

Oil Capital Rod & Gun Club Policy Manual

As Adopted by Board of Directors August, 2024

(Original revised and approved April 2, 2001)

Table of Contents

	Section
Affiliations	1
Board of Directors	2
Oath of Office and Standards	
Committee Chairmen	
Budget.....	3
General Accounting Principles	
Activity budgets	
* Spending Limits Policy	
Committees	4
* Standing Committees	
Special Committees	
Communications	5
Newsletter	
Correspondence	
Telephone	
Internet	
Employment and Staffing	6
Employees	
Contract Labor	
Volunteer Labor	
Work for Dues	
Equipment.....	7
Events and Activities	8
Board Meetings	
Dinner Meetings	
Shooting Events	
Non-shooting Events	
Fishing	
Training Events	
Facilities	9
Use of facilities	
RV Sites	
Front gate/ Creek gate	
Ranges	
Club Houses/Buildings	
Grounds Maintenance Bldg	
Lakes and Ponds	
Signage	

Insurance	10
Selling or reselling any reloaded ammunition	
Membership	11
Initial Membership Fee	
Membership Clearinghouse Committee	
Transfer Fee/Penalty Fees	
Member Supplied Services	
Special Situations	
Membership Card Mailings	
Membership rosters	
Orientation	
Honorary Memberships	
Operations.....	12
Firearms Education and Training	
Trainer requirements	
Policies.....	13
Formation of policy by Board	
Changes to policy manual	
Projects	14
Public Relations	15
Travel	16
Range Rules	17
Records.....	18
Archive	
Destruction	
Safety	19
Security	20
Spending Limits.....	21
Land Fund History	22
Report of Joint Audit/Treasury/Policy Committee 6/13/2005.....	23

ENCLOSURES

1. Oath of Office
2. Standing Committees
3. Range and Lake Rules
4. Schedule of member supplied services
5. Activity Chairman Guidelines
6. Official Building & Facility Names
7. Land Fund History
8. Target Newsletter

1. AFFILIATIONS. Oil Capital Rod & Gun Club will maintain affiliations with the below listed organizations. Dues associated with these affiliations will be paid by the treasurer when due.
 - a. National Rifle Association (**NRA**)
 - b. Oklahoma Rifle Association (**ORA**)
 - c. Single Action Shooting Society (**SASS**)
 - d. National Skeet Shooting Association (**NSSA**)
 - e. Oklahoma Skeet Shooting Association (**OSSA**)
 - f. Amateur Trap Association (**ATA**)
 - g. Oklahoma Trap Association (**OTA**)
 - h. International Defensive Pistol Association (**IDPA**)
 - i. United States Practical Shooting Association (**USPSA**)
 - j. American Single Shot Association (**ASSA**)
 - k. Coweta Chamber of Commerce
 - l. Civilian Marksmanship Program (**CMP**)
 - m. Steel Challenge Shooting Association (**SCSA**)
2. BOARD OF DIRECTORS.
 - a. A member who is elected to the board of directors is required to take the oath of office during installation. Directors will maintain a standard of conduct in consonance with the club. A copy of the oath and standards is at enclosure 1.
 - b. Club members who are not directors may be appointed to committees. Committee chairs of standing committees of the board should be directors.
3. BUDGET.
 - a. All financial procedures will conform to General Accounting Principles.
4. COMMITTEES.
 - a. A list of standing committees is at enclosure 2
5. COMMUNICATIONS.
 - a. Newsletter. Information published in The Target will be limited to club events, members, and those things directly related such as fishing, archery, shooting sports, the club, and its affiliations. Solicitations for publication of any other information will be referred to the board. All articles will have by lines. (See attachment with Target policies.)
 - b. Correspondence
 - c. Telephone
 - d. Internet
6. EMPLOYMENT AND STAFFING
 - a. Employees
 - b. Contract Labor is currently used for trash collection and building cleaning.

- c. Volunteer Labor
- d. Work for dues. Vouchers in lieu of dues will not be issued.

7. EQUIPMENT.

- a. Use of Club-owned motorized wheeled equipment(s) is limited to those issued keys to that piece of equipment by the Club. Use of the loader/forklift attachments is restricted (Target 2004) to those members specifically trained and approved to use the item by the equipment chairman.

8. EVENTS AND ACTIVITIES.

- a. OCR&GC is for members and guests, it is not the intention of the club to be open to the public.
- b. Activities and events are expected to charge a fee sufficient to cover the match expenses and make a small profit for the Club. Where practical, the fee for guests is to be greater than the member fee. Member fee will be charged members, their family and broadly construed extended family. Guest fee applies to others.
- c. Board Meetings will be at a date, time, and place to be announced on the Club website.
- d. Dinner Meetings. A dinner meeting shall be scheduled on the third Monday of each month starting at 7:00 PM. The Dinner Chair may reschedule or cancel those dinner dates not mandated for specific Club business as part of the Bylaws. The reschedule and/or cancel of those mandated dates is reserved to the Board Chair or Vice Chair. (Oct 2019)
- e. Shot Gun Shooting Events.
 - 1. All contracts for matches and tournaments conducted by outside organization must be referred to the board for approval. Negotiations will include match cost and use of range. Ample notice should be given to the board. (10/1/2001)
 - 2. The use of the shotgun facilities (trap and skeet fields) during the course of scheduled events, i.e. tournaments. Every effort will be made by a chairman to use the fields in a manner as to insure at least one field remains open for casual shooters - club members- unless the size of the event dictates otherwise. Clarification: Skeet fields will be used in sequence starting with field 6 on the east end and progressing successively through 5, 4, 3, 2, and 1 as needed, without skipping fields. (Oct 2019)
 - 3. The cost of clay targets. Shotgun event chairmen will include in the budgeting and reporting process the cost of clay birds as an expense of the event. The figure to be used will be number of guns, times the number of birds per gun, plus ten per cent. This procedure will allow chairmen to have a standardized procedure in place which will assist in determining a pricing structure for the event so that the event will not cost the club money. In other

words, an event should be able to make money for the club, or at least break even on an annual basis. (June 2003)

f. Non-shooting Events

1. Fireworks:

1. The use of personal fireworks or pyrotechnics is not permitted at any time.
2. Commercial Vendor: A commercial vendor will provide the club exhibit(s) to comply with state laws and safety issues. This will include proof of general liability, automobile liability, state license and Workers Comp insurance. April 11, 2011

2. Fishing:

1. It was agreed that family members could be fishing within sight of the member on the range and use of buildings without escort was permitted at all times. From the Corporation annual meeting minutes (Oct 11, 2004)

g. Training Events.

1. Activities that would come under the heading of training would include such things as NRA Certification Training, Oklahoma Concealed Carry Certification, Law Enforcement Training and Activities, Boy Scouts, and similar type groups, etc.

h. Official Events Calendar and Events Posting Policy.

1. An event is considered not scheduled and has no standing for facility use, reservation or sanction, until the event is posted in writing, with required details, on the Official Events Calendar. This calendar shall be prominently posted in the Main Clubhouse. It is the responsibility of those requesting the reservation to post their event(s) on the Official Event Calendar.
2. All new repetitive-date events or major one-time events shall ask official permission of the Board for final approval of any event they may post.
3. An individual Club member may reserve facility space, for personal purposes, not to exceed one day in one bldg/range/field, by following rules in 5).
4. All Official Club Events shall post their event, with details as specified in on the Official Events Calendar in the Main Clubhouse.

