

Androscoggin County Fish & Game Association



Code of Conduct and Range Rules

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by

The ACF&GA Board of Directors

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Code of Conduct Policy and Procedure

Safety is our first priority at the Androscoggin County Fish and Game Association, and ethical, professional conduct by our Members is a very close second.

While participating in any activities on ACF&GA property, each Member must adhere to the following Code of Conduct. All Members must always conduct themselves in a safe and professional manner while on Club property or participating in Club activities.

PROHIBITED CONDUCT

Major Offenses

- 1) Acts or threats of violence
- 2) Theft of Club or Personal Property
- 3) Defacement or intentional damage to Club or Personal property not specifically designated as a target or target area
- 4) Endangering or causing physical harm to any Guest, Member, or to Oneself; causing any person to reasonably fear for his or her safety
- 5) Failure to submit for accounting and deposit any funds collected on behalf of the Club
- 6) Pointing of firearms of any kind at other individuals
- 7) Immoderate use of alcohol prior to arrival at the Club grounds, or any use of alcohol while on Club property (exceptions for the latter for specific scheduled and Board-approved social events)
- 8) Violation of any criminal law of the State of Maine related to the misuse of firearms or violence against another person

Minor Offenses

- 1) Unsportsmanlike Conduct, i.e. failure to adhere to the rules defined for scheduled sporting events, unprofessional or unethical behavior, or disrespect for fellow members or guests
- 2) Horseplay, i.e. play fighting, wrestling, or other forms of simulated hand-to-hand combat
- 3) Aggressive behavior
 - a) Throwing of equipment (hats, shells, etc.)
 - b) Rough handling of firearms
 - c) Erratic or aggressive driving on Club property
- 4) Modifications to Club facilities or equipment without prior approval by the Board of Directors
- 5) Use of Club Facilities or Equipment in a destructive manner not in keeping with their intended use
- 6) Use of the Indoor Range without Qualification by a Club RSO and payment of the Indoor Range fee at other than scheduled and board-authorized events
- 7) Admittance of a Guest or Guests to the Indoor Range facility
- 8) Failure to pay for Club Services, i.e. scheduled events such as Falling Plates, 5-Stand, Trap or 3-Gun
- 9) Littering, including failure to pick up spent cases, shotgun hulls, used targets and target stands
- 10) Knowingly giving false or misleading information to a Club Officer
- 11) The use of areas of the Club or Club equipment restricted by the Range Rules (See Page 5) or Bylaws for specific events without the permission of a Club Officer

SANCTIONS

When a member is determined to have committed a Major offense the Club Officer will report the incident to the Board of Directors immediately. The member will be suspended from the club for the minimum duration of one membership year for major offenses. Major offenses may also result in permanent expulsion from the club. After a member has been suspended, reinstatement may occur only on member appeal (see MEMBER APPEAL OF SUSPENSION below). All members in the case of a Major offense have the right to have their case reviewed by the Board of Directors.

When a member is determined to have committed a Minor offense or violation of the Safety rules, provided the safety violation does not also constitute a Major offense, the Club Officer will determine the duration of the member suspension. This incident and suspension will be reported by the Club Officer to the Board of Directors. The Board will review the findings by the Club Officer and may revise the finding and/or sanction.

Safety violations during ACF&GA activities will result in one warning to the member. A second safety violation will result in a report of the offense to the Board of Directors for disposition. The exception to this is any incident involving Major offenses, where the Board is notified immediately and, where prudent, the offender is expelled from Club property.

The Board retains the right to review any suspension. The decision of the Board after any review is final. The Board and Club Officer have the right to eject a member from ACF&GA property for failure to adhere to the ACF&GA Code of Conduct or Range Safety Rules at any time.

MEMBER APPEAL OF SUSPENSION

A member expelled from the ACF&GA for first time major offenses may appeal for next membership year reinstatement. In no scenario will a member be reinstated for the same membership year in which they were expelled for major offenses. The member is the only individual who may petition for reinstatement. No parent/guardian or coach may do it on their behalf.

A member petitioning for reinstatement must demonstrate that he or she is aware that there is no tolerance for the offending behavior in the ACF&GA. The member must demonstrate understanding of the code of conduct, sportsmanship and ethics, how it applies to the shooting sports, and in which way they violated the code of conduct. The appeal must be accompanied by a letter explaining why they should be reinstated into the club directed to the Board of Directors.

