



## Winchester Chapter of the Izaak Walton League

### Membership Rules and Regulations

Effective as of September 3, 2019

The Winchester Izaak Walton Club, doing business as the Winchester Chapter of the Izaak Walton League (“WIWL” or “Winchester Chapter”) is a 501(c)(3) corporation that supports the goals and objectives of the Izaak Walton League of America in furthering conservation and the stewardship of natural resources. As such, it serves as a public benefit.

These rules exist for the safety of members as well as for the good of the Chapter. Violations of these rules may result in loss of membership, removal from the property, and/or law enforcement procedures, whichever may apply.

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## **MEMBERSHIP STANDARDS AND CODE OF CONDUCT**

Membership in the Winchester Chapter of the Izaak Walton League (“WIWL” or “Chapter”) is a privilege; members are expected and obligated to be aware of and adhere to the standards of behavior and conduct set forth herein.

### **Admittance to Membership**

The WIWL holds its membership open to all individuals who meet these Membership Standards without regard to race, color, national origin, religion, sex, sexual orientation, or disability, and no person shall be excluded from membership or denied the benefits thereof on such basis. Membership may be denied to persons who have been convicted of felonious acts, and/or have a record of multiple misdemeanor convictions. Membership decisions will be made by the WIWL Board of Directors (the “Board”) based on information gleaned during interviews and informal background investigations.

### **Eligibility**

Membership in the WIWL shall be open to any person who meets the following Membership Standards:

1. Be a United States citizen or legally documented alien and never convicted of a felony.
2. Be resident within the geographic area defined from time to time by the Board.

Children and grand-children up age 18 and full-time students/active duty military up to age 23 may use the Chapter facilities as long as they are accompanied by a parent or legal guardian who is a WIWL member.

Members may invite guests in accordance with the Guest Policy defined from time to time by the Board.

### **Responsibilities**

Every member has the privilege of enjoying the facilities, equipment and activities of the WIWL.

Protecting that right means that all members share responsibility for:

1. Protecting the facilities, equipment and environment against loss or damage.
2. Protecting the right of other members to enjoy the facilities and activities by exercising courtesy and respect for others.
3. Protecting the safety of other members and of the WIWL, including by but not limited to following all range and other usage rules posted from time to time.
4. Contributing to the continued development of the WIWL through the annual dues, by actively enjoying WIWL activities, and by volunteering appropriately for work parties to improve the environment and facilities.

The Committee Chairs and Board of Directors are charged with ensuring that these membership responsibilities are fairly and equitably met.

### **Membership Types**

#### **1) Regular Membership**



- a. Membership for a single individual over the age of 18.
- b. Regular members are allowed to bring spouse, children and grandchildren up age 18 and full-time students/active duty military up to age 23 onto the chapter to use the facilities.
- c. The member will have the ability to purchase a gate card for Chapter access

## **2) Family Membership**

- a. Membership for two adults living in the same residence with two membership cards issued. A discount is applied to the second adult member and both national members are covered under a family membership.
- b. Family Membership chapter members are allowed to bring spouse, children and grandchildren up age 18 and full-time students/active duty military up to age 23 onto the chapter to use the facilities.
- c. The members (2) will have the ability to purchase gate cards for Chapter access.

## **3) Life Membership**

- a. Membership for a single individual over age 18 who has a life membership with the National IWLA office. Their annual dues will be reduced by the amount of the National IWLA dues for the calendar year.
- b. Life members are allowed to bring spouse, children and grandchildren up age 18 and full-time students/active duty military up to age 23 onto the chapter to use the facilities.
- c. The member will have the ability to purchase a gate card for Chapter access

## **4) Student Membership**

- a. Membership for a full-time student aged 18 to 21 or a full-time undergraduate. Date of birth required..
- b. Student chapter members must have a sponsor who agrees to mentor and monitor their activities. The student's sponsor can be impacted by any rules violations by the student member.
- c. Student members are allowed to bring spouse and minor dependent children into the chapter to use the facilities.
- d. Student chapter members can transfer to regular membership without paying an initiation fee.
- e. The member will have the ability to purchase a gate card for Chapter access.