1. To obtain blanket priority over individual member's events, posting of succeeding year's Official Events shall be accomplished by the November Business meeting.
 2. Official events posted during the current year shall take into consideration, and have no priority over, those events already posted on the calendar.
 3. In the event of overriding Club need, the Board may elect to bump any event at any time, whether official Club or individual member. This action shall take place at the earliest possible time, to allow the event(s) in question notice. In the event of Board action to bump an event, that event/individual affected shall be notified as soon as possible.
 4. Events may not schedule events Monday through Friday on nationally recognized holidays without specific Board approval for each incidence. *Board Action 09 March 2015*
 5. Events may be added to the current calendar at any time within policy parameters. For events in which the entry will be in the current month or next upcoming month Target Newsletter, person posting will notify the Target editor with at least a 3 day notice using the standard event posting format. The Target editor will notify the Webmaster of calendar changes for posting who is also responsible for the notification to members by email and for events that may impact typical use of the facility. The webmaster will also post notifications on the First Shot. The Target editor is responsible for all calendar additions. *Board 13 Dec 2021*
- i. All Event Calendar postings shall include a minimum of: event discipline, contact person, posting date, the range/field(s) reserved, the building(s) reserved, and the approximate beginning and ending times (including set-up and restoration).
1. Official Club names shall be used for buildings, ranges, and fields.
 2. If the event carries over into additional days, the information must be clearly indicated to continue on into those days by a written reference to the event on those day's calendar blocks.
 3. If the event's reserved use area(s) change over these additional days, it shall be clearly indicated.
 4. Events or individuals failing to follow posting policy will be considered as having no scheduling or reservation for that date.
 5. It is the responsibility, of those who add calendar events to a date, to look closely to see that they are not creating a use conflict. The Board will resolve any posting conflicts that cannot be resolved by those in conflict. *Approved Board of Directors February 12, 2007*

- j. An individual Club member may reserve facility space, for personal purposes, not to exceed one day in one bldg/range/field, by following rules here in v.
 - 1. Members are expected to leave the building/facility used in the same as, or better condition than they found it.
 - 2. A modest donation for facility use is encouraged. *Approved Board of Directors May 13 2013 & March 09 2015*
 - 3. When the Main Clubhouse is the reserved venue, the member is responsible for filling out the official club form used for this purpose. This form requires pre-use and post-use checks on the member's part. The completed form is to be returned to the location listed on the form. Certain Board members will audit the building condition after each use. (Oct 2019)

9. FACILITIES.

- a. In the interests of the club, only members have unlimited access. Guests, who must remain under the member's control, may accompany them. Guests are not authorized use of any other facilities other than those used by their host. The facility combinations/codes, to include gate combinations/codes, or facility keys are not transferable to anyone other than an OCR&GC member. *June 11, 2012*
- b. Members are required to wear their current year membership card, visible on their person as a badge, at all times when on the club site. *2014*
- c. Exterior doors of buildings open to the general membership will have a 4 digit code, changed annually. Guests can be given this so they have unescorted access to buildings. The member should remain on the ranges with unsecured firearms. (Oct 2019)
- d. All buildings will be smoke free to comply with the Oklahoma Law on second hand smoke. *(Sep. 2, 2003)*
- e. Key to the Honor Skeet/Trap fields will be issued by a board member assigned the task, after training is given to those requesting it. *(Target May 2004)*
- f. It is permissible to drive and park on the grass in the vicinity of the pavilion area only, at McCormick Lake. It is permissible for handicapped only to drive and park on the grass in the area of the big Oil Capital Lake. It is never permissible for the same to drive/park on any lake dam. During dry ground conditions, it is permitted to drive vehicles on the east side interior of the 100/200 Yd Range to travel downrange to post/change targets. All other grassed areas of the club may be driven/parked on by those involved in Club maintenance/construction only. Four wheelers and motorcycles are restricted to solid surface club site roads. Travel on club

roads is limited to 15 mph maximum. Travel in range areas is limited to 5 mph max. (Oct 2019)

- g. No OCR&GC property may be removed from the club site without specific approval of the board. Event chairs may occasionally remove materials specific to their event for repair or for their convenience, without board approval.
- h. Neither the club, nor any member in the name of the club, will engage in selling or reselling any reloaded ammunition. This does not prevent individual members from using reloaded ammunition, only buying and selling with the club name.
- i. RV Sites and Electric Hookups.
 - 1. The club is not in the business of operating a RV park. However, for the convenience first of our member and second our guests, sites are available. RV site users, who hook up to the Club's electric pedestals outside of an organized event, will be expected to pay a fee of \$10 per twenty-four hour use. This fee may be placed in the MCH drop box or may be mailed to Club PO Box. Fee for an organized event will be a total of \$10 for up to a 4 day stay, with the fee included in the event registration if desired. (Nov 2022)
 - 2. There are no grey/brown water dumps available on the club site, and as such, user of RV sites will refrain from dumping any waste water. RV site users should be encouraged to use on site restroom and shower facilities.
 - 3. Length of stays for guests should not be more than 3 days prior to or after an event. Day of arrival and departure count as a day.
- j. Front gate/Creek gate policy.
 - 1. The front gates are to remain closed and locked unless an event is in progress. Committee chair of that event shall put sign on gate front to indicate such an activity is on-going. As events begin and end during the day, committee chairs affected should pass along responsibility to ultimately remove sign and close gate at end of day.
 - 2. Events utilizing the facility for multiple consecutive days shall not leave the front gate(s) open overnight due to security reasons. The event chair shall contact the Security Committee for a special event code which they shall distribute to event guests for the 101st Street gate. (Oct 2019)

3. The Creek gate is to be closed when events do not require egress through this gate. In such case, when the front gate is open and signed, this gate shall be signed and closed.

4. Gate Policy

1. Members will use 101st St Electric Gate for all ordinary access to club facility. It will be operated by the member's prox card or club-issued gate fob. Egress from the 101st St gate will be by drive up sensor or prox card/fob. Activities, events and contractors may be issued a unique code upon application to Security Committee chair.
2. 305th Gate use will be limited to events, with an Event Combination lock, combo available to board members, event chairmen and limited others with a specific need. The combination will not be the same as main gate.
3. The Member Convenience Gate will normally be open, except in the case that the 305th Gate is open for a shotgun-area only event. The individual opening the 305th Gate is responsible for closing the Convenience Gate and reopening it when 305th Gate is closed at event end. In the case of a large special event, requiring access to a greater part of the club, the Convenience Gate may be open when the 305th Gate is also open. Combo for Convenience Gate will be same as ~~main gate~~ building door code.
4. The Creek Gate will be closed only when access is available to it, through open gates, to traffic from public county roads and the event does not require the use of the rifle range area. The event chair is responsible for closing the Creek Gate at the beginning of the event and re-opening it at the event conclusion. Combo will be same as ~~main gate~~ building door code.
5. The 101st St. Gate will have a remain-open device for event use of the gate. Use instructions will be provided to board members, event chairmen and certain limited others. (October 2007) Event Code will be used on 305th gate and will be provided to board members, event chairmen and certain others. Coweta 911 will be provided the 101st St gate fire box code for inclusion in their 911 dispatch notes to provide a means of emergency vehicle access. No one other

than the Security Chair and 911 will be provided the firebox code. (July 2023)

5. Commencing January 2013, directors retiring, as of this date and after, will retain their electric gate remote “clicker” under the following provisions:

1. Director must have completed at least a single full three-year term.
 2. Clicker must be returned when the former director is no longer a member in good standing of OCR&GC. *November 12, 2012*
- k. The Board of Directors controls any and all items and services that may be donated to OCR&GC. The Board may choose not to accept a donation. If a donation is accepted, the item becomes property of OCR&GC. Property donated, or abandoned on the OCR&GC facility, will be utilized or disposed of by the board or its agents as it sees fit and may not be reclaimed by the donor or their successors or assigns at a later time. Property on loan to the Club should have the member’s name on such property. *Board of Directors Action 09 March 2015*
- l. Secure On-Site Drop Box. The official on-site drop box is located in the Main Clubhouse. Annual dues, event reports and other official use club documents may be deposited in the official box. Other limited purpose drop boxes are located in other buildings. Only funds for soda pop, shotgun sports rounds and other items specific to their function will be deposited in them. (Oct 2019)

10. INSURANCE.

- a. The board shall annually review the club insurance policies, to assure adequate but not excessive coverage.
- b. Insurance committee will produce draft of policy for their committee and present it to Policy Committee.

