

Newport Rifle Club

POLICIES AND PROCEDURES

**Newport Rifle Club
PO Box 4366
Middletown, RI 02842**

2007

Third Edition

Note to Members: This is a major revision of the club policies, procedures and rules. Accordingly, individual changes were not highlighted. You are encouraged to take the time to read the entire booklet

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CHAPTER 1

By-Laws

ARTICLE I. Name

The name of this organization shall be Newport Rifle Club.

ARTICLE II. Object

The purpose of the Newport Rifle Club is

1. General Purposes. The general purposes of Newport Rifle Club is to foster National and International Amateur Athletic Competition in the Shooting Sports with emphasis on NRA and ISSF-type Shooting and to support and develop Amateur Athletes for national and international competition in such sports, all within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended (hereinafter the "Code"). Subject to the limitations of the Articles of Incorporation and solely in furtherance of such purposes, Newport Rifle Club may engage in any lawful act or activity authorized. It is intended that Newport Rifle Club will be a "Qualified Amateur Sports Organization" within the meaning of Section 501(j) of the Code.
2. To promote public safety, law and order, and the national defense by providing education and training to people of good repute in marksmanship and the safe handling and efficient use of small arms;
3. To forward the development of those characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.

ARTICLE III. Membership:

Any citizen of the United States, twenty-one years of age or older, regardless of race, creed, color, sex, or national origin may become a member of the organization on vote of the Executive Committee and on payment of the usual initiation fees and dues and shall be a member of the National Rifle Association. Individuals under twenty-one years of age may be accepted as junior members.

ARTICLE IV. MEMBERSHIP CLASSES and DUES

The classes of membership are as follows-

P- Permanent: A member exempt from paying dues prior to June 1997.

R- Regular Adult Member. An adult member age 21 or older

S- Senior Member. An adult member age 60 or older with ten years membership.

J- Junior Member. A member under 21 years old. Junior status is retained until 31 December of the calendar year of the twentieth birthday.

T- Class T membership is available to active duty military personnel stationed in the Newport area for less than a full calendar year. The Executive Committee will set the monthly dues.

The annual dues of the organization shall be determined as follows:

The Treasurer shall, at the Annual Meeting, propose an Operating Target Budget for the coming fiscal year. The budget will be approved by vote by the members present at the annual meeting. This will be the basis for the dues for that fiscal year. The Treasurer shall include in his proposal the dues for the coming fiscal year. Dues will be determined by dividing the approved Operating Target Budget by eighty per cent of the number of Regular Adult and Senior Members, rounded up to the nearest \$5.00. Example-

Approved Operating Target	number of Regular Adult Members	Calculation	Dues
\$30,000.00	274	136.861314	\$140.00

Adult Members, membership class S, over the age of 60 years with 10 years consecutive membership will receive a discount of \$40.00. In the case of married couple club members, one member shall pay the normal dues for his/her class of membership, the spouse' dues shall be discounted 50%, rounded up to the nearest \$5.00. If the couple is not in the same membership class, the member with the lesser amount payable will be discounted.

Current Permanent Life Members will retain their classification. However no further PLM's will be created.

Junior members of this Organization are exempt from club dues and fees; they must maintain membership in the NRA. Junior members maintain this status until 31 December of the calendar year in which they turn 20 years old.

The annual date of payment of the dues shall be January 1st of the calendar year.

Key Cards remain the property of the Newport Rifle Club, and the deposit for the card shall be \$25.00, which shall be refunded at termination of membership.

No member of the organization in arrears shall be eligible to any of the benefits offered by this organization.

ARTICLE V. MEETINGS

Annual Meeting- The annual meeting of this Organization shall be held in May of each year. If the meeting shall not take place at the time fixed it shall be held within a reasonable time thereafter and the officers shall hold over until their successors shall have been elected.

Regular Meetings- The regular business meeting of the organization for the transaction of ordinary business. Regular meetings shall be held on a monthly basis at such time and place as may be fixed by the Executive Committee. It is the responsibility of the Secretary to post ten (10) days prior in a conspicuous location at the club any change in time and/or place of the monthly meeting.