## **5) Youth Membership**

- a. Membership is for single individual aged 12 to 17 wishing to participate in chapter activities but who is not covered by an adult membership.
- b. Youth members may not use the ranges without adult supervision.
- c. Youth members are not allowed to bring anyone into the chapter except for their adult guardian(s).
- d. Youth members cannot use the Chapter guest policy.



- e. Youth members will not have the ability to purchase a gate card and may only use the chapter for scheduled events. Youth members will be granted access to the facility by the Chapter event coordinator for the specified event.

#### **6) Associate Membership**

- a. Current Members of other Chapters of the Izaak Walton League.
- b. Associate Members have the same privileges and obligations as the corresponding membership category above, excepting only that as existing IWLA members, they do not need to pay the National and Division dues.
- c. Associate Members will be provided with a sticker to be placed on their existing National ID card to signify their Associate Membership in the WIWL.

### **Membership Dues & Fees**

Membership dues and fees are as determined by the Board from time to time and posted on the Chapter Web Page – [www.winchester-iwla.org](http://www.winchester-iwla.org).

#### **INITIATION FEE**

Initiation fees must be paid by individuals wishing to join the Winchester Chapter of the Izaak Walton League. This includes members transferring from a different Izaak Walton League Chapter. Any member whose membership lapses may re-join the chapter within 3 years of their membership lapse without paying the initiation fee.

<u>Membership Type</u>	<u>Fee Required</u>
Regular	Yes
Family	Yes
Life	Yes
Student	No
Youth	No

#### **DUES YEAR**

The dues year shall be for the period January 1<sup>st</sup> through December 31<sup>st</sup> of the same calendar year. A renewing member must submit payment and a signed copy of the Chapter Membership Renewal notice prior to expiration of their current membership to avoid a lapse in membership.

#### **DUES SCHEDULE**

Any new applicant for membership shall pay the first year's dues in accordance with the first-year dues schedule:

- January – June, the full year rates
- July – October, one half of the full year rates



November – December, no Chapter fees for the current year, but the new member must pay the full fee for the NEXT year. This includes the initiation fee (if required by membership type). Members are required to pay applicable State and National fees for the current and next year.

## NON-PAYMENT

Time limit: Any member other than a new applicant who does not pay the annual membership dues by December 31<sup>st</sup> of each year shall have their membership inactivated; except that any member may petition the board of directors for an alternate payment schedule. However, any member accepted for alternate payment schedule shall make each payment no later than fifteen (15) days following the due date or the member shall have their membership inactivated.

In the case of a payment dispute between the chapter and a member, the member will always be given the benefit of doubt providing that they can reasonably demonstrate that payment was made, either through a copy of their paid check showing the Chapter endorsement stamp, or their check register showing that the check was written and corresponding bank statement showing that check number to be missing. During this time, the member will remain on the chapter mailing lists and retain use of their proximity card to access the chapter. The matter must be resolved within 30 days or Chapter access will be impacted.

## Membership FAQs

**Discounts** – A regular or family member may complete approved volunteer hours for a discount on their membership. The discount of \$20/8 hours or \$40/16 hours will be applied to the fees for the NEXT year. The maximum allowed discount for volunteer work per Chapter membership is \$40 (16 hours). The volunteer discount can be combined with the senior discount (age 65) of \$20 or disability discount of \$20 (\$10 each if half year membership). RSOs who provide 24 hours of service on the range during the year qualify for a \$50 discount in place of the volunteer and senior discounts.

**Proximity Cards (Gate Cards)** – Additional gate cards can be purchased for \$20 per card. A regular member is allowed to have more than 1 proximity card.

**Change of Membership Type** – A member may change their membership type at any time with notification to the Membership Director and Treasurer. A new invoice will be generated.

**Membership Renewal** – A renewal will contain payment for the year's dues and a signed copy of the Chapter Membership Renewal Notice. The Chapter Notice contains our hold harmless agreement which is required for membership. A member will not lose access to the Chapter for not returning the signed invoice during the renewal period. If a member does not return the signed Renewal Notice by the start of the applicable year, access can be limited.