11. MEMBERSHIP

- a. Club fees and charges.
 1. Initial Membership Fee: ~~Effective Aug 2015 membership fee for Club-owned memberships is one thousand seven hundred fifty dollars (\$1750).~~ Effective Jan 01 2022 fee for Club-owned memberships is one thousand eight hundred fifty dollars (\$1850). The Membership Clearinghouse (MCH) shall sell club-owned memberships in lowest member number order. This does not

include annual dues. At the time of regular membership purchase, annual dues will be prorated for the remainder of the year. (Oct 2019)

b. Membership Applications and Authorization to Sell Forms

1. Forms may be filled out either electronically or manually. Forms delivered electronically may be printed and filled out in ink or they may be filled out electronically and signed with a digital government approved electronic signature e.g. Adobe secure digital signature. (Oct 2019)
2. The MCH is charged with accepting for sale memberships in good standing from any member who wishes to place the membership for sale with the Club. The selling member sets the price, net to him. The price may not exceed a maximum amount as approved by the Board of Directors. The Board shall review this maximum price at least annually. Maximum price is based on club membership price plus current annual dues plus transfer fee. (Oct 2019)
3. Waiting List. Placement on the waiting list is primarily by member referral, In the case of a email or phone call inquiry to MCH from a outside interested party, MCH committee will interview and determine if the caller is to be placed. Zone A ,B, or C Honorary members may also be added to the waiting list at their option. (Oct 2019)
4. Members may refer a prospective member to be placed on the general email membership purchase waiting list by contacting the MCH chairperson by email. The sponsoring member will provide the prospective member's name, address, telephone and permanent privately held email address. The MCH will rank those received by date and time. The MCH will maintain a "Top Ten" list of those highest on the email waiting list. Top Ten prospective members must pay a \$100 fee (refundable) as well as filling and returning a membership application to the MCH before gaining Top Ten status. (Oct 2019) A current member may not hold a position on either the general email wait list or the "Top Ten" list. (Mar 2020)
5. The MCH shall offer the lowest priced membership placed with it to the highest ranking applicant on the Top Ten list. This applicant will have 72 hours, excluding weekends and holidays, during which time payment must be received by the MCH. The

applicant may pass once, however they will drop 2 places on the Top Ten list. With the 2nd pass they will drop off the Top Ten and Waiting List and their application fee will be returned. Applicant may re-apply at a later date and will start over at the bottom of the Email Waiting List. (Oct 2019)

6. Membership Chairman (MC). MC shall maintain the current and two previous original membership applications, by member number order. Member number, as assigned by the MCH, may not be changed for any reason. (Oct 2019)
7. Transfer Fees: The fee for transfer of membership by direct sale or with the assistance of the club Membership Clearinghouse Committee is one hundred dollars (\$100). There is no fee for transfer to the family immediate or extended. There is no fee for transfer of a survivor membership. *(1/1/2003) (cost change 11/1/2004)* The MCH chair may temporarily assign a deceased member's membership to a survivor family member for a period not to exceed its one calendar plus year of death. This action does not count as a transfer. In all cases, if the Club's issued proximity card is not surrendered with the transfer, the fee is an additional forty dollars. (\$40). (Oct 2019)
8. Late Dues Penalty: The penalty for late dues payment is seventy-five dollars (\$75) Board March 2021 (in addition to full dues payment). A member's reported failure to receive an annual dues invoice, by mail or other official club means, is not justified cause for failure to pay on time. (Dec 2019)
9. Survivor Memberships. When a member dies, the MCH will direct the Membership Chairman to change the member's status to "survivor" which will place the membership in suspension. Such suspension period will be the balance of the year of death and the entire calendar year following. As long as the membership remains in the name of the deceased member during this period no dues are required. Upon transfer of the membership, if during the entire calendar year period, prorated dues are payable. (Oct 2019)
10. Military Deployment Policy: The Board shall waive collection of dues during the period of U.S. military service deployment, either stateside or foreign. A member in the process of deployment may apply to the membership services committee for this status, providing proof of impending deployment. The membership will be held in a suspended state, with no dues being required nor a newsletter mailed, if proper documentation

is provided. Once the individual returns from deployment, he shall notify the membership services committee in writing of his return and shall pay pro-rated dues for the balance of the year of return to reactivate his use of the membership. At reactivation, a current membership card shall be issued. The member shall be credited for the unused portion of dues for the initial year of deployment. This policy shall apply regardless of the term of deployment. *(November 2007)*

11. Membership cards will be mailed on the following schedule. First mailing shall be on or before December 1. Second mailing shall be the second Monday of December. Third mailing shall be the fourth Monday of December. Fourth and final mailing shall be the 3rd Monday of January. Membership dues checks that have cleared the bank will be mailed within the listed schedules. Cash payments will be mailed on the next scheduled mailing. *(Oct 2019)*

12. Honorary Neighbor Memberships:

The purpose of this policy is to address club neighbors and to designate zones for honorary memberships and to set limits for each zone. While the club wants to be a good neighbor, it is realized that urban sprawl is slowly encroaching on our club. Because of the growth, a different approach to handing out access by the club to our neighbors must be limited and in the best interest of the membership. To assist the board of directors when presented with a request for a neighbor honorary membership the following shall be a guide. Three zones "A", "B" and "C" have been defined and the following will outline the recommended term for each. See map.

The board at its discretion or special circumstances may give any resident living in Zone B and C an honorary membership with annual review.

All current honorary members living in Zones B and C with annual review shall be grandfathered into the policy and will continue to be reviewed annually as long as their residential status does not change.

Each new honorary member shall fill out a club honorary membership application, complete the club range rule quiz and attend the new member orientation. Honorary memberships are subject to the policies and by-laws of the club. Honorary neighbors agree to forfeit their honorary membership without

appeal for any violation of club safety rules, policy or by-laws. Honorary Memberships forfeited from violations will be permanent and will be disqualified for the acquisition or purchase of a regular membership.

The board of directors may end or terminate this agreement any time without notice.

ZONE A

BOUNDARY – 305TH STREET, EAST AND WEST FRONTAGE, NORTH FROM 101ST STREET TO 91ST STREET AND 91ST STREET EAST FROM INTERSECTION OF 305TH, NORTH AND SOUTH FRONTAGE, APPROXIMATELY 1/4 MILE EAST TO THE DEAD END GATE AT THE KILGORE PROPERTY. PROPERTY OWNERS ON THIS FRONTAGE SHALL BE GIVEN AN HONORARY MEMBERSHIP UPON REQUEST WHICH WILL BE SUBJECT TO ANNUAL REVIEW. AS LONG AS THE PROPERTY OWNERS RESIDENTIAL STATUS DOES NOT CHANGE THE HONORARY MEMBERSHIP WILL BE RENEWED FOR THE FOLLOWING YEAR.

ZONE B

BOUNDARY – PROPERTIES WITH SOUTH FRONTAGE OF 101ST STREET EAST TO 326TH STREET AND SOUTH TO APPROXIMATELY 103RD STREET SHALL BE ELIGIBLE FOR A LIMITED HONORARY MEMBERSHIP.

PROPERTY OWNERS IN THIS ZONE UPON REQUEST SHALL BE GIVEN AT THE BOARDS DESCRETION A HONORARY MEMBERSHIP THAT SHALL RUN NO MORE THAN 24 MONTHS. THE TERM SHALL BE THE BALANCE OF THE YEAR THE HONORARY IS ISSUED AND THE FOLLOWING YEAR TO EXPIRE AT MIDNIGHT DECEMBER 31.

HONORARY MEMBERS LIVING IN ZONE B MAY BE PLACED ON THE WAITING LIST FOR A REGULAR MEMBERSHIP AT THEIR REQUEST. HONORARY MEMBERSHIPS THAT EXPIRE BEFORE PURCHASE WILL BE EXTENDED UNTIL PURCHASE DATE.