Special Meetings- A Special meeting of the organization may be held at any time upon call of the President or on call of the Executive Committee or upon demand in writing, stating the object of the proposed meeting, and signed by no less than twenty per cent or the members entitled to vote. Notice of the time, place, and object of such special meeting shall be given all officers and all members in good standing in writing by United States Mail not less than seven days prior to the date fixed for the holding of the meeting. The Executive Committee shall fix the place and time of such special meeting.

Quorum: Ten per cent of the members of the organization present and entitled to vote shall constitute a quorum at any meeting.

Article VI, Officers

The elected officers of the organization shall be a President, Vice-President, Secretary, Treasurer, Chief Instructor, and an Executive Officer, who acting together with the preceding years President shall constitute the Executive Committee. They shall be elected by majority vote by ballot at the annual meeting of the organization, and shall hold offices for one year or until their successors are elected.

The Executive Committee, who shall have general supervision of the activities of the club, shall manage the affairs of the organization. The Executive Committee shall develop and maintain a Policies and Procedures Manual which shall define in more detail the day-to-day operations of the club under the bylaws.

Article VII, Duties of Officers

President The President shall preside at all meetings of the organization and of the Executive Committee. He/she shall be a member Ex-Officio of all regular and special committees, and shall perform other duties as usually pertain to his/her office.

Vice-President The vice-president shall perform the duties of the President in his/her absence or at his/her request.

Secretary The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required by the National Rifle Association of America. He / she shall notify the members of the Executive Committee of all meetings, and shall notify all members of special and annual meetings as required in Article V. He/she shall keep a true record of all meetings of the Executive Committee and of the organization and maintain a complete file of all the books, papers of the club, and any other official documents.

Treasurer The Treasurer shall have charge of all funds of the organization and place the same in such bank or banks as may be approved by the Executive Committee. He/she shall keep a detailed account of all transactions and render a detailed report with vouchers at any meeting of the Executive Committee when requested and a monthly financial report at the regular meetings as well as an annual report to the organization at its annual meeting. The Treasurer shall be responsible for submitting National Rifle Association dues and membership applications to the National Rifle Association.

Executive Officer The Executive Officer shall have charge of the maintenance of the ranges of the club. He/she shall be responsible for the arranging of competitions. He/she shall contract no bills without authorization of the Executive Committee.

Chief Instructor The Chief Instructor shall instruct all prospective Rifle or Pistol shooters in the proper and safe use of firearms. He/she shall recommend approval of Match Directors and/or Range Officers to the Executive Committee. He/she shall be a NRA Certified Instructor at the time of his/her election or shortly thereafter.

Succession of Officers In the event of resignation or inability of any officer to perform the duties of his / her officer, the next subordinate officer in the line of succession shall assume those duties. The order of succession is:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Executive Officer
- (6) Chief Instructor

Article VIII, Expulsion of Members

Any member whose conduct shall be decided, by a majority vote of the Executive Committee, to have been injurious to the interest or welfare of the club shall immediately forfeit his/her membership and privileges. He/she may appeal from a decision of the committee to the club at a special meeting called for that purpose, but it shall require a two – thirds (2/3) vote of those present to reverse the committees decision.

Article IX, Match Rules

Unless otherwise noted, all rifle and revolver or pistol Competitions held by the club shall be governed by the rules and regulations prescribed by the National Rifle Association of America, the Corporation for the Promotion of Rifle Practice and Firearm Safety, the United States Revolver Association, or other recognized National Governing Body, as approved by the Executive Committee.

Article X, Amendments

Any amendment to these bylaws shall be presented at any meeting of the club after having been sent to each member by United States mail at least ten days previously. A two-thirds (2/3) vote of the members present shall be necessary to pass it. The Secretary shall send to the National Rifle Association of America the revised bylaws

Article XI, Nominating Committee

The Nominating Committee shall consist of three members, not holding office, appointed by the presiding officer at the regular April meeting, to present at least one slate of nominees at the Annual meeting.

