divided into two parts, the shotgun trap shooting range and the pistol/rifle/shotgun shooting range with the club house in the middle.

The BKS (Brownsmead, Knappa, Svenson) Sportsmen Club is a paid membership facility. Access is limited to members, their families and guests who are chaperoned by a current member.

NOTE: guests must be pre-approved by a Board of Director member before they can participate in club activities. Examples are competition meat shoots and special events.

Electronic Gate Card Information

- At no time will the club member allow another person to use their gate opening electronic card to gain access to the shooting grounds.
- All gate card entries are tracked by the card number along with date and time access was used to open the gate.

- To open the gate, it is important that the driver pulls up close to the electronic keypad and places their issued card in front of the keypad and the light will turn green acknowledging the card has been accepted, the gate will now open.
- Be patient and wait for the gate to fully open before proceeding through to the shooting range grounds.
- To leave the shooting range grounds, drive up to the closed gate so there is enough room for the gate to open and a ground sensor is activated to open the gate.
- Wait until the gate has fully opened before driving through and the gate will automatically close behind you.
- Only one vehicle at a time goes through the gate when entering or leaving the property.
 - NOTE: It is imperative that all club members drive their vehicles at the posted speed limit of 25 MPH on Abbot Road to maintain good relations with homeowners and their families that reside along the road.
 - NOTE: The driver must reduce their speed to 20 MPH on the gravel road coming off Abbott Road up to the range to help maintain the gravel road and proceed safely to the parking areas. This speed limit also applies to leaving the range.

#2: Safety briefing

All members are expected to fully comply with club rules while on the facility grounds. Failure to comply may result in being asked to leave the facility immediately or club expulsion depending on the infraction.

- No alcoholic beverages are allowed
- No narcotic drugs are allowed
- Members are asked to be mindful of prescribed medications and their effects when handling a firearm
- There is no eating food on the shooting range to alleviate potential cross contamination from firing firearms, lead residue, and dirt from picking up spent cartridges off the ground.
- Smoking/vaping/chewing tobacco is to be done outside the club house, firing line and away from any firing line.
- Any cigarette/spittle remnants are to be placed in an appropriate container, not on the ground.
- Approved eye and ear protection are mandatory on the firing line and close proximity to either shooting range.
- A baseball cap is recommended on the pistol/rifle/shotgun range to help protect your head and face from hot brass casing and also provides protection from the hot ejected cartridge going down a shirt or jacket that may cause a brass burn.
- Do not wear low cut shirts or open-toes shoes
- Observe and obey all signs posted on the premises
- Shooting steel targets at special events must be approved by the CRSO
- Authorized Firearms and Targets
 - Fully automatic (Class III), .50 caliber BMG or equivalent firearms are prohibited.
 - No armor piecing, tracer, incendiary ammo are allowed
 - Only paper and cardboard targets are allowed on the pistol/rifle/shotgun range

- No exploding targets
- If a club member brings a guest, then you are responsible for all their actions and conduct.
- Club members will need to bring their own paper targets, cardboard backers and dispose of used targets. Target stands are available for general purpose use.
- There is no lead retrieval from the trap range or pistol/rifle/shotgun range

#3: Shooting Grounds Layout – The Club House

- The club house has an open area inside for meetings and classes and has a kitchen available for members' use.
- There is a male and female bathroom inside the club house and uni-sex Port-a-Potty outside when the club house is not open.
- Inside is also an area where shotgun reloading supplies, equipment and trap shooting ammunition can be purchased by members only.
- There is a medical safety box on the wall inside the club house with a medical bag, safety vests to identify necessary personnel, and instructions if there is an incident on the premises.
- Review contents of safety box with new member.
- Contact information for each Board of Director member is located on the bulletin board inside the club house.

#4: Shooting Grounds Layout – The Shotgun Trap Range

NOTE: Take the new member on a tour of the trap shooting range and actually show them the inside equipment of the concrete enclosure. Ask for help if needed.

The trap shooting range has two separate areas where members can shoot independent of each other, the lower (in front of the club house) and the upper shooting area to the right. Inside the concrete enclosure is a clay target throwing machine and all personnel are to avoid standing in front of the machine for safety reasons. If a traffic cone is placed on top of the enclosure that means someone is inside loading the trap machine with clay targets and trap shooters are to be vigilant about not aiming shotguns at the concrete enclosure.

A large metal storage container on the premises is where the clay targets are stored, and it is imperative to not park in front of the doors to the container. Trap shooters need access to transport many boxes of heavy clay targets from the container to the trap houses with their vehicles.