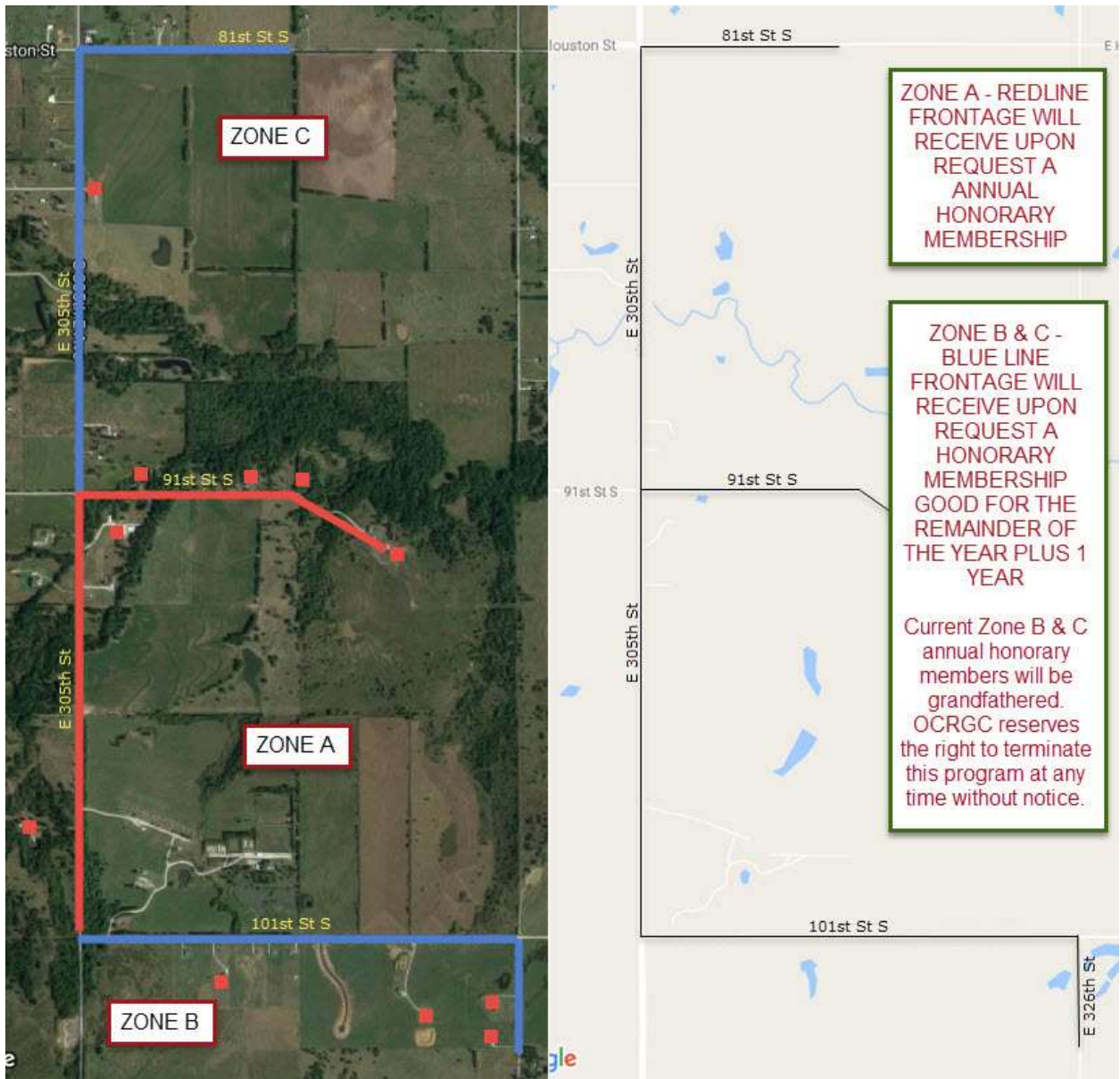
ZONE C

BOUNDARY – PROPERTIES WITH 305TH STREET FRONTAGE, EAST AND WEST FROM 91ST Street, NORTH TO 81ST STREET. 81ST STREET FRONTAGE NORTH PROPERTIES EAST TO APPROXIMATELY 1/4 MILE ENDING AT A ARBITRARY POINT EAST IN LINE WITH THE CLUBS EASTERN BOUNDARY FENCE SHALL BE ELIGIBLE FOR A LIMITED HONORARY MEMBERSHIP.

PROPERTY OWNERS IN THIS ZONE UPON REQUEST SHALL BE GIVEN AT THE BOARDS DESCRETION A HONORARY MEMBERSHIP THAT SHALL RUN NO MORE THAN 24 MONTHS. THE TERM SHALL BE THE BALANCE OF

THE YEAR THE HONORARY IS ISSUED AND THE FOLLOWING YEAR TO EXPIRE AT MIDNIGHT DECEMBER 31.

HONORARY MEMBERS LIVING IN ZONE C MAY BE PLACED ON THE WAITING LIST FOR A REGULAR MEMBERSHIP AT THEIR REQUEST. HONORARY MEMBERSHIPS THAT EXPIRE BEFORE PURCHASE WILL BE EXTENDED UNTIL *PURCHASE DATE*.



BOD Approved 11-15-16

c. Member supplied services.

1. Will be as established by the board, see schedule attached. The following are included.
2. Treasurer:
3. Secretary:
4. Maintain membership roster:
5. Target label and mail:
6. On site security and maintenance:
7. Accounting services:

d. Special Situations.

1. Any situation not specifically called out in bylaws or policy will be referred to the board for disposition in cases where the bylaws and policy do not agree the bylaws shall prevail. (Oct 2019)

e. Member information provided to the Club is used only for necessary Club business. Member information would include member name, address, telephone number(s), member number and email(s). Members are responsible for providing the Club with current information, including updates as they become effective. All member information provided to the Club is regarded as confidential and will not be shared, sold, loaned or otherwise provided to any outside person, organization or entity of any kind, except as required by law or court order. Only Directors and certain Activity Chairs with a direct need to have access to a roster will be provided access. (Oct 2019)

1. The following statement of assumption of risk was approved by motion on Aug 24 2024 for use on the membership application, dues renewal form and membership cards. Return payment of dues and acceptance of a membership card constitutes voluntary assumption of any and all risk associated with Oil Capital Rod & Gun Club (OCRGC) and activities related thereto. I acknowledge and understand that while present at OCRGC I and my guests may engage in or be exposed to activities that could be hazardous and could result in injury or death. I hereby acknowledge and assume responsibility for my actions and negligence and those of my guests including any liability for injury, death, or property damage to others or to OCRGC. I agree that I, my heirs and assigns, and my guests, and their heirs and assigns, shall have no cause of action whatever against OCRGC resulting in any way from my presence or my guests' presence at OCRGC, or participation in any activity related thereto. I have read and understand the Range Rules and agree that I and my guests will fully comply with these without question. I and my guests will, at all times, obey and be in compliance with all relevant laws and regulations pertaining to all activities at OCRGC including, without limitation, laws and regulations concerning firearms and weapons.

OCRGC is classified as a social club and designated as a 501(c)(7) non-profit organization. OCRGC is not a charity and any contribution either in cash, good, services, etc. are not tax deductible.

2. Signs to read as follows were approved unanimously. Entry on to the Oil Capital Rod & Gun Club constitutes assumption of risk. You may engage in activities that could be hazardous. It could result in injury or death. You are responsible for your actions and those of your guests. You may be liable in the event of a mishap. The Club is not responsible for your activities. Use of the club is of your own free will. You must read and understand the Range Rules. (08/02/2002)
- f. Orientation. New members, regardless if they were formerly members, are required to successfully complete the Club's formal orientation program prior to being issued membership credentials and being allowed to use the Club. This includes Honorary members. Current members are eligible to attend orientation. Orientation sessions are normally the 3rd Saturday of each month and require a RSVP. In the event of no RSVP's, a month's session will be cancelled. (Oct 2019)

12. OPERATIONS

- a. Training. All training must be cleared through the Firearms Education, Training & Safety (FETS) Chairman without exception.
 1. The FETS Chairman will maintain a list of qualified instructors and certified teachers, along with copies of their certifications. Lead Instructors must be a member in good standing of OCR&GC unless the Board of Directors specifically grants an exception. If a certification expires, the instructor may not conduct classes until the certification is renewed and filed with FETS chair. (Oct 2019)
 2. The FETS Chairman will be the clearinghouse for all training events. Range assignments will be approved with club interests and casual shooting in mind. Every effort will be made to resolve conflicts while promoting firearms training. Training efforts undertaken without prior approval will result in future exclusion from any future training event.
 3. Instructors and teachers shall carry general liability insurance, with Oil Capital named as additional insured.
 4. An approved instructor will adhere to the following requirements:

1. Uphold high standards of safety and professionalism
 2. Respect and follow OCR&GC Rules and Procedures
 3. Teach and closely supervise all activities
 4. Teach complete course, start to finish
 5. Facility will be left in same condition or better upon leaving facility
 6. Instructors shall provide their own expendables, including target butts/backers, coffee supplies and similar.
 7. Attend respective range use orientation
 8. Present copy or club rosters and results within one week of completion.
5. Classes offered will give priority to club members and, if practicable, at a reduced cost. Or, an additional range fee may be added for guests. Class participants, who are not OCR&GC club members, will pay at least a \$5 per day range fee, with a higher fee for high consumption activities as determined by the FETS Chairman/Bod. May 14, 2012
 6. A club-provided waiver of liability must be signed by students who are not members. Original copies of signed waivers will be retained by the FETC Chairman or Board. This does not prevent a trainer/activity from requiring their waiver, in addition to the official Club version.
 7. Only one or two range bays, to include Pistol Left, Pistol Right, 25-1, -2, -4 & -5, may be scheduled for use at any time. Pistol Left and Right will be default first choice for suitable instruction. Bay 25-3 may never be scheduled for instruction.
 8. On an unpaid basis, members may informally teach and instruct their guests any time a range is available, without prior contact with the FETS Chairman or Board.
 9. Club members may observe any training or class at any time for a short period of time. Those members who exercise this privilege are admonished that their role as an observer is only that. Members may need to pass through a classroom to access club facilities. Instructors should expect this possibility. *Updated May 13, 2013 (portions of this entire section 12)*

13. POLICES

- a. Formation of policy will result solely from Board action.