Article XII, Action Upon Dissolution of the Corporation

Upon dissolution of the Newport Rifle Club, the assets shall be liquidated and the proceeds distributed to an exempt organization with a purpose and goals consistent with those of the Newport Rifle Club.

Finance and Accounting Policy

1. **Operating Fund:** The Operating Fund is the account from which funds for all ordinary and necessary current operating expenses of the club are drawn. The Annual Budget, prepared by the Treasurer and approved by the members at the Annual Meeting, will allocate funds to the various expense categories. As a matter of policy, all current organizational expenditures will be made from the operating fund. Adult activities, i.e., Pistol Team, High Power rifle program, etc., are expected to be funded by the participants. The Junior Rifle program current expenses will, to the amount provided for in the annual budget, be subsidized by the Operating Fund. Examples of these types of expenses include, but are not limited to, utility costs, insurance, routine maintenance, junior rifle program targets, ammunition, and other organization expenses.

2. **Capital Fund Account:** The Capital Fund account is the account from which funds for all capital expenditures are drawn. Capital expenditures are expenditures for capital assets (furnishings, fixtures, and equipment valued at \$100.00 or more), major maintenance or improvements to building and/or land having a useful life beyond the year in which they are obtained. These expenditures shall be charged to capital account and depreciated over the appropriate life.

3. **Key Card Account:** Each member pays a key card deposit on joining the club. The Treasurer shall maintain sufficient funds in the Key Card account to refund the deposit for all outstanding key cards, consistent with the by laws.

Chapter 2

RANGE OPERATIONS

1. **General.** Live firing conducted at the Milton Farrow Indoor Range is designed to provide authorized personnel access to a facility where they can become proficient with privately owned firearms.
2. **Facilities for Use.** The Executive Committee schedules range availability. Live-fire shooting is normally limited to the following ranges and equipment:
 - a. **Outdoor Range**—Rifles and pistols of any caliber or gauge. (No tracer or armor-piercing ammunition.) Members qualified to use the outdoor range with centerfire rifles may shoot shotguns only for patterning.
 - b. **Indoor Range**--Air rifles and air pistols firing lead pellets (NO BB's), .22 caliber rimfire rifles only; handguns. No tracer, armor-piercing ammunition, handguns chambered in a rifle caliber, or rifles chambered in a handgun caliber. See page 15 for cartridges allowed on indoor range.
3. **Range Limitations and Safety Requirements.** Live-fire shooters and guests will:
 - a. Fire only with a Range Safety Officer (RSO) present, unless qualified to use the range without supervision.
 - b. Fire only authorized firearms and ammunition.
 - c. Fire at authorized targets only.
 - d. Fire only after completing a "Hold Harmless" agreement. (Renewal is required annually for members. Guests must complete a "Hold Harmless" agreement each visit.)
 - e. Ensure all projectiles impact within the established range safety limits.
 - f. Ensure range flags are displayed when firing at the outdoor range.
 - g. Call "Cease firing" and make safe all firearms when a shooter moves forward of the firing line or during any unsafe condition.
 - h. Call "Cease firing" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
 - i. Use appropriate ear protection. Double hearing protection (earplugs and circumaural muffs) is recommended on the indoor range.
 - j. Wear appropriate eye protection.
 - k. Notify the Club Executive Officer or Chief Range Safety Officer (CRSO) of any safety infractions.
 - l. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
4. **Authorized & Prohibited Firearms-** Class 3 firearms and devices are **not permitted**, i.e., fully automatic firearms.
5. **Authorized Personnel.** The following persons are allowed to fire without a Range Safety Officer posted:
 - a. Current members of the club.
 - b. Invited guests of the above, provided the sponsoring member is present and assumes full responsibility for the conduct of his or her guest(s). Guests must complete a "Hold Harmless" agreement prior to entering the range. Guests are not permitted on the outdoor range.
 - c. Personnel approved by the Executive Committee, Executive Officer, or CRSO on a case-by-case basis.

