

RA GUN CLUB OPERATING AND SAFETY PROCEDURES

PREAMBLE

The RA Gun Club (RAGC) operates according to established Range Operating and Safety Procedures as outlined in this document. These Operating and Safety Procedures apply to all members, guests of the RAGC and any person entering the RAGC Facilities. Given a number of different shooting disciplines and/or activities that co-exist within the RAGC, variances to these Operating and Safety Procedures are necessary to facilitate a safe shooting environment. Consequently, all members and guests must familiarize themselves with operation of the range for each of the specific discipline and/or activities.

These Rules include all requirements as outlined in the Shooting Club and Shooting Range Regulations (SOR/98-212- current March 24, 2015) and the interpretation of the Chief Firearms Officer of the Province of Ontario.

Capitalized and/or Bold phraseology is done for emphases.

Code of Ethics

All members, guests and any person entering the RA facilities are required to abide by the following Code of Ethics:

The Recreation Association of the Public Service of Canada (RA) is an association of members with similar ideals who:

- Respect people and property;
- Support the activities to the maximum degree possible;
- Strive to achieve safe and honourable participation;
- Take pride in the RA and exhibit sportsmanship; and
- Participate to have fun and be fit.

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

ARTICLE 1 - Definitions

ACTS/PROVE: means

ACTS: THE VITAL FOUR ACTS OF FIREARMS SAFETY

- Assume every firearm is loaded.
- Control the muzzle direction at all times.
- Trigger finger must be kept off the trigger and out of the trigger guard.
- See that the firearm is unloaded - PROVE it safe.

PROVE: PROVE IT IS SAFE

- Point the firearm in the safest available direction.
- Remove all ammunition.
- Observe the chamber.
- Verify the feeding path.
- Examine the bore each time you pick up a firearm (At the RAGC a visual examination of the bore is not standard procedure. Should a bore examination be required, a rod shall be used to ensure the bore is clear.)

ATT: means the Authorization to Transport issued by the Chief Firearms Officer.

Black Badge: means the IPSC Canada National Training Program.

Duty Range Officer: means the Range Officer scheduled to open/close the range and oversee a specific shift

Executive Committee: means the collective of Officers elected or appointed officers of the RAGC in accordance with the RAGC Bylaws.

Executive Officer: means the elected or appointed officers of the RAGC.

Green Light: means the light over the entrance to the range and within the range that indicates the range is safe and no live firing is underway.

Handgun Safety Course: means the program of training for the internal RAGC safety course specified in the RAGC Interpretation Policy Guidelines; RAGC Handgun Safety Course.

Handgun Section Range Officer training course: means the program of training specified in the RAGC Interpretation Policy Guidelines; Handgun Section Range Officer Training Course.

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

Interpretation Policy Guidelines: means documents which contain details specifying program requirements.

IPSC: IPSC means the International Practical Shooting Confederation.

IPSC Safety Course: means the program of training for the internal RAGC safety course specified in the RAGC Interpretation Policy Guidelines; RAGC IPSC Safety Course.

IPSC Section Range Officer training course: means the program of training specified in the Range Officers Institute of Canada Training Program.

Lounge: means the area of the RA Gun Club Facilities where ammunition may be handled.

PAL: Possession and Acquisition License issued by the RCMP.

Personal Shooting Development: means shooting development of an individual who is the subject of a photograph.

Photograph: means any image taken by cameras, video cameras, or other photographic devices, including, but not limited to, camera phones, and a personal digital assistant.

Policy: means the RAGC Operating and Safety Procedures.

RA: means the Recreational Association of the Public Service of Canada located at Riverside Drive, Ottawa and includes employees of the RA.

RAGC: means the Recreational Association Gun Club.

RA Gun Club Facilities: means all space allocated for all RAGC activities and storage of supplies.

Range: means the area of the RA Gun Club Facilities where the actual shooting takes place.

Relay Officer: means any person fulfilling the function of a Range Officer calling a relay.

Range Officer: means a qualified RAGC member who oversees the shooting activities at the firing line on the Range and calls to commands specified by Article 7.

Red Light: means the light over the entrance to the range and within the range that indicates the range is active and live firing is underway.

Rifle Safety Course: means the internal program of training for the RAGC safety course specified in the RAGC Interpretation Policy Guidelines; RAGC Rifle Safety Course.

Rifle Section Range Officer training course: means the program of training specified in the RAGC Interpretation Policy Guidelines; Rifle Section Range Officer Training Course.