This information will then be evaluated by the ACF&GA Board, composed of the President, Vice President, Secretary, Treasurer and a minimum of 4 Elected Officers and Directors. If needed, the petitioner will be asked to appear before the Board. The Board will evaluate all information and decide on possible reinstatement.

Once the Board determines that reinstatement is possible it will be the final determination of the Board of Directors whether they will accept the member back into the club for the next or subsequent membership years, or not at all. If the Appeal Board denies reinstatement the member may appeal the following year. Only one appeal per membership year will be permitted.

Range Rules and Regulations

GENERAL RULES

1. Violation of these rules may result in forfeiture of Club Membership or banning from Club property. Safety first! Every shooter has the personal responsibility to make sure that every bullet fired impacts safely in the berm. All shooting shall be initiated from the proper approved firing line at a properly prepared target placed in the location defined for the selected shooting position. If you are in doubt as to the correct firing line, target preparation or placement, you must not be using the range in question. **DO NOT SHOOT**, and contact a Range Safety Officer (RSO).
2. ALWAYS keep all firearms pointed down range or in a safe direction.
3. ALWAYS keep your finger off the trigger until ready to shoot.
4. ALWAYS keep the firearm unloaded, with action open, until ready to use.
5. ALWAYS treat every firearm as if it were loaded at all times.
6. ALWAYS wear ear and eye protection when on or near all firing lines.
7. All NRA Gun Safety Rules are to be observed at all times. These are included as **Appendix A** of this document.
8. Before anyone goes forward of the firing line **ALL** firearms shall be made safe. Cylinders must be unloaded and/or magazines removed, chambers emptied, actions must be open and firearms shall remain lying on the bench or stand and pointed in a safe direction until all persons are again behind the firing line. Firearms are NEVER to be handled when people are in front of the firing line or down range.
9. The "CEASE FIRE" command may be given by anyone. During a cease fire, all personnel must stop shooting immediately, remain in place and await further instructions from the RSO. Once the cease fire is initiated, the RSO may take additional steps, such as edging or pulling targets, to reduce the opportunity for shooters to continue firing.
10. If you have a misfire or a hang-fire, keep the barrel pointed in a safe direction. Do not open the chamber for at least 30 seconds to be sure that the danger of a hang-fire has passed. Clear the firearm and make it safe. When the firearm has been cleared and is in a safe condition, check the barrel for obstructions and the firearm for malfunctions before resuming firing.
11. Do not use the target stand base to prop targets and do not shoot at target stands or ground base supports.
12. Shooting with rifles or pistols at ground targets of any kind, or targets above the middle of the impact berm or in the air is strictly forbidden. Shotguns may shoot at clay targets in the air with a shot no larger than 7. If bullets are hitting the ground before the backstop you must cease fire immediately, move the target or change your shooting position. Then ensure that all bullets are striking the middle of the impact berm.
13. The use of incendiary, tracer, explosive, or armor piercing ammunition is strictly prohibited on all ACF&GA property. The Senior Range Safety Officer or Board of Directors may give special permission for above use if needed.
14. Fully-automatic fire is allowed only upon qualification by an Authorized Range Safety Officer and issuance of a "Full Auto" Permit by the Board of Directors. This permit will be free of charge and valid through the end of the Membership Year. Any firearm capable of "select fire" or "fully automatic" operation must be operated **only** by an individual with the appropriate federal license to own and

operate such a firearm, and unless qualified and permitted as defined above is specifically limited to firing in semi-automatic mode. Any indication that rounds are not impacting the berm in the designated area will result in immediate termination of this shooting activity and revocation of the permit.