6. Personnel Responsibilities.

a. Executive Officer (EO)

- (1.) Maintain the range facility.
- (2.) Maintain the Official Range Schedules, to include matches, recreational fire, and any special instructions.

b. Shooting Club Members

- (1.) Be familiar with and follow all club rules for range use.
- (2.) All guests must fill out "hold harmless" agreements.
- (3.) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- (4.) All shooters are responsible for their guns and ammunition while on the complex.
- (5.) Keep firearms cased until at a firing point or in the kitchen.

7. Hours of Operation and Scheduling. The EO develops a special event live-fire schedule based on requests received and posts it monthly. All range requests will be approved based on range availability.

8. Alcoholic Beverages and Drugs. Shooters may not consume alcoholic beverages twelve (12) hours before or during live firing. The EO will deny range access to anyone in violation. Please heed all cautions related to prescription drug use.

9. Medical Support. In the event of a medical emergency, call 911 and notify the EO immediately.

10. Hold Harmless Agreement Form. Each club member annually as part of membership renewal will complete a "hold harmless" agreement form annually. Guests must complete an agreement each time they shoot.

Chapter 3

Range Qualification and Rules

Indoor Range Qualification

1. To use the indoor range without the supervision of a Range Safety Officer, members must complete the prescribed course of instruction under the supervision of the Chief Instructor or a designated NRA Certified Pistol Instructor.

2. The National Rifle Association **FIRST Steps for Pistol Owners** or **The Basics of Pistol Shooting** courses from the Basic Forearms Education Program are the prescribed courses of instruction.

3. FIRST Steps for Pistol Owners is normally offered to new members on the Friday evening following the regular monthly meeting. For new members needing alternate arrangements contact the Chief Instructor.

4. Graduates of the Basics of Pistol Shooting Course or the FIRST Steps course who join the club within sixty days need not repeat the course, but must attend Range Orientation before receiving a key card.

5. Satisfactory proficiency in safe gun handling and marksmanship are required prior to issuance of a key card. Marksmanship proficiency is demonstrated by firing 10 shots at the B2 or B3 target at ten meters with all shots on the paper. Safe gun handling is demonstrated during the orientation.

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Indoor Range Rules

1. **Use of Range-** Only members authorized by the Newport Rifle Club may use the indoor range without supervision. The range is open twenty-four hours daily except when scheduled for team or other organization use. Prior to shooting, members must sign in the range log and pay the appropriate range fee. Guests' names must also be entered in the log; a Hold Harmless Agreement completed and put in the box along with the range fee. Only one guest at a time may shoot. Members must monitor guests continuously. **Members and guests MAY NOT SHOOT SIMUTANEOUSLY.** Guests may use the range four times per year. (Family members more often.)

2. **Firearms brought Into the Range:** Firearms brought into the range must be completely unloaded. Firearms must be enclosed in a gun case, kit, or box **until at an actual firing point**, except firearms may be uncased in the kitchen (with muzzles pointed at the safe) for cleaning, maintenance, etc. Persons holding a permit under Title 11, Chapter 41, Section 18 of the Rhode Island General Laws of 1956, as amended, are exempt from this requirement; however, they must keep their pistol or revolver holstered until at a firing point. Uncased firearms must **ALWAYS** be pointed in a safe direction. In the kitchen, the Safe Direction is defined as at the safe.

3. **Firearms Permitted**
 - a. 22 caliber rim fire rifles (except .22 Mag.).
 - b. All handguns chambered in cartridges authorized on the indoor range (see page 15).
 - c. Airguns and CO₂ guns are permitted.

4. **Ammunition Restrictions**
 - a. Commercial and reloaded ammunition is permitted.
 - b. The following types of ammunition are **prohibited**
 - (1) Steel jacketed / metal piercing.
 - (2) Centerfire Rifle.
 - (3) Tracer, incendiary, or explosive ammunition.
 - (4) BB's
 - (5) Shotshell, multi-projectile, and frangible ammunition.

5. **Firing Line Occupants**
 - a. No eating, smoking, or drinking in the range area.
 - b. Only one shooter or one shooter and one coach are permitted per shooting point, and only one uncased firearm is permitted per point. Range Officers and Instructors may waive this for organized events such as Basic Pistol Shooting classes.
 - c. Persons not coaching or shooting are not permitted on the range, except on the observers' benches.