Safe: means a firearm has been Proved Safe.

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

Safe Room: means the area of the RA Gun Club Facilities where you may uncase firearms.

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

ARTICLE 2 - RANGE OFFICIALS

1. Range Officers

- a) Subject to a) i), ii) and iii) the Handgun Section Officer, Rifle Section Officer and International Practical Shooting Confederation (IPSC) Section Officers shall appoint Range Officers.
 - i) all Handgun Section Range Officers will successfully complete the requirements of the Handgun Section Range Officer training program;
 - ii) all Rifle Section Range Officers will successfully complete the requirements of the Rifle Section Range Officer Training program; and
 - iii) all IPSC Section Range Officers will successfully complete the Range Officers Institute of Canada training program.
- b) Only accredited Handgun Section Officers, Rifle Section Officers, IPSC Section Officers, Range Officers and Executive Members may sign out the Range keys.
- c) Range Officers shall, while on RA premises, conduct themselves in such a manner as to provide a positive example to all present and potential members.
- d) Range Officers must be active Gun Club members and have been a member of the Gun Club for at least one year. To maintain Range Officer accreditation and benefits, each Range Officer shall complete a minimum aggregate of 8 Range Officer shifts and/or 8-member training sessions each membership year. The Section Heads may, at their discretion, waive these requirements.
- e) To comply with the requirements of the Firearms Act, Handgun Section Range Officers and IPSC Section Range Officers must have a current Restricted Possession and Acquisition License and Authorization To Transport permit. To comply with the requirements of the Firearms Act, Rifles Section Range Officers must have an Unrestricted Possession and Acquisition License.

2. Duty Range Officer

- a) Range Officers may be scheduled to open and/or close the Range. While acting in this capacity the Range Officer shall be known as the Duty Range Officer.
- b) Any Range Officer scheduled to act as Duty Range Officer and who is unable to fulfill that duty shall arrange for another accredited Range Officer to act in his or her stead.
- c) Duty Range Officers shall wear RAGC Range Officer identification.
- d) The Duty Range Officer shall:
 - i) Open the Range at least 30 minutes prior to scheduled activities:
 - ii) Ensure that members act in a safe and responsible manner.
 - iii) Enforce Club rules and Operating and Safety Procedures.
 - iv) Maintain control of Range keys.
 - v) Maintain security.
 - vi) Provide such instruction as is required.

5

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

- vii) Ensure qualified personnel are in control of the Range.
- viii) To comply with C68/The Firearms Act and RAGC requirements, ensure the Attendance Log is signed by all Members.
- ix) Return Range keys to the Control Desk not later than 11:00 P.M.
- x) Retrieve Club handguns or rifles from the gun vaults; ensure they are obstruction free and in a safe condition.
- xi) Verify each handgun against the Club Inventory List before placing them on the Range for members use.
- xii) Prior to Range closing ensure all firearms are accounted for. Each handgun issued for Range use will be checked off on the Club Inventory List, the List signed and dated before returning the gun racks to the Gun Vault. The sign off list will be stored in the Gun Vault.
- xiii) Before returning firearms to the Gun Vault, ensure all magazines, cylinders and breaches are empty and barrels are obstruction free. Firearms that are found to have a deficiency must be removed from service and placed in the maintenance containers in the Gun Vault. The Handgun Section Officer or Rifle Section Officers must be informed immediately to arrange a repair.
- xiv) Ensure all ammunition sales are recorded in the Ammunition Sales Log and the buyer has a current Possession and Acquisition License.
- xv) Ensure all fees collected from un-licenced members and un-licenced guests for direct and immediate supervision and use of RAGC firearms and ammunition are recorded in the Un-licenced Member and Un-licenced Guest Control Log.

3. RELAY OFFICERS

- a) All persons shooting on the range will follow the range commands of the Relay Officer specified in Article 7.
- b) The Relay Officer may order any member, who in the opinion of that Relay Officer is acting in an unsafe or disruptive manner, to immediately leave the Range.
- c) The Relay Officer is in absolute command of the relay he/she is calling. Any shooter in conflict with the Relay Officer will make their gun safe using the ACTS and PROVE Procedures, leave their equipment on the line and then step back from the line. The Relay Officer is not required to delay the shooting of the Relay while the problem is discussed. Decisions made by a Duty Range Officer may be appealed in accordance with the appeal procedures governing this section.
- e) Where a Relay Officer requires assistance, any member, regardless of experience, shooting any portion of a Relay may be obliged to assist by calling a current or following relay. Should a member be obliged to call a current relay, the member shall first make his/her gun safe using the ACTS and PROVE Procedures before assuming that responsibility.