15. Simulated Fully-automatic fire of any firearms (aka "Bump Fire") is **strictly prohibited**.
16. There shall be no use of alcohol, illegal drugs, or other intoxicants of any kind on the Club ranges. The **only** exception is when all ranges are closed, such as during a scheduled, Board-approved private function. Any member using any medication that might in any way impair his/her ability to shoot safely must not use any firearms. Violating this rule could jeopardize the safety of individuals or cause damage to equipment or facilities.
17. The use of ACF&GA facilities is limited to members and up to Two (2) guests. Anyone using the facilities, including guests, is subject to the rules and regulations of the Club. Members shall remain with their guests and will be responsible for the actions of their guests at all times.
18. All guests, including non-members at scheduled public events, are required to sign a Release Agreement before approaching any firing line. Please see a Range Safety Officer (or visit the AC&GA web site at <http://www.acfga.net>) for a copy of the Release Agreement.
19. All formal training, such as police-type training, is limited to scheduled events requiring prior approval from the Board of Directors.
20. Each member may be asked to display his/her membership card while on Club premises.
21. Children under the age of 18 are not allowed on the ACF&GA ranges unless they are under the direct supervision of an adult who is a member and who shall be responsible for them at all times.
22. There is to be no digging into the berms for projectiles or casings.
23. Anyone causing damage to club property, equipment, or facilities shall be personally liable for such damage and may be subject to club discipline and criminal prosecution.
24. The club shall not be responsible for personal property or equipment left on club premises.
25. Targets are to be picked up and properly disposed of when you are done shooting. Only targets approved by the Board of Directors may be used. No glass, cans, or targets that could cause injury may be used. All shells must be swept or picked up after shooting and disposed of in the proper container.
PLEASE KEEP THE RANGES CLEAN.
26. No ground targets are allowed on any range except for the Steel Plates Range. The Senior Range Safety Officer or his/her designee may allow use of these types of targets at their discretion. Clay pigeons are allowed to be placed at the midpoint of a berm and used as acceptable targets.
27. Shooters must bear in mind that it is up to them to observe good hygiene habits and wash hands thoroughly after shooting and before eating. Lead residues may accumulate on hands and can cause significant health hazards.
28. The Senior Range Safety Officer or his/her designee shall have full authority to act on any range safety issue in accordance with approved safety rules. Any member or guest shall immediately abide by any request or order by the Senior Range Officer or designee on any safety issue.
29. Disagreements shall be brought to the attention of the Board of Directors for resolution.
30. **Any** unsafe operation of a firearm by a member or guest should be noted, and a club officer or RSO contacted. A list of club officers is posted at various locations around the club. Currently notices are

posted on the Upper Trap Shack door, the Clubhouse door, the sign at the Club Entrance on Perkins Ridge Road, the short berm and the rifle range.

31. No shooting shall commence on any outdoor range prior to 0800 (8:00am) or continue after 2000 (8:00pm). There are currently no time restrictions for use of the indoor range, other than those reserved for scheduled Auburn Rifle Club events.

SPECIAL DISCIPLINE RULES

In addition to the foregoing, the following rules shall be observed.

Shotgun Sports: 5-Stand, Trap

1. Shotguns must be unloaded and actions kept open when changing positions, going to or leaving a shooting stand or station and carried with barrel pointed in a safe direction at all times.
2. Never load more than two rounds (one round for singles and two rounds for doubles) in the shotgun at one time.
3. No shells larger than 12 gauge. Be sure you have the correct ammunition (gauge) to match your shotgun.
4. Shot size for 5-Stand and Trap is limited to a range from 7½ to 9.

25 Yard Berm AKA "Short" Berm

1. Use of the main target frame at the 25 yard range is restricted to pistols, revolvers, pistol-caliber carbines and .22 caliber rifles only. Initial sighting of high power rifles is also allowed. Shotgun use is allowed, but requires that the shooter provide his or her own target stands, which will be set to the left or right of the main target frame with enough clearance that slugs or shot will not impact it.
2. Prior to firing, the red flag must be placed into the flag holder to indicate a "Hot" range. No one may go downrange until shooting ceases, firearms are rendered safe (magazines removed, cylinders emptied and actions open) and the flag is removed.
3. While downrange, all firearms must be emptied of ammunition; magazines removed, slides/bolts locked back, chambers and cylinders emptied. Muzzles must be pointed in a safe direction and firearms must not be handled until all shooters are again behind the firing line.
4. All target stands must be set at the base of the 25 yard berm.
5. If ALL shooters using the 25 yard range agree, the firing line may be moved closer to the berm. The person closest to the berm shall be the new temporary firing line and all subsequent firing shall be from that line only.
6. Patterning for shotguns shall be conducted on the patterning range **only**.

Rifle Range

1. Shooting at targets not directly in line with your selected shooting station is expressly prohibited.
2. The 50 yard berm is available to pistol, rifle and shotgun shooters. Shotgun ammunition at this range is limited to slugs, buckshot, and sabot-encased rifle bullets.
3. The 100 yard range is restricted to the use of rifles, rifle-caliber pistols or scoped pistols only (this includes .22LR pistols). No shotguns are allowed on this range, **except** shotguns firing slugs or sabot enclosed bullets.
4. All targets used on the 100 yard range must be placed within 25 feet of the base of the impact berm. This is necessary to prevent bullets hitting the ground before or after the target and ricocheting over the impact berm. **EXCEPTIONS TO THIS RULE ARE *NOT* ALLOWED.**

5. The 200 and 260 yard berms remain closed until appropriate safety precautions are taken to prevent ricochets and stray fire.

