

## **General Operating Procedures (2018)**

This manual has been prepared to cover all matters not specifically outlined in the club bylaws and what are considered to be normal operating procedures and expected practices.

All range rules posted at each range venue are to be considered in effect until altered by the executive, after being endorsed by the members of that venue. Range rules and procedures are listed in this document.

All keys for PAPRC Venues and facilities are to be handled and controlled by the Secretary/Treasurer with the exception of gate keys which are to be in control of the Chief Range Officer. PAWF range keys are to be controlled and issued by a member selected by the ISSF venue.

Members wishing to use the ranges at the PAWF must also be members of the Prince Albert Wildlife Federation.

Indoor range rule shall be a maximum of ten (10) shots and no jacketed bullets are to be used.

The Chief Range Officer's duties shall consist of those listed in the bylaws as well as the following:

Ensure that all range fences and signs are in order

Periodically inspect all ranges and report findings to the executive

Ensure that all target stands are in good repair

Fully automatic firearms are not allowed on the ranged of the P.A. Pistol and Rifle Club.

The Secretary Treasurer may receive compensation of not more than \$500 annually to cover costs incurred in performance of duties. (If two persons then Secretary \$300 and Treasurer \$200).

The club executive may, at its discretion, hire a person or persons, preferably club members, to perform range maintenance annually. Payments shall not exceed \$2000 annually.

Breakdown of which account pays for infrastructure, etc:

1) Club General Account: Infrastructure/Targets/Stands/Buildings/Fences/Equipment that can be accessed and used by any member.

2) Venue's Account: Infrastructure/Targets/ Stands/Buildings/Fences/Equipment that only members participating in that venue's competitions will use.