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

ARTICLE 3 – SAFETY PROCEDURES

1) RANGE PROCEDURES

1. Discharging firearms closer than seven (7) meters from the backstop is prohibited. The distance is clearly marked on the range floor.
2. Accidents or injuries must be reported to the RA immediately. Use the direct line RED EMERGENCY PHONE to call the East Member Service Desk for first aid assistance or to action the 911 call. THE RED PHONE IS LOCATED IN THE RANGE. Alternatively, use the BLACK PHONE LOCATED IN THE LOUNGE. **When phone contact cannot be made with RA staff to report the incident, personal contact should be made. If that is not possible, call 911 by cell phone and continue attempts to reach RA staff to notify so they may implement emergency protocols.**
3. The emergency fire exit adjacent to the back stop must be kept clear and REMAIN CLOSED during all live fire sessions.
4. The range ventilation system must always be turned on while the range is in use and the red light is on.
5. Every person on the Range when the red light is on, or in the case of IPSC when the range is declared “HOT”, must wear eye protection.
6. Every person on the Range when the red light is on, or in the case of IPSC when the range is declared “HOT”, must wear hearing protection. Every person on the Range engaging targets forward of the 20 yd line must wear eye protection with side protection.
7. Subject to the agreement of the range officer, no person **SHALL** enter or exit the range when the red light is on.
8. Unless otherwise agreed to by the Range Officer, persons **SHALL** only enter or exit the range when the green light is on.

2) GUN HANDLING

1. Except while on the Firing Line or when the Red Light is on, and/or Range is designated HOT (IPSC) or during the period between the “LOAD” and “STOP FIRING MAKE YOUR FIREARM SAFE AND STEP BACK FROM THE LINE”, commands, all guns must be in a safe condition (reference. Section 5 of this Article). Safe firearms not in use are to be placed in the gun rack with the action open or kept in a case. They should be moved with the muzzle pointed in the safest available direction or cased at the firing line. At all times fingers must be kept out of the trigger guard and off the trigger until the firearm is pointed down range.
2. Upon the command, “STOP FIRING MAKE YOUR FIREARM SAFE AND STEP BACK FROM THE LINE”, all firing must stop immediately. Firearms are made safe and laid on the shooting tables or mat. Their muzzles point in a safe direction down range and the base of magazines for semi-automatic firearms are pointed down range. The shooter removes all ammunition and cases from the shooting tables and steps back from the firing line.

3. During a “CEASE-FIRE” command, all shooters will immediately make their firearm safe and step back from the firing line and wait for further range commands before any further activity.

4. The Relay Officer will inspect each firearm, to ensure that all actions are opened, and no cartridges are in the breach and magazines for semi-automatic firearms are empty, before allowing anyone to go forward of the firing line.

5. The term “safe” shall be interpreted as follows:

Revolver: Cylinder fully open with all chambers empty. In the case of a single action revolver, loading gate open and all chambers empty. The cylinder may be ordered removed at the discretion of the Relay or Duty Range Officer. IPSC competition participants will follow the same procedure under the supervision of the Range Officer, prior to being instructed to holster the firearm. PARTICIPANTS WITHOUT BLACK BADGE CERTIFICATION WILL BE INSTRUCTED TO CARRY THE FIREARM TO A SAFE STORAGE AREA UNDER THE JURISDICTION OF THE RANGE OFFICER.

Semi Auto: Magazine removed; slide locked back and the breech empty. On pistols without a slide lock the slide must be held away from the breech by means of a physical obstruction. If the obstruction obscures the chamber the Relay or Duty Range Officer will require the shooter prove the chamber is empty. IPSC competition participants will follow the same procedure under the supervision of the Range Officer. In addition, competitors will be instructed to close the slide, point the gun down range and dry fire it prior to being instructed to holster the firearm. PARTICIPANTS WITHOUT BLACK BADGE CERTIFICATION WILL BE INSTRUCTED TO CARRY THE FIREARM TO A SAFE STORAGE AREA UNDER THE JURISDICTION OF THE RANGE OFFICER.

Rifle: Bolt drawn back or removed, and chamber flag inserted into the breech. In the case of a semi auto rifle the slide or bolt locked back and a chamber flag inserted into the breech. On rifles without a slide lock the slide must be held away from the breech by means of a physical obstruction.