Steel Plates Range

1. This range is for use by the Steel Plates Committee, for scheduled public shoots. It is also, on occasion, rented for special competition events and Police Department qualifications. It is not for general use by Club members. For rental events, A rental contract is required with special rules for use the range.
2. Ammunition is restricted to .22LR through .45 caliber, with no Magnum, +P, or +P+ variants. .38 Special may be used in place of .357 Magnum in firearms designed for the latter and .44 Special similarly in place of .44 Magnum.
3. Only Lead, Copper Plated or Full Metal Jacketed ammo may be used. Hollow point ammunition is prohibited due to risk of fragmentation and "splash back."
4. When not at the firing line, firearms must be stored in the shelter on the right side of the range (as one faces the target berm), with actions open and muzzles pointed towards the right-side berm. **No ammunition is permitted in this area at any time.**
5. There will be no handling of firearms while anyone is downrange or otherwise in front of the firing line.
6. No one may proceed forward of the firing line while firearms are present at the firing position(s).
7. Ammunition, magazines, clips, etc. must be stored either in the warming shed or the shelter on the left side of the range (as one faces the target berm). **No firearms are permitted in these areas at any time.**
8. All participants are required to obey the directions of the Range Safety Officer running the event.

Indoor Range

1. The Indoor Range shall be used only by properly pre-qualified individuals that have paid the annual Indoor Range Use fee, **in addition** to membership dues. If you are currently a club member and wish to obtain access to the indoor range, please speak with one of the club officers.
2. Non-members and members without indoor range certification may participate in public events at the Indoor Pistol Range approved by the ACF&GA Board of Directors or hosted by the Auburn Rifle Club. These events will be displayed on the club calendar and web site, and will be indicated as "Open to the Public."
3. Guests and non-members are **NOT** allowed in the Indoor Pistol Range at times other than those indicated by Indoor Range Rule #2.
4. You must log in **and** log out when using this range, and note any issues discovered (or created) during your visit.
5. As guns are uncased and at all times after, they are to be kept pointed **DIRECTLY DOWNRANGE** taking extra care when loading, unloading or clearing jams. The Shooting Booths are **NOT** bullet proof.
6. No firearm is considered safe unless the action is open, chamber empty, and the magazine removed or cylinder emptied.
7. All firing is to be done from **INSIDE** the booths. Pistol and .22 rifle Off-Hand are to be fired standing just behind the bench in the booth. .22 rifle can also be fired from Prone, Sitting or Kneeling using the Small Bore (SB) Position Rifle target holder extensions. Prone, Sitting and Kneeling positions will be fired per NRA Small Bore rules from just behind the "50 foot firing line" inside the booth.
8. Going down-range is **very strongly discouraged**, due to the lead dust that accumulates between

cleanings. If you must go downrange, please take the appropriate precautions to clean your footwear prior to returning home.

9. Rifles in .22 short, long and long rifle calibers and Pistols and revolvers in straight wall pistol calibers only are allowed. No high-powered rifles, shotguns, or pistols in rifle calibers are allowed. Firearms used in the indoor range are limited to the following calibers: .22 short, long, and long rifle; .25ACP, .32ACP, .32 Short, .32 Long, .380ACP, .38 Special, .38 Super, 9mm Luger and Makarov, .40S&W, .44 Special, .45ACP and .45GAP. Calibers **NOT** permitted include .327 Federal, .357sig, all magnums, 10mm, and .45 Long Colt. No +P or +P+ loads are allowed. If you do not see your caliber in the list above, please contact a club officer for approval.
10. Allowable Bullet types are limited to Lead, Copper Plated Lead, Full Metal Jacket (FMJ) and Total Metal Jacket (TMJ) only. Hollow point ammunition is prohibited in the Indoor Range.
11. Firearms are **not** to be handled or touched when anyone is forward of the benches.
12. No one shall go forward of the benches, for any reason, unless the line has been declared "safe" and all firearms are in a safe condition. Please see also rules #6 and #8 of the Indoor Pistol Range rules.
13. Targets must be hung from Target Holder Clips on the target carriers. Targets must be no longer than example NRA B33 or B39 (14") to fit between Center Fire (CF) lines.
14. All targets must be positioned **completely** down range.
15. Unsupervised "Tactical" handgun use (rapid fire, double-taps, point shooting, etc.) is forbidden in the Indoor Range. Indoor Range is limited to **slow fire shooting only** except for NRA Match Pistol "Timed and Rapid Fire" training or competition. The only exceptions to this rule are when a Range Safety Officer is present as part of a scheduled sanctioned event.
16. Centerfire calibers **must** strike the backstop in the area delineated by the two horizontal blue lines on the distant wall of the range. .22 caliber rounds must strike in the centerfire zone or below it; no rounds of **any** caliber can strike above the upper limit of the centerfire area.
17. If it becomes evident that bullets are striking anything other than the areas defined above in the backstop, **STOP IMMEDIATELY** and find out why.
18. No targets other than paper targets of the proper size (see Indoor Range Rule #13 above) attached to the Target Carriers may be used.
19. No targets shall be placed on the floor, or directly on the distant wall of the range.
20. Pick up your brass, steel and aluminum casings. If you do not save your brass casings, please deposit them in the designated containers located at the rear wall of the firing line area for others to reload. Steel and aluminum cases are not reloadable with conventional equipment, so those may be discarded in the trash or other designated receptacles.