**Change of address/ Change of e-mail / Change of phone number** – Please notify the Membership Director and Treasurer of any changes. We will complete the required form to IWLA National.

**Missing National ID Cards** – Membership renewals are submitted to the Chapter treasurer who submits batches to IWLA National. IWLA National sends the new individual membership cards to the Chapter



treasurer who will send out to the renewing member. All IWLA chapters renew at the same time so it is not uncommon for IWLA National to be several thousand renewals behind. We can request a replacement for a National ID card at any time through a request to the Membership Director and Treasurer.

**If full time students up to age 23 are covered with my membership, why would I want to get my young adult a student membership?** The most common reason is that the Chapter member must be present at all times when a dependent uses the facility. Student Chapter members have the ability to purchase their own gate card and use the Chapter.

**My adult children live in my home and I would like to upgrade to a family membership and include my grandchild as the second member, can I do this?** Yes, a family membership covers 2 regular members in the same residence.

**Is my Fiancé covered under my Regular Membership?** – Yes, as long as you love that person and promise to share your life with them through sickness and in health.

## Member Code of Conduct

To remain a member in good standing members must remain current on all Chapter dues and fees and not have any unresolved written violations or issues from the Board of Directors. In addition, the following Code of Conduct will be adhered to by all members; reports of violations of this Code of Conduct will be investigated by the Chapter Board of Directors and may result in disciplinary action up to and including expulsion from the Chapter.

- 1) Members are expected to know and comply with all Chapter safety and administrative rules and the provisions of the Chapter, Virginia Division and National IWLA bylaws. Non-compliance will be grounds for disciplinary action as provided for in the Chapter bylaws.
- 2) Members convicted of felonious acts or multiple misdemeanors will have their membership status reviewed by the Chapter Board of Directors; members so reviewed may be found ineligible to continue their membership in the Chapter. Such reviews will be conducted in accordance with the disciplinary provisions of the Chapter bylaws.
- 3) Members are expected to behave in an ethical manner whether on or off Chapter premises. Reports of unethical conduct will be investigated by the Chapter Board of Directors and may result in the member's membership status being reviewed by the Chapter Board of Directors; members so reviewed may be found ineligible to continue their membership in the Chapter. Such reviews will be conducted in accordance with the disciplinary provisions of the Chapter bylaws. Since a member's conduct reflects on the Chapter, ethical conduct is expected even when not on the Chapter premises. Conduct that may be considered to be unethical includes, but is not limited to, the following:
  - a) Misappropriation of Chapter funds; requesting reimbursement for personal expenditures that were not made on behalf of the Chapter, were not approved by the appropriate Chapter authority as stated in the applicable Chapter procedure, or are not supported by evidence of the



expenditures; misuse or misappropriation of Chapter equipment; unauthorized use of Chapter membership lists and/or records, members' telephone numbers, email addresses, and/or home or business addresses.

- b) Any conduct not in the best interests of the Chapter such as using Chapter resources for personal gain in violation of IRS guidelines.
  - c) Publicly making defamatory statements in meetings or in writing against an individual member or group of members; slurs directed at an individual member or group of members; disruption of Chapter meetings and/or other Chapter activities with offensive statements, defamation, and/or slurs may be considered reasons for reviewing a member's membership status.
- 4) Members are expected to conduct themselves in a civil manner when on Chapter premises and while representing the Chapter in the community. This includes written, verbal, and/or non-verbal conduct that threatens or significantly offends another member, guest, or person in the community while representing the Chapter. A member's behavior reflects on the Chapter, thus conducting oneself in a civil manner even when not on Chapter premises is expected.

## Amendments

These Membership Standards and Code of Conduct may be amended from time to time as deemed necessary and/or prudent by the Board of Directors.





## WINCHESTER CHAPTER PARK RULES

The following rules apply to the Park property of the Winchester Chapter of the Izaak Walton League (the "Chapter" or "WIWL") and are to be followed by all members and Guests.