6. All guns on club premises must be SAFE at all times except:

i) While on the Firing Line, after the “LOAD” command and before the “stop firing make your firearm safe and step back from the line” command.

ii) While actively participating in a stage of an IPSC competition and under the close supervision of the Range Officer. NOTE: THE PARTICIPANT MUST HAVE SUCCESSFULLY COMPLETED THE IPSC BLACK BADGE SAFETY COURSE BEFORE BEING ALLOWED TO COMPETE USING A HOLSTERED FIREARM.

- iii) While being demonstrated for any approved purpose or being cleaned or repaired in the Safe Room of the Club premises. IT IS EXPRESSLY FORBIDDEN TO LOAD ANY FIREARM ANYWHERE ON THE PREMISES OTHER THAN THE FIRING LINE, UNDER THE SUPERVISION OF A RELAY OR RANGE OFFICER.
- iv) All guns must always be pointed in a safe direction.
- v) All guns must always be handled in a safe and responsible manner.
- vi) The carrying of guns on the person is forbidden unless the member is competing in an IPSC activity. Only those IPSC participants who have successfully completed the 16-hour Black Badge Training Course or are preparing for a Black Badge Course under the supervision of the IPSC Section Officer, IPSC Section Officer's delegate or NROI-certified Range Officer may carry an unloaded holstered firearm within the confines of the Range.
- vii) No firearm may be handled without the permission of the owner. Before handling any firearm ensure it is safe (ref. Section 5 of this Article). This provision does not apply to a Range Officer in the discharge of his responsibilities.
- viii) Club guns on the Range may be handled only with the permission of the Relay Officer or Duty Range Officer.

ARTICLE 4 - GENERAL RANGE PROCEDURES

- 1) To comply with C68/The Firearms Act and RAGC requirements, all members must sign the attendance log whenever they are present at the Range.
- 2) Subject to 2) a) all members when present at the Range must wear their membership ID badges.
 - a) IPSC members are not required to wear their membership badges when present but, must have their membership ID badges available for inspection by a Range Officer or Executive Officer. This is to prevent their equipment from becoming snagged by the badge during dynamic actions.
- 3) All members present when the Range is opened shall assist in setting up the Range. This provision does not apply to members that are minors.
- 4) All members present at the close of the shooting session shall assist in closing the range. This provision does not apply to members that are minors.
- 5) Every member shooting on the Range must produce identification upon demand by any Range Officer or Executive Officer.
- 6) Every person who is not a member and who wishes to shoot on the Range as a guest of a regular member must:
 - a) Have the permission of the Duty Range Officer.
 - b) Be continually supervised by his/her sponsor or by an experienced Club member appointed by the Duty Range Officer.
 - c) Sign the waiver/indemnification form provided on the reverse side of the day's Attendance Log.

- d) The Club, at the discretion of the Executive, may charge a guest fee.
- 7) Children of members or guests who are children, may shoot on the Range if:
 - a) The child is shooting as a guest as described above.
 - b) If the child is twelve (12) years of age or older and physically and cognitively mature enough to shoot without immediate supervision, the Handgun Section Officer, IPSC Section Officer or Rifle Section Officer may waive the requirement of immediate supervision upon successful completion, by the child, of the Handgun Safety Course, IPSC Safety Course or Rifle Safety Courses.
 - c) The Handgun Section Officer, IPSC Section Officer or Rifle Section Officer may attach any reasonable restriction(s) to any child's Range privileges.
- 8) All members must complete the Rifle Safety Course, the Handgun Safety Course or the IPSC Range Safety Course before being given Range Privileges.
- 9) Where a member has been absent three (3) or more years from membership in the RAGC, the returning member will be required to retake the safety course(s) for each of the sections they are re-joining
- 10) Exception, unless waived by the Handgun Section Officer, IPSC Section Officer or the Rifle Section Officer, and the Senior Range Officer in each case, every member must have completed the Gun Club Firearm Safety Course before being granted Range privileges. Where a waiver has been granted to a member, that member must pay an administration fee equivalent to the Safety Course fee for that shooting discipline and be informed all safety procedures, safety equipment, gun handling, range operations, official's duties and other appropriate sections contained in this procedure by the discipline section Officer and must successfully complete the Safety Course examination administered by the Training Officer before being granted range privileges.
- 11) Any member, who in the opinion of the Senior Range Officer, Handgun Section Officer, IPSC Section Officer, Rifle Section Officer or Training Officer, does not meet the minimum required safety standards, may be required to repeat the Safety Course. No charge will be levied for this course. If a requirement is made under this Section, the Officer making the decision may attach reasonable restrictions to the affected member's Range privileges until such time as the requirements have been complied with. After consideration by the Executive in conjunction with the appropriate representative from the Recreation Association of the Public Service of Canada, any case where safety requirements are compromised with no hope of remediation, the full fee shall be returned and membership in the Gun Club shall be revoked.
- 12) No member shall sign up for more than one (1) Relay at a time.
- 13) No member other than an accredited Handgun Section Officer, Rifle Section Officer, IPSC Section Officer, Range Officer or Executive Member shall enter a restricted area. For the purposes of this item the Gun Vaults (Pistol and Rifle) and Ammo Locker shall be considered a restricted area.