- d. No person shall go forward of the firing line until all firearms are laid on the bench with slides locked back and open, magazines out, cylinders open and shooters away from the bench. Firearms may not be handled while persons are forward of the firing line.
6. Muzzles must remain pointed downrange at all times, except while loading muzzle-loading firearms.
7. Shooters must load and unload their own firearm. Loaded firearms are not to be passed to another person. Do not change shooting points with a loaded firearm.
8. Only line of sight firing is permitted. **So-called Snap shooting, quick draw, hip shooting, etc. is not permitted (except for specially organized events).** No fanning the hammer (machine gun style) is permitted. **Drawing from a holster and firing is not permitted.**
9. Only paper and cardboard targets, not to exceed fourteen (14) inches wide and twenty-four (24) inches tall may be used. No reactive targets may be used.
10. Do not shoot forward of the target line. Observe the minimum twenty-one (21) foot target line (When shooting at less than twenty-one feet, too many bullets enter the trap improperly and are not decelerated correctly, resulting in damage to the lights). **Take special care not to shoot the ceiling.**
11. Turn on the ventilation system prior to shooting. It takes about one minute for the system to become fully operational. After turning off the system, allow one full minute before restarting.
12. **Report any damage caused or observed to the Executive Officer.**

Newport Rifle Club Outdoor Range Qualification

1. To qualify to use the outdoor range for rifle shooting members must first complete The National Rifle Association FIRST Steps Pistol Orientation under the supervision of an NRA Certified Instructor. Members are also required to complete the outdoor orientation by a NRC Approved Rifle Instructor. Members will be required to pay for instructional materials. Except for club sponsored shooting events, **guests are not permitted to use the outdoor range.**
2. The course of fire for rifle qualification is completed in the following stages, on Official NRA SR-1 Rifle targets-

Smallbore Rifle

- (a) 100 yards- ten (10) shots offhand. Satisfactory is all rounds on the paper.

Center fire Rifle-

- (a) 100 yards- ten (10) shots from each of the following positions:
 - (1) Prone
 - (2) Kneeling or sitting
 - (3) Offhand

Satisfactory is all rounds on the paper

Members qualifying using a smallbore rifle must re-qualify (course of fire only) if they wish to shoot a center fire rifle.

Handgun Qualification

3. The course of fire for handgun qualification is completed in the following stages on Official NRA B-6 or B-8 targets
 - (a) Twenty-five (25) yards- ten (10) shots, Satisfactory is all rounds on the paper.
 - (b) Fifty- (50) yards- ten (10) shots, Satisfactory is all rounds on the paper.

**** NRA Certified Pistol Instructors may use the Outdoor Range to administer the qualifying course of fire to Pistol Permit applicants (USE PORTS 4, 5 & 6 ONLY).**

Muzzle Loading Qualification

4. Muzzle loading qualification will be held in conjunction with organized muzzle loading events.

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Outdoor Range Rules

1. No shooting is permitted on the outdoor range unless a Range Safety Officer is present, except as authorized in paragraph 2 below.
2. Only qualified members authorized by the Newport Rifle Club may use the Outdoor Range. **Guests are not permitted to use the outdoor range**, except during organized events.
3. The range is open from 0900 to sunset daily, except when scheduled for team or other organization use.
4. Prior to shooting, members must sign in the range log, pay the appropriate range fee, and raise the range flag.
5. Firearms brought onto the Range- All firearms brought onto the range must be completely unloaded. They must be either carried with the action open and the muzzle pointed down or they must be enclosed in a gun case, kit, or box until at an actual firing point. Persons holding a permit under Title 11 Chapter 47 of Rhode Island General Laws of 1956, as amended, are exempt from this requirement; however, they must keep their pistol or revolver holstered until at a firing point. Uncased firearms must ALWAYS be pointed in a safe direction. Drawing from a holster and firing is not permitted.
6. **If gunshots are heard from off the club property, immediately notify the Middletown Police Department.**

Firearms Permitted

- a. Rifles of any caliber (including slug guns).
- b. All handguns
- c. Muzzle loading handguns and long guns are permitted. Only one flask and one priming flask per shooting point are allowed. Do not load directly from the flask.
- d. Air guns and CO₂ guns are permitted.