### Members and Guests

- An Izaak Walton League of America, Winchester Chapter Membership card is provided to each member annually on renewal of his/her membership, and identifies the member name and membership number. This card is used as identification while using the Park and its facilities. The membership card must be on your person and displayed whenever you are in the Park.
- The Park facilities are for the use of current members, their immediate family members (spouse or partner, children and grandchildren up age 18 and full-time students/active duty military up to age 23).
- Members may bring guests into the Park; however, their activities must be limited to sightseeing, picnicking and/or camping unless the Member has complied with the Range Guest Policy as described on page Range Guest Policy12.
- Permission must be obtained from the Board of Directors for any event that includes more than ten (10) guests.
- It is your right and duty to question the identity of anyone in the Park you do not recognize as an active member. If he or she is not a member, ask them to leave. Be prepared to show your own membership card. If he or she does not leave, get his or her license plate number and notify a law enforcement agency. Report this event to any Board of Directors member.

### Gate Entry

- A magnetic proximity card gate entry system enables access to the Park and facilities and serves to protect our Members' safety and the Chapter property.
- New members receive a gate card after Orientation and payment of all Membership fees, including the gate card fee. Members must renew their Membership annually for their gate cards to remain active. Gate card fees are non-refundable. Lost or damaged gate cards will be replaced upon payment of a new gate card fee.
- The gate card should only be in the possession of the Chapter member and shall not be shared with anyone. Members who give their gate card to non-members will be subject to disciplinary actions.

### Buildings and Grounds

- Place all trash in containers provided throughout the Park. Leave the Park in better condition than you found it.



- If you host an event at a Park facility, you are responsible for leaving the facility in the condition you found it, and placing any trash in the receptacles at the far-right end of the parking lot.
- The Chapter House is open year-round. Members may use the Chapter House for family events if prior arrangements are made with the Secretary.
- Personal property found on the Chapter premises is to be turned in to a Chapter officer along with the date, time, and location of the property when it was found. The Chapter officer is then responsible to secure the personal property and act to identify and return the property to the owner.

## Ernie Neff Lake

- Swimming is prohibited at all times.
- No one is allowed on the ice for any reason.
- No boats over 14 feet in length are permitted on the lake.
- Canoes of any length are allowed.
- Only electric motors are allowed.
- Fishing.
  - Fish will be taken by hook and line only.
  - All regulations of the Virginia Department of Game and Inland Fisheries (VGIF) must be followed. You must have a State of Virginia Fishing License.
  - All species of fish are subject to the Departments (VGIF) seasons, creel and size limits. Since the Chapter stocks its own trout, they are exempt from the Departments (VGIF) rules.
  - Trout limits are posted by the Chapter on signs at the lake.
  - Only one rod per person may be used at any one time.
  - Archery fishing is not permitted in the Park.

## Picnic and Camping Areas

- Camping is permitted in the Park at designated areas.
- Camping is not permitted by the lake, shotgun range, archery range, or the rifle-pistol range unless as part of a sponsored event approved by the Board.
- Do not dig fire pits or dig drainage ditches around tents.
- Portable toilets are provided around the Park and there are rest rooms in the Chapter House – use them.
- A large supply of dead wood is available around the Park for campfires, which are permitted only in the fire-pits provided.



- Cutting of standing and live trees of any size is prohibited unless the Board of Directors has approved special cuts.
- Small campfires may be made in designated areas only. Bonfires are not permitted. Make sure all campfires are drenched with water and are completely out before you leave.
- Camping is permitted for members of other Izaak Walton League chapters.

## Chapter House and Shelters

- The Chapter House and Shelters are available for rent by reservation only. Contact the Secretary to make a reservation. A refundable cleaning deposit will be required when renting the Chapter House.
- WIWL members will not be charged a rental fee for use of the shelters, but must make reservations for groups of ten (10) or more so as to avoid possible schedule conflicts.

## Vehicles

- ATVs are prohibited in the Park except when needed for work parties or other events that have been approved by the Board.
- Campers are not permitted in the Park except in the Chapter House parking lot and access road.
- Licensed vehicles are restricted to established roads.