Appendix A: NRA Gun Safety Rules

1. **ALWAYS keep the gun pointed in a safe direction.**

This is the primary rule of gun safety. A safe direction means that the gun is pointed so that even if it were to go off it would not cause injury or damage. The key to this rule is to control where the muzzle or front end of the barrel is pointed at all times. Common sense dictates the safest direction, depending on different circumstances.

2. **ALWAYS keep your finger off the trigger until ready to shoot.**

When holding a gun, rest your finger on the trigger guard or along the side of the gun. Until you are actually ready to fire, do not touch the trigger.

3. **ALWAYS keep the gun unloaded until ready to use.**

Whenever you pick up a gun, immediately engage the safety device if possible, and, if the gun has a magazine, remove it before opening the action and looking into the chamber(s) which should be clear of ammunition. If you do not know how to open the action or inspect the chamber(s), leave the gun alone and get help from someone who does.

When using or storing a gun, always follow these NRA rules:

- **Know your target and what is beyond.**

Be absolutely sure you have identified your target beyond any doubt. Equally important, be aware of the area beyond your target. This means observing your prospective area of fire before you shoot. Never fire in a direction in which there are people or any other potential for mishap. Think first. Shoot second.

- **Know how to use the gun safely.**

Before handling a gun, learn how it operates. Know its basic parts, how to safely open and close the action and remove any ammunition from the gun or magazine. Remember, a gun's mechanical safety device is never foolproof. Nothing can ever replace safe gun handling.

- **Be sure the gun is safe to operate.**

Just like other tools, guns need regular maintenance to remain operable. Regular cleaning and proper storage are a part of the gun's general upkeep. If there is any question concerning a gun's ability to function, a knowledgeable gunsmith should look at it.

- **Use only the correct ammunition for your gun.**

Only BBs, pellets, cartridges or shells designed for a particular gun can be fired safely in that gun. Most guns have the ammunition type stamped on the barrel. Ammunition can be identified by information printed on the box and sometimes stamped on the cartridge. Do not shoot the gun unless you know you have the proper ammunition.

- **Wear eye and ear protection as appropriate.**

Guns are loud and the noise can cause hearing damage. They can also emit debris and hot gas that could cause eye injury. For these reasons, shooting glasses and hearing protectors must be worn by shooters and spectators.

- **Never use alcohol or over-the-counter, prescription or other drugs before or while shooting.**

Alcohol, as well as any other substance likely to impair normal mental or physical bodily functions, must not be used before or while handling or shooting guns.

- **Store guns so they are not accessible to unauthorized persons.**

Many factors must be considered when deciding where and how to store guns. A person's particular situation will be a major part of the consideration. Dozens of gun storage devices, as well as locking devices that attach directly to the gun, are available. However, mechanical locking devices, like the mechanical safeties built into guns, can fail and should not be used as a substitute for safe gun handling and the observance of all gun safety rules.

- **Be aware that certain types of guns and many shooting activities require additional safety precautions.**

- **Cleaning**

Regular cleaning is important in order for your gun to operate correctly and safely. Taking proper care of it will also maintain its value and extend its life. Your gun should be cleaned every time that it is used.

A gun brought out of prolonged storage should also be cleaned before shooting. Accumulated moisture and dirt, or solidified grease and oil, can prevent the gun from operating properly.

Before cleaning your gun, **make absolutely sure that it is unloaded.** The gun's action should be open during the cleaning process. Also, be sure that no ammunition is present in the cleaning area.