- b. Maintenance changes to this policy manual are the responsibility of the Chairman, Policy Committee. They may be issued as a pen and ink change for minor changes or additions, or page changes (preferred method) for larger changes, additions, and deletions. Minimum distribution of the policy manual is shown at enclosure 3.

14. PROJECTS.

- a. Contractors doing work for the club on the site will have general liability, auto liability and workers comp insurance with the club shown as additional insured. A contractor exempt by state law from workers comp will provide proof of workers comp exemption before work begins. The board secretary shall retain these proofs.
- b. Members who are acting as a contractor to the Club and working under a RFB or other written agreement are subject to the same policy requirements for proof of insurance and workers compensation coverage, as would be an outside contractor.
- c. Projects shall have a written Request for Bids (RFB) for presentation to all bidders/contractors. Bidders shall reply to conditions in the RFB as part of their bid. As part of the RFB, contractors shall be advised that a Lien Release shall be required of them, upon contract completion, prior to payment of any final amount owed to them. The RFB shall also list the insurance requirements.
- d. The board shall have discretion in the bidding process for projects. Generally, at least two bids shall be required, but the board may waive this requirement in the event of serious emergency or if the item for bid is of true single source nature.
- e. Individual contractor bid amounts for a specific project will be confidential until all are presented to the board for action.
- f. The club member in charge of a specific project shall actively monitor the contractor, which may include that member's presence during contractor's work. The member shall also track project costs to insure it stays within board approved cost approval.
- g. Contractor's club access will be limited to those areas necessary to the completion of their project. *Sections a, b and c updated by Board*

15. PUBLIC RELATIONS.

- a. No member may represent the club in an official capacity with the media or the general public, without specific board approval.

16. TRAVEL.

- a. Board will review on a case by case basis. (Oct 2019)

17. RANGE RULES. (ENCLOSURE 3)

RECORDS

a. ARCHIVE:

1. Records and documents relating to club entity formation or alteration, bylaws, membership rolls, fixed or current assets, real property, audit reports, ongoing contracts, ongoing insurance policies, correspondence with the IRS or any government entity (excepting routine correspondence), filed-tax returns and associated documents, documents that may be designated by the Board as having historic interest to the Club, and documents requiring indefinite retention by operation of law shall be retained indefinitely.
2. Records and documents relating to expired insurance policies, fulfilled or expired contracts, former assets, general expenditures, authorized reimbursements, dues collections, and other general records not otherwise specified shall be retained for at least seven years or for a period of time required by operation of law.
3. Club records and documents may be retained in physical form or digitized with or without destruction of the associated physical document in accordance with operation of law. (Oct 2019)

b. DESTRUCTION:

1. Documents no longer required to be archived in accordance with subsection a. above or by operation of law may be erased, shredded, burned, or otherwise destroyed at the Board's discretion as to specific timing and method of destruction. (Oct 2019)

18. SAFETY.

19. SECURITY.

20. SPENDING LIMITS

a. Directors

1. No individual director shall have the authority to spend or obligate the Club for more than \$1,000 on any expenditure not previously submitted in a detailed budget, without prior submission of that expenditure by a club officer to the Board of Directors. For amounts less than \$1000, director's authority to spend or obligate, outside of their budgeted areas or events, should be understood as a stop gap measure, to be reserved primarily for emergencies. *May 14, 2012.*
2. The Board of Directors shall approve obligations to spend or obligate the Club. Decisions of the Board of Directors will be final. Spending limits of the Board of Directors are as follows:

3. For expenditures of more than \$1,000 for previously approved, budgeted items, notice of intent to purchase will be given the Board before purchase.
4. For expenditures of more than \$1,000.00, up to the spending limit imposed by the bylaws, and not part of the approved itemized budget, a written requisition by a Club Committee Chairman or Director will be submitted to the Board of Directors, describing the purchase.
5. For amounts over the spending limits in the bylaws, a written requisition by a Club Committee Chairman or Director will be submitted to the Board of Directors, describing the purchase. It will also have attached, the minutes of the meeting showing that a majority of members in good standing that voted in a mail ballot, approved the purchase.
6. Notwithstanding the above procedures, the Board of Directors can, at their sole discretion, decide not to authorize an expenditure. (10/1/2001)

b. Committee Chairmen

1. Committee Chairmen shall coordinate expenditures relative to his Committee's activities with the Treasurer and shall not obligate himself or the Club to any person, business, or agent when expenditures exceed the sum of \$500 without prior approval from both the Board of Directors and Treasurer. All information should be turned in within 30 days or a note of when or why it will take longer. A Committee Chairman operating an event at a net profit, with funds pre-collected, may spend any amount related to the conduct of the event, without prior board approval. Treasurer is to be advised of such upcoming expenditures relative to the event.
2. For expenditures of more than \$2,000 but less than \$10,000, for previously approved, budgeted items, notice of intent to purchase will be given to the Board of Directors and Treasurer before purchase.
3. Notwithstanding the above procedures, the Board of Directors can, at their sole discretion, decide not to authorize an expenditure. Rejected requisitions will be returned to the submitting Committee Chairman with an explanation.

21. REPORT OF JOINT AUDIT/TREASURY/POLICY COMMITTEE June 13, 2005
Approved, with included revisions, by Board of Directors September 26, 2005

- a. Revisions to our current Account/Activity Form last revised 5-95 and again 3-13..
 - 1. Two part self-carbon paper per form. Front copy for Treasurer, back to be retained by Event to serve as receipt for their records.
 - 2. Events are required to use the official form to report. (Oct 2019)
- b. Funds turn-in interval requirements:
 - 1. If an event/activity has been financially active within a specific calendar month, then they must report that financial activity (and turn in proceeds) by no later than the following month's Board Meeting. The Report may be presented in person at the Board meeting, or may be mailed to arrive at the Club PO Box.
 - 2. Large amounts of cash received by an Event/Activity must be promptly turned into the Club Treasury. The Committee defines large amounts of cash to be \$500 or more. Once an event/activity receives this amount of cash (or more), it must be turned in to Treasurer/Assistant Treasurer within 14 business days, irrespective of item 2 (a),
- c. Shotgun Sports Area Cash Drop Boxes:
 - 1. The purpose of this system is to allow the Club to exercise inventory management of clay birds, so that the cost, to the Member, to shoot these targets remains low.
 - 2. Drop boxes shall meet following criteria:
 - 3. One drop box will be provided inside Skeet 5H building. The existing one, located in Trap Bldg, will continue in use.
 - 4. Boxes shall be substantially constructed, to be resistant to theft and tampering. Boxes shall be securely attached to building structure. Lock mechanism shall have provision to operate with one key. Combination lock system not acceptable. The two boxes shall be keyed separately.
 - 5. Keys to be restricted availability style. It shall require written authorization of the Board of Directors to obtain copies of such keys.
 - 6. The Board has the exclusive authority to select which Club members may have keys to cash drop boxes. The keys may not be loaned to others not specifically authorized by the Board. Those Members, to whom keys are issued, shall be noted in Meeting Minutes.
 - 7. The Board shall retain at least ONE copy of each key, in a sealed, initialed envelope, stored in the Club's financial institution safe deposit box. The quantity and description of each key shall be listed on the outside of the envelope. It shall be noted in the

following Business Meeting's minutes, if these keys are removed from the safe deposit box for any purpose.

d. Drop Box use and contents collection criteria:

1. Each member shall log his rounds (and his guests) on the official Club form provided. Such form will be kept in convenient close proximity to each cash drop box. The person(s) charged with collecting funds shall keep an ample supply of blank forms in the log books.
2. The log forms, coinciding with the contents of the drop boxes, shall be included with each Activity Form presented to the Club for deposit.
3. Contents of the cash drop boxes may not be used to make change, pay for incidental expenses (with or without receipts), or for any other purpose.
4. A secure cash box will be available for change with \$150. The committee chairman or his designee will be in charge of it.
5. Committee Chairman appointed by the board will have exclusive control of the keys and may not loan those keys. The member to whom the keys are issued will be noted in the minutes. In the event the member to whom the keys are issued is temporarily unable to perform the duty they must relinquish the keys to a board member and note it in the board minutes. A receipt will be issued on both transfers.

e. Store Receipt Policy:

1. The original store receipt for items purchased out of event funds must be presented with the Activity Report. This receipt may be a detailed, hand-written receipt prepared by the selling vendor, or a mechanically produced cash register receipt. Receipts should identify the vendor, the date sold, and the quantity/price of product/service sold.
2. In the event of loss of the original receipt, a receipt produced by the event is acceptable in certain cases. Such replacement receipts should be rarely presented. They should also be detailed with information, as in 4 (a). In the event the original receipt lost represents a substantial expense, the treasurer/assistant treasurer may require additional backup information from the individual submitting the replacement receipt.

f. Required Documentation for disbursement of Club Funds:

1. For disbursements of Club funds, a proper official Invoice or receipt is required. The invoice or receipts must identify the vendor, the date sold, and the quantity/price of product/service sold.
2. The Treasurer or Assistant Treasurer shall not make disbursements in the absence of proper documentation.

3. To properly code the expense, details regarding the use, purpose, and/or event or activity are necessary to Club operations and shall be obtained before a disbursement is made.
- g. Receipt From Treasurer:
1. As provided for in the Bylaws (Art. VII, Sec. 5), the Treasurer shall issue a receipt for funds presented to him by a member presenting funds collected. If requested by the Member, the Treasurer shall initial the Member copy of official Activity Report form to indicate receipt of the report and funds said to be contained in the report. Such initials shall provide a definitive receipt. Funds may be counted later, at the Treasurer's discretion, and if the tally varies from that indicated on the Activity Report, as prepared by the Member, the Treasurer shall promptly notify that individual turning in the report, of the correct final count.
- h. Treasurer Assistance in Activity Reports Education:
1. The Treasurer and Assistant Treasurer shall provide all necessary education and instruction to Activity/Events to ensure that they understand how to comply with the Club's instructions and requirements of completing and turn-in of Activity Reports.

Enclosure 1

Oath of Office and Standards - Board of Directors

OATH OF OFFICE

I, hereby pledge, on my honor, to perform to the best of my ability my duties as a director of Oil Capital Rod & Gun Club. Mindful of the democratic dominant authority of the membership, I will:

- treat with confidence all information in my possession respecting personal matters of all members;
- consider all Oil Capital Rod & Gun Club money as a sacred trust and pledge to keep operational expense to a minimum consistent with efficiencies;
- hand over any properties or records of Oil Capital Rod & Gun Club to my successor at the end of my term.

I will at all times conduct myself as becomes a Director of the Oil Capital Rod & Gun Club keeping in mind all policies, resolutions, and by laws of Oil Capital Rod & Gun Club.

STANDARDS

A director will:

- exhibit constant integrity and be above reproach in their dealing with Oil Capital Rod & Gun Club members;
- avoid personal actions which would be a source of embarrassment to or bring discredit or adverse action against Oil Capital Rod & Gun Club;
- Not use or give the appearance or using the position to gain personal advantages in dealings with the club.

Enclosure 2
Committees

.22 Bullseye Rifle
Air Rifle
Archery
ATA Trap
Big 50 Trap
Black Powder
BR-50
Building Maintenance
Cowboy (Single Action Shooting)
Defensive Practical Rifle
Dinner
Entertainment
Equipment
FETS
Family Activities
Finance
Grounds
High Power
Hunting
IDPA
Insurance
Lakes and Ponds
Long Range Planning
Membership
Membership Clearinghouse
Military Bolt Action Rifle
OSSA Skeet
Outdoor Airgun
Pistol
Policy
Pop
Raffle
Range
Recycling
Safety
Security
Shotgun Leagues
Sick Bay
Single Shot Rifle
Skeet
Steel Challenge
Target Editor
Trap

USPSA
Volunteer Work Crew

Enclosure 3 Range and Lake Rules

Please Note: Safe operation of our shooting ranges requires strict adherence to the following rules: These are rules, not just suggestions. Club Bylaws provide for severe penalties for violations of these rules. Safety is everyone's responsibility. Unsafe gun handling can result in severe injury or death. By using any of the shooting ranges at Oil Capital Rod & Gun Club you are placing yourself at risk of being hit with bounce back or ricochet by lead bullet fragments either by yourself as the shooter or as a bystander or spectator to another shooter which may result in injury. Any injury that occurs at Oil Capital Rod & Gun Club that requires first aid, other than for superficial cuts or scrapes, must be reported to the Board of Directors within 48hrs of the occurrence. Oil Capital Rod & Gun Club provides safe wood and fiberboard target frames or metal stands for use with lath & cardboard for the casual shooter to post paper targets. The use of any metal reactive target is used solely at the risk of the member/guest and member/guest may be liable if ricochet or bounce back occurs and an injury results. Oil Capital Rod & Gun Club is not responsible for accidents that result in injury or death. Shoot at your own risk. Member/Guest who attend OCR&GC sanctioned events where reactive targets are used participate at their own risk. Be aware of unsafe conditions. Stop all activity until unsafe condition is corrected!

RANGE RULES FOR OIL CAPITAL ROD & GUN CLUB, INC

Revised by Board Nov 14 2022

GENERAL RANGE RULES

1. Ranges are for the use by members and escorted guests ONLY. Members are responsible for the actions and close control of family and guests.
2. No uncased guns may be touched or handled under the range cover, or in any up-range location, while anyone is down range.
3. No person shall walk forward of the firing line to shoot unless all persons present on an individual range agree to allow this.
4. No cross shooting. Your bench must be in line with your target. Shoot only proper targets attached to the club's target holders. Bullets shall not hit the wooden target supports or target numbers. Bullets must impact the BERM below the horizontal midline, but ABOVE the toe of the BERM. Do not shoot glass, tin cans or trash.
5. Coming to or from the firing line, guns are to be unloaded and completely clear of ammunition. Unless shooters on the line are firing, guns must be racked, or cased, or the action open (i.e.; unloaded, magazine out) or as ordered by the Range Master during a sanctioned event.
6. Before going down range, call for a cease-fire, and verify this with every other shooter at the firing line. During a cease fire, guns will be fully unloaded, actions open, and magazines removed from firearms.
7. No full auto fire. The use of devices/means to produce simulated full auto fire is not permitted. Tracer, explosive, or incendiary ammunition or targets are prohibited.

8. When more than one member is on the range, those present appoint a Range Officer to give "commence fire" and "cease fire" commands. All members are always responsible for safe facility use and must take immediate action to stop an unsafe situation.
9. No alcohol is permitted on the firing line. No one impaired by alcohol, drugs or medications is permitted to use the ranges.
10. Always control your muzzle. Point your muzzle at the impact berm during loading, unloading, or when making adjustments or repairs.
11. Proper containers are required for powder, primers, and the like. Smoking under the range cover is not permitted in the presence of black powder or other flammables.
12. Unsafe use of guns is never permitted. Members must correct any observed unsafe situation and must report damage/unsafe conditions to the appropriate chairman (see list of officers and chairmen inside the front cover of any Target.)
13. Clean up after yourself. Put all "Dud" ammunition and used targets in the trash can.
14. Use of properly fitting eye and ear protection is required for all persons on the firing line, beyond the signed points. Eye protection to be worn when going downrange even if range is under ceasefire. (Board 11/2014)
15. Shooting hours: 30 minutes before official sunrise to 30 minutes after sundown. Shooting is also permitted until 10pm under adequate artificial lighting.
16. Event chairman controls the range during club-sanctioned events. The Chairman will try to accommodate casual members' use of ranges during events when possible.
17. Report any form of vandalism or destruction of club owned property immediately to the board of directors. (see list of officers and chairmen inside the front cover of any current Target.)
18. Steel targets must be of factory grade quality and must be reactive (i.e. move or fall when hit.) Steel targets that are excessively pitted or cupped may not be used. During casual practice, shooter must be at least 10 yards away from the nearest steel. Spectators must be at least 15 yards away from the nearest steel.
19. Steel targets during practice are to be set within 1 yard of club target frames, except on Pistol Left & Right. Shooters and bystanders are at risk of being hit by lead fragments and bounce back when shooting metal targets. Do so at your own risk!
20. Any firearm loaded with birdshot may not be fired at the club's whiteboard target holders at any time. Slugs or buckshot (size 0 or larger) may be fired at whiteboard target holders.