## Ranges

- The Chapter maintains a rifle-pistol range, shotgun range, and archery range for the use of Chapter members, their immediate family, their registered guests, or participants in sponsored activities. See the Range Rules for specific range guest policy requirements.
- Use of the Chapter ranges is governed by the Range Policy and Procedures in effect, as amended from time to time. Members must be oriented to these regulations/rules prior to using any of the ranges.
- Hunting is never permitted in the Park.
- Any violation of the above regulations/rules could lead to loss of membership and prosecution by VDGIF or other local and/or State authorities.

## Safety/Incident Reporting

- Member safety is our primary concern throughout the park.
- Please protect yourself, other Members and the Chapter by reporting any incident that you see using the form substantially as shown in Appendix 3 – SAFETY/INCIDENT REPORT on page 21.
- Safety/Incident reports may be handed to an RSO or dropped into the Treasury Drop Box in the Chapter House.



## RANGE RULES AND STANDARD OPERATING PROCEDURES

**Effective as of January 1, 2019**

**By using a Chapter range** you are explicitly indicating that you have read and understand these rules and procedures and have agreed to follow them. You will be held responsible and accountable for your actions. Failure to follow any posted rule or procedure may result in a member's loss of range privileges, expulsion from the Chapter, prosecution, or civil lawsuit.

**Use of Winchester Chapter ranges** is limited to Winchester Chapter members and guests, and to others specifically authorized by the Chapter Board of Directors.

### Range Guest Policy

WIWL Members in Good Standing who are Range Qualified (members who have completed Chapter Orientation and yearly requalification) may bring up to two guests at a time to shoot on the WIWL ranges. The host member must sign their guest in at the Chapter House and is responsible for his/her guests while they are on the range, must supervise their shooting, and so may not shoot while their guests are shooting. The host member is responsible for ensuring that each guest complies with posted range policies and procedures. To register a guest, follow the instructions posted in the Chapter House.

### General Rules for all Ranges

1. Your **member ID card** must be displayed at all times while on any WIWL range and guests must have the Guest Registration receipt.
2. All shooters must **sign in** using the sign-in sheet located at each range every time they use the range.
3. Never use **alcohol or drugs** that may impair your judgment or physical ability before or while shooting. No alcohol or drugs are allowed anywhere on the ranges. Food and drink are not allowed on the firing line. Smoking is permitted only behind the yellow safety line.
4. **Range Safety Officer** commands must be followed. The RSO is always right. If you disagree with an RSO's ruling you may register a complaint later.
5. No one **under the age of 18** will be allowed at any Chapter range without direct supervision of an adult who is the parent, legal guardian or instructor. The supervising adult must remain with the minor at all times to ensure the minor does not engage in activities that would endanger themselves or disrupt the activities of others using the range. Any minors on the range must wear ear protection that effectively protects their hearing and eye protection suited to their face size.
6. A child's safety and behavior are the responsibility of the child's parent or guardian. To shoot, the child must be able to handle a firearm competently and safely. If an RSO present determines that the requirements for child safety are not being met the child may be required to leave the range.



7. A **Cease Fire** may be called by any person at any time on any range if an unsafe condition is encountered or observed. In the event of an injury accident or medical emergency follow **EMERGENCY PROCEDURES** as posted at the sign-in station.
8. Members and guests who possess a valid **concealed carry** permit valid in Virginia may have a properly concealed firearm on their person at WIWL ranges so long as they remain concealed and are not handled. If you intend to shoot your concealed carry firearm, it must be brought to the range unloaded and cased (not worn).
9. **Pets** are not permitted within 50 yards of the yellow safety line at any of the ranges.
10. **Clean up** after yourself by disposing of your spent casings and hulls, and by removing your targets.
11. Be courteous, respectful and helpful to other range users.
12. Be mindful of the time you are using the range if others are waiting.
13. All range users must avoid "flagging" another person, pet, or vehicle with their gun muzzle.
14. *If you find a firearm on the range, do not remove it from the property. Call Chapter officials as posted at range.*

## Rifle-Pistol Range Rules

**RANGE HOURS:** The rifle-pistol range hours are 8:00 a.m. to one half hour before sunset Monday through Saturday, and 9:00 a.m. to one half hour before sunset on Sunday. The range may be closed for maintenance with or without notice, or may be reserved for special events as posted. CHECK THE WEBSITE AND THE NEWSLETTER FOR SCHEDULED EVENTS BEFORE COMING.