Firearms not permitted-

- a. Shotguns, except for patterning (**USE PORTS 4, 5 & 6 ONLY**). The shooter **MUST** be qualified on the outdoor range with a center fire rifle.

3. Ammunition Restrictions-

- a. Commercial and reloaded ammunition is permitted.
- b. Tracer, incendiary, or explosive ammunition are prohibited

4. Firing Line Occupants-

- a. No smoking on the outdoor range.
- b. Handgun shooters under 21 years of age / rifle shooters under 18 years of age must be accompanied by an adult qualified to use the outdoor range, acting as a coach, and must remain with the under age shooter at all times. (This does not apply to organized events such as junior / youth rifle.)
- c. Only one shooter or one shooter and one coach are permitted per shooting point, and only one uncased firearm is permitted per point. This may be waived by a Range officer or Instructor during organized events
- d. Persons not Coaching or Shooting are not permitted on the range, except on the observers' benches.
- e. No person shall go forward of the firing line until all firearms are laid down with magazines out and actions open and shooters standing away from the guns. Bolt open indicators are required.
- f. Muzzles must remain pointed toward the ground or at the berm at all times. Do not raise the muzzle of a rifle above the midpoint of the berm. **(This is inapplicable to muzzle-loaders or other rifles that must be pointed up to load.)** Do not prime a muzzleloader until AFTER it is charged with powder and pointed at the berm.
- g. Shooters must load and unload their own firearm. Loaded firearms are not to be passed to another person. Do not change shooting points with a loaded firearm.
- h. Only line of sight firing is permitted. **So-called Snap shooting, quick draw, hip shooting, etc. is not permitted (except for specially organized events).** No fanning the hammer (machine gun style) is permitted. Uncased firearms must ALWAYS be pointed in a safe direction. **Drawing from a holster and firing is not permitted.**
- i. Only paper and cardboard targets may be used. No reactive targets except balloons may be used. Balloons must be fastened to the target.
- j. Only target carriers provided by the club are authorized.
- k. **When firing rifles from the standing (offhand) position, single shot loading is required, except when participating in an organized event requiring sustained fire from the standing position.**
- l. **Shooters must police their brass after shooting.**
- m. **Firearms brought to the range to be zeroed must first be fired from the bench with a target distance of 25 yards. Once 25 yard zero is attained, move the target to 50 yards and re-zero. Repeat at 75 yards before firing at 100 yards.**
- n. **Shooters using the U.S. Rifle, Caliber .30, M1, must engage the safety *before* loading a clip.**

Handgun Cartridges Authorized in the Milton Farrow Range

.22 short rim fire cartridge	.22 long rim fire cartridge	.22 long rifle rim fire cartridge
.22 Remington Jet		
.25 ACP		
7.62 X 25mm	.30 Carbine (handgun only)	
.32 ACP	.32-20/.32 WCF	
.32 Colt New Police		
.32 S&W		
.32 S&W Long		
.32 H&R Magnum		
.380 Auto		
9 X 18 Makarov		
9mm Luger		
9 X 21 mm		
.38 S&W	.38-.40/.38 WCF	
.38 S&W Special, +P		
.38 Super Auto, +P		
.357 SIG		
.357 Magnum		
.375 Super Magnum		
.375 Winchester Magnum		
.40 S&W		
10 mm		
.41 Action Express		
.41 Remington Magnum		
.414 Super Mag		
.44 S&W Special	.44-40/.44 WCF	
.44 Remington Magnum		
.44 Auto Mag		
.445 Super Magnum	.45 S&W	
.45 ACP		
.45 Auto Rim		
.45 Colt		
.45 Winchester Magnum		
.454 Casull		
.480 Ruger		
.50 Action Express		

Favorite Handgun Cartridge not on the list? Contact the Chief Instructor.