- 14) No member shall obstruct the Duty Range Officers while they are carrying out their duties.
- 15) Only members with greater than three (3) months membership may bring a guest to participate in shooting activities. Members who do not qualify may request their guests be supervised by other qualified members. No person shall be signed in as a guest more than 3 time.
- 16) Any Range Officer or Executive Officer may require any member to show an ATT and/or registration certificate for any gun that the member has in their possession while on the Club premises.
- 17) Alcoholic beverages and any substance that causes impairment are strictly forbidden on Club premises.
- 18) No member shall use or attempt to use the Range while under the influence of drugs or alcohol.
- 19) Every member is expected to make every effort to assist with setting up and closing the range. This provision does not apply to members that are minors.
- 20) The main door to the Club premises must be unlocked and be left open at all times when the Range is in use to ensure easy ingress/egress in the event of an emergency.
- 21) No person shall enter or exit the range, without the permission of the range officer, when the red light is on.
- 22) Unless otherwise agreed to be the Range Officer, the range may only be entered or exited when the green light is on.
- 23) a) Subject to Article 4 - 23), b), c) and d), no person shall take any photograph within the RAGC range facilities without the permission from the RAGC Executive or Manager, Member Services.
b) Where permission is given to take a picture in accordance with Article 4 – 23), a) or requested in accordance with Article 4 – 23), d):
 - i), the picture must not include any image of any safe, storage locker or inventory of Club owned firearms;
 - ii) the picture must not include an image of any person without their explicit consent as authorized by their signature on the RA Model Consent Form, attached as Appendix 1, to this Policy; or
 - iii) any person under the age of majority without the explicit consent of that person's parent or legal guardian authorized by their signature on the RA Model Consent Form, attached as Appendix 1, to this Policy.
c) Unless authorized by the RAGC Executive or Manager, Member Services, no photograph shall be displayed, posted on line whether password protected or otherwise, published, communicated or shared in any public media or used for any purpose other than personal viewing.

d) the requirement to seek permission in accordance with Article 4 – 23), a) does not apply to any photograph taken, where the subject of the photograph has requested to be photographed by their shooting coach or a RAGC member for personal shooting development.

ARTICLE 5 - AMMUNITION /FIREARM POLICY

- 1)
 - a) The use of .22 Magnum Rim Fire and ALL Center Fire Rifle ammunition is prohibited.
 - b) Only lead bullets or Jacketed Soft Point bullets not exceeding 180 grains can be used in 44 magnum ammunitions
 - c) The largest centerfire ammunition caliber that can be fired on the Range is .45 cal.
 - d) The use of gas-checked bullets is prohibited.
 - e) Black powder guns are prohibited.
- 2) Center Fire Rifles are prohibited on the range.
- 3) Shotguns are prohibited on the range.
- 4) Only rifles using .22 L.R. ammunition may be used on the Range.
- 5) Firearms may be loaded to capacity.
- 6) Only target velocity ammunition may be used in Club Guns.
- 7) The use of reloaded ammunition is prohibited in Club Guns.

ARTICLE 6 - APPEALS

- 1) Decisions made by Range officials other than the Duty Range Officer, may be appealed to the Duty Range Officer.
- 2) Decisions made by the Duty Range Officer may be appealed to the Handgun Section Officer, IPSC Section Officer, Rifle Section Officer or Senior Range Officer
- 3) Decisions made by any Executive Officer may be appealed to the Executive Committee.
- 4) Decisions made by the Executive Committee may be appealed to the R.A. in accordance with their rules and procedures.
- 5) Decisions made by any Officer of the Club to expel a member from the Club must be done in accordance with RA procedures and with the agreement of the RA obtained through the Manager, Club Operations, RA.