**BASIC FIREARM SAFETY:** Our Range Rules are consistent with the basic NRA guidelines.

1. Always keep your gun pointed in a safe direction (whether it is cased or uncased).
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep your firearm unloaded until ready to use.
4. Know your target and what is beyond.
5. Know how to use the gun safely.
6. Be sure the gun is safe to operate.
7. Eye and ear protection must be worn by everyone on or near the firing line when the range is active.

**RANGE STATUS:** The range is COLD unless the red lights are on or the red flag is displayed.

1. You may only handle an uncased firearm anywhere on the range (including parking lot) when the **red lights** are on or the **red flag** is displayed.
2. You may not be in front of the firing line when the **red lights** are on or the **red flag** is displayed.



3. To make the range HOT:
  - a) Verify that no person is forward of the firing line and that the downrange target area is fully visible and clear.
  - b) All persons present have their eye and ear protection on and agree that the range may go HOT.
  - c) Declare the range HOT and activate the red lights (or post the red flag if the lights are inoperative).
  - d) Shooters may uncase their firearms, bring cased or uncased firearms onto the firing line or remove firearms from the firing line. Shooters may handle, load and shoot their firearms.
- 4) To make the range COLD:
  - a) All shooters present agree that the range may go COLD.
  - b) All uncased firearms must be benched, actions open, magazines out.
  - c) Declare the range COLD and turn off the red lights (or take down the red flag if the lights are inoperative).
  - d) Shooters may not handle any uncased firearm and may go forward of the firing line.
- 5) The last person to leave the range must ensure that the flag is down and properly stowed and the red lights are off.
- 6) All shooters will use the light system (or flag if the lights are inoperative) even if only one shooter is using the range.

## FIRING LINE

The firing line is defined as that area between the red and yellow lines or as established for special events. Shooting must take place as close to the red line as possible. At the shooting benches shooters may shoot while seated or they may shoot from a standing/sitting/kneeling/prone position to the immediate left or right of the bench.

## TARGETS

1. **Only paper targets may be used.**
2. Use only staples or tape to attach targets to the cardboard backers. **NEVER PLACE TARGETS OVER ANY PART OF THE WOODEN FRAME STRUCTURE!**
3. Shoot only at the target area specified for your shooting position.
4. Portable target frames are not permitted except for approved special events.

## FIREARMS / AMMUNITION

1. At the 7- and 15-yard positions, handgun ammunition and .22 cal. only.
2. Shotguns firing solid slugs may be used, but only at the 25-, 50- or 100-yard positions.
3. Shot shells, 50 BMG, tracer or explosive rounds are prohibited.
4. Dispose of **Duds** in the container provided.



**Hand-Loaded Ammunition:** If you experience a problem related to hand-loads don't hesitate to seek help, while ensuring that your firearm remains pointed downrange.

**MUZZLE-LOADING FIREARMS** may be used at the rifle and 25-yard pistol positions, subject to the following additional rules:

1. Smoking is not permitted within 50 feet of a muzzle loading firearm.
2. Uncovered powder containers are not permitted.
3. Load only from a powder measure containing powder for a single shot.
4. Cap or charge the pan only when at the firing line and ready to fire.
5. Barrels should be swabbed before reloading after each shot to prevent any possible premature discharge of the new powder charge.
6. Misfires are to be left on the bench pointed downrange for a minimum of five minutes. Notify the RSO, or others on the range if no RSO is present, if you experience a misfire. No one may go downrange while a firearm is in an unresolved misfire condition.
7. A CO<sub>2</sub> load discharger or ball screw puller is recommended to be carried for use in case of a misfire.
8. No loaded muzzleloader may be removed from the range until the load is either removed or neutralized with oil or water poured down the muzzle.

**PROHIBITED ACTIVITIES** The following are prohibited:

1. Drawing and firing from holsters or pockets unless an RSO is present.
2. Removing your concealed carry firearm from its concealed location. If you want to practice with your concealed firearm you must bring it to the range cased and unloaded.
3. Rapid firing of strings of more than five rounds.
4. Fully automatic firing or "bump" firing.
5. "Fan firing".
6. Firearms forward of the firing line except for authorized special events.
7. Firearms worn in holsters as open-carry unless specifically authorized for a special event.