#5: Shooting Grounds Layout – The Shooting Shack Area

The covered shelter at the entrance to the pistol/rifle/shotgun range provides weather protection and is a central meeting "Safe Area" for all members to start from before engaging in a shooting activity. **Only members who have gone through the RSO (Range Safety Officer) training have the authority to go downrange and conduct live fire training.**

all others must shoot from the benches inside the Shooting Shack. This is strictly for range and personnel safety reasons.

There are many safety signs to be aware of.

- Range Closed
- Personnel Down Range
- Other signs

Other Components inside/around the Shooting Shack

- The tall metal storage container has supplies that are accessible to authorized personnel only and not open to the general membership.
- Money cash box for daily use fee
- Trash can – do not place any food containers inside the trash can, wild animals will get inside and displace the litter.
- Bulletin board with other information
- Concrete shooting bench for rifle shooting support when sighting in
- Dud, defective and questionable ammunition is placed into a tall plastic container for disposal. Members are not allowed to remove the contents of the container.
- Rifle/shotgun storage rack, where the firearm actions are to be open and exposed for all to see they are unloaded
- There is a bucket for spent brass to be placed if the shooter does not want to keep the brass for reloading purposes

#6: Shooting Grounds Layout – The Pistol/Rifle/Shotgun Shooting Range

- There is only one firearm per person allowed in the staging area on the table for shooting
- In front of and to the right of the Shooting Shack is a storage area for target stands available for members and their guest to use.
- There is also a dedicated area where all shooters should load and unload a firearm
- Authorized personnel can set-up targets shooting to the East dirt bank (the direction in front of the Shooting Shack) and to the South dirt bank (the direction to the right of Shooting Shack) and the corner dirt bank where they intersect.
- The concrete block wall separates the trap and pistol/rifle/shotgun shooting areas so they can both be used at the same time. There is a 6-foot safety corridor parallel to the block wall running the entire length.
- Shooters are to be mindful when setting up targets so there is not a “shoot through” of the target and the bullet striking the concrete wall.
- When there is trap shooting being conducted at the upper trap area, no personnel shall go past the end of the block wall.
 - NOTE: Take the new member and walk to the end of the block wall to show them they will be down range of the trap shooters.

- Bullet Catcher – there is a commercial metal box specifically designed as a bullet catcher for shooters to use when sighting in firearms.
 - NOTE: Take the new member and walk down to see the bullet catcher
- 20 Minute Rule
 - If a person is actively shooting a firearm and another person arrives in the staging area, contact needs to be made between the two parties.
 - Ask the original shooter if you can shoot alongside them
 - If the original shooter declines the offer to shoot together then a 20-minute rule goes into effect.
 - The original shooter continues to shoot for 20-minutes then must allow the new shooter an opportunity to shoot.
 - The new shooter can invite the original shooter to join them, if they decline then the 20-minute rule still applies to the new shooter and continues back and forth.
 - Cooperation and curtesy are imperative to maintain a healthy working relationship between all club members.
- Pick up your spent brass and shotgun hulls
 - You can keep your spent brass and shotgun hulls for personal reloading use or place the spent brass/hulls in a bucket inside the Shooting Shack for others to use for reloading or disposal.

#7: Club Membership Paperwork

There are multiple pieces of paperwork that need to be completed before a person can be accepted into the membership only club.

Membership Application Form

- This is a two-page form that can be found in the club house and on the club's web site
- The person conducting the orientation must ensure the appropriate sections are completed, if you have any questions please ask
 - NOTE: ensure the penmanship is legible, if the writing cannot be read by administrators, then the form will be returned for resubmittal.
- The new members fill's out information areas and signs and dates at the bottom
- Turn the application form over and make sure they read all the information and sign/date at the bottom

Basic Orientation Signature Sheet

- There is a new form that is not on the web site (at this time) but is located in the club house for the new member AND the person conducting the orientation to sign.
- This sheet confirms that the new member understands the orientation and will abide by it and all club rules.

Annual Dues Payment

- The dues collection calendar year period is from July 1 to June 30.
- Dues renewal packets are mailed to each member in the month of May.

- Do not send in any due's renewal payment, applications before receiving the mailing packet or they will be returned to you.

Issuing an Electronic Gate Card

- The person conducting the orientation has the authority to issue an electronic gate card to the new member if the club house is open.
- Ensure the 5-digit number on the card is documented on the application form in the upper right section.

Submitting Completed Paperwork

- The person conducting the orientation will place the completed application, orientation signature sheet, payment on top of the money drawer in the club house.
- If the club house is not open, then submit all the paperwork to the CRSO for processing.

The Board of Directors would like to thank you for joining our club as we strive to provide outstanding service to all our members.

- Any questions?