SPECIFIC RANGE RULES FOR THE 100/200 YARD RIFLE RANGE

(General range rules also apply)

1. ***Use of the Red/Green Warning Light System is required at all times the range is in use, regardless of the number of users.*** Red lights mean cease-fire, no touching/handling of uncased firearms. Firearms already cased may be moved to or from the range cover area. Green lights mean it's OK to handle firearms and shoot. System switches located at Range Center Bench #18/19 and at exterior Bench #1.
2. Targets must be posted only on the club's target holders at 25, 50, 100 yards and 200 yards. Special club-provided target holders may be posted during special events. For casual member use, the club may provide special target holders to be used at specific distances.
3. No pistol or revolver with a barrel length less than 4" may be used on this range.
4. Shooters on the range must ensure that everyone is back from downrange before the Warning Light System status is changed and the "Commence fire" command is given.
5. Target numbers **MUST NOT** be used as targets.

ALL WEATHER SHOOTING BUILDING BENCH ROOM RULES

(General range rules also apply)
100/200YARD RANGE RULES APPLY

1. Room lights in bench room must be *ON* while room is in use. Please turn off lights when you leave.
2. Red/Green warning light system ***MUST*** be used. System switches located at Range Center Benches #18/19 and at exterior Bench #1. No handling of uncased firearms during red light conditions.
3. Target Carriers are visible from the AWSB for 25, 50, 100 and 200 yards. Shoot **ONLY** from benches that are in line downrange with the yardages available for that bench.
4. West range access gate is for facility maintenance use only. General range access is through opening between bench #35 and east side berm.
5. Gun muzzle must project *OUTSIDE* building *BEFORE* FIRING.
6. No smoking inside the bench room at any time.
7. Lead pots and *ANY* flame sources are not allowed in bench room.
8. Muzzleloaders: Beware of overhead lights, use caution when loading. Use only official targets and range distances.
9. Clean and sweep up after yourself. PLEASE TURN OFF HVAC UNIT AND CLOSE THE WINDOWS AND DOORS, IF YOU ARE THE LAST ONE TO LEAVE.

SPECIFIC RULES FOR PISTOL RANGES RIGHT & LEFT

(General range rules also apply)

1. Target stands and other equipment **MAY NOT** be removed from the pistol range. Target stands are to be used with wooden lath only.
2. All steel targets shall be placed within 20 yards maximum of the north berm
Do not shoot the fabricated sidewall or match props marked "NO TARGET".
Steel targets must be set to avoid impact of splatter or impacts on walls.
3. All metal targets must be reactive (i.e.; they must move or fall when hit) and must be positioned at right angles to the line of fire. Shooter and bystanders are at risk of being hit by lead fragments and bounce back when shooting metal swinging targets. Do so at your own risk!
4. All rounds must be directed into the north berm.
5. Keep muzzle pointed at the north berm while loading, unloading, adjusting, or repairing guns.
6. Shoot from up range of the 40-yard line **ONLY** when the other half of the range is not occupied. No high power rifle fire is permitted from any distance, when the other half of the range is **OCCUPIED**.
7. Never shoot from beneath the Pistol Range Pavilion Structure, including the covered porch.

SPECIFIC RULES FOR THE 50-YARD RANGE

General range rules apply

SPECIFIC RULES FOR THE 25-YARD RANGES

(General range rules also apply)

1. Do not shoot the sidewall or allow bullets passing through targets to impact the sidewall. Steel targets must be set to avoid impact of splatter on sidewalls.
2. On 25 Yard Bays, steel targets shall be placed within 1 yard of club-provided targets. Shooter and bystanders are at risk of being hit by lead fragments and bounce back when shooting metal swinging targets. Do so at your own risk!

SKEET AND TRAP FIELD RULES

(General range rules that are not metallic cartridge specific also apply)

1. Nothing larger in diameter than # 7 steel may be used on the skeet and trap fields.
2. Action of gun is to remain open while at the facility, except when it is your turn to shoot.
3. Gun MUST NOT be loaded until you are on a shooting pad.
4. Load no more than 2 shells at skeet stations 1 through 7 or trap doubles. Load no more than 1 shell at skeet station 8 or trap singles.
5. No hulls are to be PICKED UP off the ground during a skeet or trap round.
6. Do not walk in FRONT of the low house or trap house bird door window while the release mechanism is in the hands of the puller or while machines are running.
7. No one, other than authorized members, may adjust machines.
8. Turn off power to trap machines and release the bird throwing arm when shutting down the field before leaving the area. Secure all doors before leaving.
9. Members can use a manual target thrower with any clay targets, including fallout field picked up targets. Targets to be thrown toward Club fallout area. If new club targets used they will be paid for at the current rate for club target rounds. (Oct 2019)

SPECIFIC PROCEDURE TO ALLOW FIRING FROM NON-STANDARD POSITIONS ON THE TRAP AND SKEET FIELDS

1. This procedure is in effect even if only one shooter is present.
2. A colored line will be stretched from the Southwest corner of the low skeet house forming a perimeter around the non-standard positions and attached to the Southeast corner of the high house. All firing positions must be within the perimeter of the tape. This procedure may also be used to encompass two adjoining fields.
3. If skeet fields 5 and 6 are being used simultaneously for firing from non-standard positions, a tape must attach to the Southwest corner of low house 5, forming a perimeter around the non-standard positions and attach to the Northeast corner of the trap bldg. Another tape must be attached to the Northwest corner of the trap bldg., forming a perimeter around the non-standard positions and attach to the Southeast corner of high house 6. All firing positions must be within the perimeter of the tape.

5-STAND RULES

(General range rules that are not metallic cartridge specific also apply)

As of this edition, the 5-Stand Field is under an agreement with a third-party provider. Use of this field is restricted to events conducted under the direct supervision of the provider. The field or equipment is NOT AVAILABLE for casual shooting.

SHOTGUN PATTERNING BOARD

1. Birdshot of any size permitted. No buckshot or slugs.
2. Warning: BEWARE OF RICOCHET! Shoot at your own risk.
3. Eye and ear protection is required down range of the instructional sign.
4. Lead shot only at steel plate.
5. Lead or non-toxic shot at welded wire board.

ARCHERY RULES

1. Shoot only at 3-D targets or target butts using field points or target points. No broadheads are to be shot at any club-provided target system.
2. No carbon arrows with outserts are allowed (these damage the targets when removed).
3. No crossbows are to be shot at target butts (the arrows are so short that they become buried in the target and the target is torn apart to remove them).
4. No firearms are allowed on the archery ranges at any time.
5. Remember safety is everyone's business. Never shoot when someone is down range. Always use common sense and courtesy when using the ranges.

LAKES AND MARSH RULES

1. The lake and marsh are private property. Use is restricted to Oil Capital Rod & Gun Club members and accompanied guests.
2. Drive and park only on gravel surfaces; physically challenged are exempt from this rule. Absolutely no vehicles are allowed on the pond dam.
3. NO SWIMMING.
4. To preserve scenic beauty, handrails and fences are not provided so use caution. Trashcans are not provided, so carry out everything that is brought into the area.
5. Do not approach or fish near any wildlife nesting area (i.e.; the islands) stay at least 20 yards away.
6. Do not introduce any fish, wildlife, or plants. Do not transplant fish among OCR&GC lakes and marshes.
7. No unattended boats or fishing devices. Boats must be carried from the established parking area. No motors allowed.
8. Feed only the fish.

Enclosure 4

Schedule of member supplied services as established by the Board

1. Treasurer: As established by the board
2. Secretary: Currently no reimbursement.
3. Maintain membership roster: 1 member or honorary member--\$105 per month February 2013 by board approval of budget
4. Target label and mail: 1 member or honorary member --\$90 per month February 2013 by board approval of budget
5. On site security and maintenance: 1 member - on site living arrangements.
6. Accounting services: 1 person --\$12,7000 per year, paid monthly, February 2017 by board approval of budget

Other established service fees:

Mowing: ~~\$10.00 per hour February 2017 \$12/hr (2019)~~ \$15/hr (2021) by board approval of budget

Equipment maintenance: ~~\$10.00 per hour February 2013 \$12/hr Board Oct 2019~~ \$15/hr (2021) by board approval of budget

Building cleaning: By contract. \$775 monthly plus supplies February 2013 by board approval of budget

Trash Collection: By contract.