**CLEANING OF FIREARMS** Cleaning is permitted on the firing line only so long as it doesn't interfere with other shooters, and all other rules are followed. Muzzles must be kept pointed downrange, or up in the case of muzzle loaders.



## Shotgun Range Rules

**The shotgun and patterning range may be used only when a Chapter-certified RSO is on duty. Shooting times are posted and available on the web site and published in the newsletter.**

1. Target launchers may be operated only by an RSO or person authorized by the RSO.
2. Only Chapter-owned target launchers may be used.
3. No shotguns larger than 12 gauge may be fired on the Shotgun Range.
4. Barrel length cannot be less than 18 inches.
5. Only #7½ to #9 shot size allowed. No slugs, sabots or solid projectiles allowed.
6. No rifles, pistols, or slug guns are allowed to be fired on the Shotgun Range.
7. Smoothbore Muzzle loaders with #7½ to #9 shot may be used on the Shotgun Range.
8. No more than 2 shells shall be loaded into a shot gun at any time. All Shooters must be on the shooting Station preparing to fire before loading.
9. All shooting must be within range boundary markers.
10. When not in use, actions must be open, magazines and chambers empty, and shotguns stowed in the racks. Break-open shotguns may be stowed with actions closed once the RSO has verified the chambers are empty. A Muzzle Flag is recommended to be inserted after verification.
11. The firing line will be established by the RSO on duty.
12. Only shooters, trappers, coaches, and scorers will be permitted on the firing line. All others must remain at least 10 feet behind the firing line or under the shelter.
13. Eye and ear protection is required to be worn by anyone on or near the firing line when the range is active.
14. All shooters must police their hulls after each round. No "bending down" while shooting in a round.
15. Shooters may not move with guns unless the action is open and all shells have been ejected or removed from magazines. Finger must be outside the trigger guard and muzzle always pointed in a safe direction.
16. Children and pets must be under the active control of an adult. Pets must be leashed or in a vehicle during live fire.





## Archery Range Rules

1. Shooting times are one half hour before sunrise to one half hour after sunset.
2. Only archery equipment legal in the state of Virginia is to be used on the Archery range.
3. Firearms, air guns and paint ball guns are prohibited.
4. Target or field points only may be used on the stationary lanes and 3D targets.
5. Broadheads may be used only on targets designated for Broadheads and supplied by the archer.
6. Crossbows may be used, but the archer must provide his or her own targets made specifically for use with crossbows.
7. Fishing archery equipment is prohibited.
8. Shoot from designated shooting points only.
9. All shooters must stay in a parallel line at the same yardage while shooting at the stationary range and the 3D range.
10. A maximum of five arrows may be shot per round per person on the stationary range.
11. The Archery Range is cold unless the red flag is posted.
  - a. Range is COLD. Archers can retrieve arrows or place broadhead targets in approved area. All bows must be secured, preferably hung on provided bow hangars.
  - b. Red flag: Range is HOT. No one is allowed downrange or in front of shooting positions.
12. Each archer must know his or her target and what lies beyond it.
13. No unauthorized vehicles are allowed on the path leading to the 3D range.



## **APPENDIX 1 – EMERGENCY PROCEDURES**

**Winchester Izaak Walton League  
2863 Millwood Pike (US Rte 50 West)  
Winchester, VA 22602**

In case of an emergency, accident, or occurrence of any unexpected event, immediately follow the procedures listed below:

1. Command: Call “CEASE FIRE” loudly and repeatedly until all shooters have stopped shooting. Stop firing immediately, remain in position and await further instruction. These will likely include remove magazines, open actions, and step behind the yellow ready line. Anyone can call a cease fire at any time.
2. Evaluate the seriousness of the incident and/or injury.
  - a. Minor injury (cut finger, scraped knee, fall, etc.)
    - i. Determine if anyone present or nearby has first-aid or similar training and request their assistance. Render aid if you feel competent using First Aid kit.
    - ii. Direct person to seek medical assistance
    - iii. Reopen range when safe to do so.
    - iv. Complete an accident report of the incident with a record of names, phone numbers, type of incident/injury, assistance provided, and names and phone numbers of those present.
  - b. Major injury (heart attack, broken limb, gunshot wound, etc.)
    - i. Take charge of situation and call “911” for help, providing address, location, type of injury, persons’ names and phone number(s).
    - ii. Determine if anyone present or nearby has first-aid or similar training and request their assistance. Render aid if you feel competent using First Aid kit.
    - iii. Task one or two people to go to and open front gate and direct first responders to the location of injury. Leave gate open with second person in case second emergency vehicle arrives if police are first responders.
    - iv. Task someone to record time, actions that occurred and that were taken and names of those involved and present: request that anyone present with a cell phone take appropriate pictures of the circumstances, including license numbers of motor vehicles present at the incident (for later validation of witnesses if necessary).



- v. As much as possible, protect the physical integrity of the incident scene.  
Discourage removal/moving of any property, etc. until first responders are on hand to provide guidance.
    - c. Emergency telephone numbers: Call immediately.
      - i. "911"
      - ii. Chapter Rangemaster, President or Vice-President as posted
  - 3. Report incident - protect yourself, other Members and the Chapter by reporting any incident that you see using the form substantially as shown in Appendix 3 – SAFETY/INCIDENT REPORT on page 21. Safety/Incident reports may be handed to an RSO or dropped into the Treasury Drop Box in the Chapter House.



## APPENDIX 2 – NRA SAFETY RULES

1. Always keep your gun pointed in a safe direction.
2. Always keep your finger off the trigger until you are ready to shoot.
3. Always keep the gun unloaded until ready to use.
4. Know your target and what is beyond.
5. Know how to use the gun safely.
6. Be sure the gun is safe to operate.
7. Use only correct ammunition for your gun as listed on the barrel or in manual.
8. Wear eye and ear protection as appropriate.
9. Never use alcohol or drugs before or while shooting.
10. Store and control access to guns so they are not accessible to unauthorized persons.
11. Certain types of guns and activities require additional safety precautions. Always follow instructions of the Range Safety Officer.



### APPENDIX 3 – SAFETY/INCIDENT REPORT

WIWL SAFETY/INCIDENT REPORT	
DATE: _____ TIME: _____	
REPORTING PARTY NAME: _____ PHONE: _____	
LOCATION INCIDENT OCCURRED (CHECK ALL THAT APPLY) <input type="checkbox"/> PARKING AREA <input type="checkbox"/> FIELD HOUSE <input type="checkbox"/> CAMPING AREA <input type="checkbox"/> SHELTER <input type="checkbox"/> LAKE <input type="checkbox"/> ARCHERY RANGE <input type="checkbox"/> SHOTGUN RANGE <input type="checkbox"/> RIFLE/PISTOL RANGE <input type="checkbox"/> OTHER: _____	
DESCRIBE THE INCIDENT: _____ _____ _____ _____ _____ _____	
WERE THE WIWL MEMBER RULES AND REGULATIONS (INCLUDING RANGE RULES) VIOLATED? <input type="checkbox"/> NO <input type="checkbox"/> YES (DESCRIBE): _____	
IDENTIFY PERSON(S) INVOLVED IN INCIDENT: PERSON #1: NAME (IF KNOWN): _____ MEMBER # (IF KNOWN): _____ PHYSICAL DESCRIPTION: _____ VEHICLE DESCRIPTION / LICENSE: _____	
PERSON #2: NAME (IF KNOWN): _____ MEMBER # (IF KNOWN): _____ PHYSICAL DESCRIPTION: _____ VEHICLE DESCRIPTION / LICENSE: _____ (USE BACK OF FORM IF NECESSARY FOR ADDITIONAL PERSONS)	
NAMES & PHONE NUMBERS OF ADDITIONAL WITNESSES: _____ _____	
ADDITIONAL COMMENTS (USE BACK OF FORM IF NECESSARY): _____ _____ _____	