ARTICLE 7 - RANGE COMMANDS

- 1)
 - a) **Handgun**

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

- Has everybody posted their targets?
- Do we have any unlicensed shooters/guests?
- Close the doors. (light to Red)
- This will be a 10-minute relay of any approved caliber. At 9 minutes I will ask you not to reload. If you need assistance, please signal me.
- Shooters and equipment to the line.
- Does anyone require more preparation time?
- Eye and ear protection on.
- You may load.
- You may fire on your own time.
- Nine minutes do not reload.
- Stop firing, make your firearms safe and step back from the line.
- Eye and ear protection off.
- Remove Equipment from the line.
- The line is safe, you may go forward to post and remove targets.
- Open the doors. (light to Green)

b) Rifle

- you may place your equipment on the line
- the line is safe, you may remove equipment
- the line is safe, you may retrieve and post targets
- shooters to the line, ear & eye protection on, you may load and fire when you're ready
- Cease fire
- Make the equipment safe and then stay behind the safety line

c) IPSC

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

- The Range is hot
- Load and make ready/make ready
- Are you ready? Stand by
- (signal to commence firing)
- If you are finished, unload and show clear.
- If clear, hammer down and holster
- The range is clear.
- (at any time, the Range Officer may command the shooter to “stop” and issue appropriate commands based on the rationale for the “stop” command)

ARTICLE 8 - INTERPRETATION POLICY GUIDELINES

- 1) Interpretation Policy Guidelines may be developed and adopted by the Executive Committee and RA administration to support any provision of this Policy.

ARTICLE 9 - AMMENDMENTS, DELETIONS AND ADDITIONS

- 1) Subject to section 3, these Operating, and Safety Procedures may be amended from time to time by the Handgun Section Officer, IPSC Section Officer, Rifle Section Officer, Senior Range Officer or the Executive Committee subject to the following conditions:
 - a) Members must be made aware of proposed changes by means of a notice posted not less than ten (10) days before the next scheduled Executive Committee meeting.
 - b) Members shall be invited to comment, in writing, to the Executive Committee regarding the proposed amendment.
 - c) The Executive Committee must ratify the proposed amendment(s) and receive RA approval from the Manager, Club Operations before it shall come into force.
 - d) The members attending the next Annual General Meeting must ratify any proposed amendment. Amendments not ratified may not be instituted again unless approved by an AGM or a Special Meeting called for that purpose.
- 2) These regulations may be amended by any Annual General Meeting or Special Meeting called for that purpose, subject to the following conditions:
 - a) A copy of the motion must be given to the Secretary or the Chairperson not less than fourteen (14) days prior to the meeting.

- b) A copy of the motion must be posted in a conspicuous place in the Gun Club premises not less than ten (10) days prior to the date of the meeting.
 - c) The amendment, change or deletion is approved by more than one half of all members at the meeting who are entitled to vote on the matter.
- 3) Where an amendment to these Operating and Safety Procedures is made secretarially by the Executive Committee to accommodate extra-ordinary requirements, that amendment will take affect immediately and will remain in force for no more than 60 days or until the requirements of Article 9, section 2 have been fulfilled.

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie

Appendix 1

Model Release

I hereby irrevocably consent to and authorize the use and reproduction by the Recreation Association of the Public Service of the Canada (commonly known as the "RA" or "RA Centre") for any and all of the photographs or video taken on (or during) _____ which were taken of me in which I may be included with others, for the purpose of advertising and promoting the services and programs of the RA. I understand the photographs and/or video will be used for 10 years for these aforementioned purposes or longer for historical purposes without further compensation.

These photographs may be used, re-used, published and re-published in whole or in part, separately or in conjunction with other photographs, in any medium.

I hereby release and discharge the RA from all and any claims and demands ensuing from or in connection with the use of the photographs, including any and all claims for libel and invasion of privacy.

I also agree that all negatives, positives and digital data, together with the prints, shall constitute the property of the RA, solely and completely.

I have read the foregoing and fully understand the contents hereof. I hereby consent to the foregoing.

Date: _____

Model's Name: _____

Model's Signature: _____

Phone number: _____

E-mail address: _____

Parent or Guardian if model is under 18

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

OPERATING PROCEDURES – Ratified by the May 2018, RAGC, AGM as amended by the Executive Committee on September 12, 2018.

Note: Where these Procedures conflict with C68/The Firearms Act or the RA Gun Club By-Laws, C68/The Firearms Act and/or the RA Gun Club By-Laws shall prevail.

Bob Gowie