Activity Chairman Responsibilities

The Activity Chairman is ultimately responsible for the overall conduct/management of the activity to include:

1. Financial management of the activity accounts.
2. Acquisition of expendable supplies and permanent fixtures within the limits of the OCR&GC Board authorized budget.
3. Information dissemination to club members, interested participants and reporting to OCR&GC Board of Directors.
4. Timely and safe conduct of scheduled matches.
5. Maintenance of all equipment in serviceable condition for that activity.
6. Security of all activity associated equipment/expendable supplies.
7. Behavior of participants (OCR&GC members and guests) between the time they arrive for the match and the time the match is concluded and guests depart.
8. Security of OCR&GC property to include gate entry/exit control at the commencement, during and at the conclusion of matches.
9. Pre-match and post match cleanliness of the range.

Some Rules

The Range Master is the person running the match and is responsible for the orderly conduct of the match and range safety. The Range Master may be delegated authority by the Activity Chairman to act in the Chairman's behalf on responsibilities defined in 2, 3, 4, 5, 6, 7, 8 & 9 listed above. (Delegation of authority does not obviate the Activity Chairman of ultimate responsibility.)

Range Master responsibilities may be assumed by another club member in attendance to allow the Range Master to participate as a shooter in a relay. (It is difficult for the Range Master to properly execute his/her duties and also participate as a competitive shooter.

Attention to overseeing range safety is diminished if the Range Master's concentration is on shooting. Attempting to conduct/control a match and shoot at the same time is discouraged.) Note: Range Master must be observant and enforce muzzle control measures.

Because of the inherent responsibility for the safety and behavior of all participants the Range Master or the acting Range Master must always be a member of OCR&GC. Often times guests want to help out with the set-up, conduct and tear down for the match. This should not be discouraged however, careful consideration must be taken in assigning tasks or allowing individuals that are not club members to accept responsibilities beyond their authority. Guests are not to operate club owned motorized

equipment. The range master should advise all participants of their responsible for range safety and conduct at the match. Guests are not to be given access combinations to any secure area for any reason.

Club Policies Guest Participants Should Be Made Aware Of:

Guest participants are visiting guests of OCR&GC. If the guest participant is not the guest of a specific OCR&GC member then he is the guest of the club member hosting or conducting the match. Guests are invited to participate in a specific event and are not authorized access to all/any other club facilities or activities unless specifically granted permission to do so by a club member. The club member granting that permission then accompanies their guest and assumes responsibility for the behavioral conduct, safety and access/exit of that guest. In short: Guests do not show up for a match and then spend the remainder of the afternoon, shooting rifles, pistols or shotguns unless accompanied by a club member who assumes responsibility for their behavior, safety and access/exit. This is done for the guest's safety as well as protecting club liability, property and member privileges. At the conclusion of the match and after all guests have departed the Activity Chairman, or his designated representative, should check with the activity chairman of any other event occurring concurrently with the match. Advise that activity chairman that your match has concluded, all guests have departed, and responsibility for gate security is now the responsibility of the remaining activity chairman.

Have fun and be considerate of others.

Don't be afraid to let other groups present on the range know what is going on. This fosters safety and security awareness and good will among all groups within OCR&GC.

Request that all chairmen announce the following at each match or post.

"Guests are invited to participate in a specific event and are not authorized access to all/any other club facilities or activities unless specifically granted permission to do so by a club member. The club member granting that permission then accompanies their guest and assumes responsibility for the behavioral conduct, safety and access/exit of that guest. Have fun and be considerate of others."

Approved October 1, 2001

Enclosure 6 Building names:

MAIN CLUBHOUSE,
TRAP BLDG,
101 ST FRONT GATE,
SHOTGUN PAVILION #1,
SHOTGUN PAVILION #2,
SHOTGUN PAVILION #3,
SHOTGUN PAVILION #4,
305 AVE FRONT GATE,
CLAY BIRD WAREHOUSE,
SKEET OPS. BLDG,
Shotgun Fields #1 - #7
GROUNDS MAINTENANCE BLDG.,
RIFLE/PISTOL RANGE BLDG,
ALL WEATHER SHOOTING BLDG,
100/200 YD Jack Ziegler RIFLE RANGE,
OIL CAPITAL LAKE,
MCCORMICK LAKE,
PISTOL RANGE LEFT,
PISTOL RANGE RIGHT,
50 YD RANGE,
PISTOL RANGE PAVILION,
IPSC/IDPA STORAGE BLDG,
25 YD RANGE #1 ,
25 YD RANGE #2,
25 YD RANGE #3,
25 YD RANGE #4,
25 YD RANGE #5,
MEMBER CONVENIENCE GATE,
CREEK GATE

Enclosure 7 Land Fund history from club minutes

February 18, 1991 Current Land Fund was created by motion for \$100. in the fund. (Tom Shepard was president). March 18, 1991. Motion was made, seconded and approved to add \$100 to bring the Land Fund up to \$200. February 19, 1996. Motion was approved to put 100% of memberships, all penalties, new memberships sold and transfer fees into the land fund. (McDonald was president) Interest from these funds to go back into the fund. June 2007. Funds previously allocated for Land Fund \$108,209.43.

Enclosure 8 TARGET NEWSLETTER POLICIES

General Advertising Guidelines:

1. Recognizing the family oriented nature of Oil Capital Rod and Gun Club, the Editor may refuse any advertisement that he deems is inappropriate for publication.
2. Members protesting or appealing the policies of the Target, as interpreted by the Editor must present their arguments in writing to the Oil Capital Board of Directors.

Commercial Advertisements:

1. For standardization, fairness, and ease of composition, each advertisement will be restricted to a size no greater than a standard business card (2" X 3 ½").
2. A business purchasing an advertisement may not buy multiple advertisement spaces with the intent of combining the spaces into a larger advertisement. They may buy multiple spaces for multiple advertisements.
3. Advertisers have the option of ¼ page ad in Target up to twice per year at no additional cost. (Advertiser must furnish art work) Will also appear in "First Shot" on web site.
4. All advertisements will be published in black and white only.
5. It is advisable that a new advertiser initially provide the Editor with a camera ready advertisement. For those unable to do so, the Editor may provide what assistance is possible in creating the advertisement.
6. Placement of the advertisement on a page is at the discretion of the Target Editor.
7. During the time the advertisement is running in the Target, the advertiser may change the advertisement once. Correcting mistakes in address or phone information are not counted as changing the advertisement.
8. The cost of each advertisement is one hundred dollars (\$100.00) for inclusion in twelve (12) issues.
9. The advertiser will be notified by the Assistant Treasurer when renewal fees are due the first of January of each year. Dues will cover from January to December each year and advertisers that become active during the year will have their cost prorated. The advertiser will have two (2) months after the renewal to remit payment. Non-receipt of payment will cause the advertisement to be withdrawn.

Member Advertisements:

1. Recognizing that members of Oil Capital Rod and Gun Club may periodically have items for sale of interest to other members, the Target will, as space is available, run member advertisements.
2. This courtesy is not for commercial use. It is expected the member would only use this benefit sparingly. If, in the opinion of the Editor, this is being abused by a member, the Editor may refuse further advertisements from the member.

3. A member wishing to submit an advertisement must submit it in writing to the Target Editor. Submission by electronic mail will be construed as in writing.
4. Should, in the opinion of the Editor, the requested advertisement be too large, the Editor may reject the request. The Editor will make a good faith effort to contact the member to rework the request. Failing to make contact, the Editor may modify the request as necessary to meet the needs of the Target.
5. Upon receipt of an advertisement request, the Target Editor will make a diligent effort to include the advertisement in the next Target. It is incumbent on the members to recognize that the Target goes to press during the third week of the month. Requests received after the cutoff will be delayed a month before publication.
6. Formatting of the advertisement and placement in the Target are at the discretion of the Editor.

An individual advertisement will only run two issues.

ENCLOSURE 9 SPECIFIC EVENT RULES

1. OCR&GC does not allow use of appendix holsters in IDPA matches for safety reasons.