

Welcome to
YORK COUNTY FISH & GAME
ASSOCIATION *Founded in 1935*

**STANDARD OPERATING PROCEDURES
RANGES, POND, AND SURROUNDING
PROPERTY**



Signed and accepted by:

President Michael Doherty **Date:** May 08, 2017

Secretary Robert Young **Date:** May 08, 2017

Original signed copies of this document are filed and maintained by the York County Fish and Game Association's Secretary.

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STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES		

Safety First, Safety Last, Safety Always!

PURPOSE

- The purpose of this document is to describe the rules for the use of the York County Fish and Game Association’s (hereafter known as the Club) ranges and other Club outdoor properties, including but not limited to Round Pond, associated woodlands and trails.
- In order to meet the Club goals to provide a safe environment for our club activities, the President, Officers, Board of Directors and Members of the York County Fish & Game Association have adopted the rules as detailed in this document to ensure the safety of our members and guests and to promote the enjoyable use of the Club and its grounds.
- Safe behavior, safe practices, and good sportsmanship are the obligation of every member and guest on Club property. The rules detailed in this document must be followed without exception, unless otherwise sanctioned for organized events. Violations of these rules may result in disciplinary actions as defined in the current version of the York County Fish and Game Associations By-Laws.
- Although the Club expects the general public who have free access to the Club’s pond and surrounding woodlands to abide by all local and state laws and regulations and to respect the Club’s property, these rules are not readily available to the general public. For this reason, Members of the York County Fish and Game Association must set the example and maintain the property in its current pristine condition for this and future generations to enjoy.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**SCOPE**

- The scope of this document covers all the properties owned and maintained by the Club and all Members and Guests who use the Club's property for any purpose, including but not limited to sporting, recreation, and training activities.
- The scope of these Standard Operating Procedures also serve to assure that the following **Club Goals** are achieved:
 - Promote outdoor recreational pursuits and all shooting sports with emphasis on:
 - The teaching and practicing of methods of safe and proper handling and care of firearms and archery equipment.
 - The teaching and practicing of techniques to achieve improved marksmanship.
 - Promote educational programs among the youth on the proper care and handling of firearms, bows & arrows and the techniques to achieve improved marksmanship.
 - Promote harmony with all laws, rules and regulations of federal, state and local governments.
 - Promote the educational programs of the National Rifle Association in the State of Maine.
 - Teach and practice the principles of wildlife and resource conservation, insofar as they relate to firearms and shooting sports, archery and fishing.
 - Conduct rifle, pistol, shotgun and archery competitions under proper supervision, both as a sport and to train marksmen.
 - Promote outdoor sports such as archery, hunting, fishing, camping and recreational use of permissible woodland properties.
 - Continue to own, purchase, sell, rent and manage real and personal property in the furtherance of the purposes stated herein.
 - Adopt by-laws governing the conduct of members (including the Officers of the Club) as it pertains to the admission, withdrawal, and/or suspension of members due to violations of the rules detailed in these Standard Operating Procedures.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**RESPONSIBILITY**

- **Officers**
 - The Officers of the Club are responsible to provide the leadership for the entire organization by upholding the By-Laws and Standard Operating Procedures of the Club.
 - Officers are authorized to counsel or remove any person from the Club premises whose behavior is detrimental to the safety of other members and guests, the facilities, environment, or to the Club in general. If the offending party refuses to leave, the police may be called for assistance.
- **Committee Chairs/Co-Chairs**
 - The Committee Chairs / Co-Chairs are responsible to assure that events and functions are conducted in a safe and orderly manner.
 - Committee Chairs/ Co-Chairs are authorized to counsel or remove any person from the Club's premises whose behavior is detrimental to the safety of other members and guests, the facilities, environment, or to the Club in general.
- **Club Members**
 - All members are responsible to adhere to the rules that are detailed or implied in these Standard Operating Procedures.
 - Members are also responsible to explain the Club rules and assure that their guests adhere to the rules that are detailed or implied in these Standard Operating Procedures.
 - Members are responsible for full compliance with the rules on behalf of guest(s).
 - Member will accompany his/her guest(s) at all times at all locations on Club property.
 - Members are responsible for the clean up of any area on Club property that they use.
 - Members are responsible to set the example for the behavior of the general public who have free access to the Club's pond and surrounding woodlands and trails.
- **Guests of Members**
 - Guests are responsible to follow the rules that are detailed in these Standard Operating Procedures as explained by their sponsoring member.
 - Guest shall not use Club ranges unless accompanied by a Member.
 - Guests must allow Members priority use of ranges.
 - Members will offer their guest's shooting position to waiting members as capacity allows.
- **Who May Use the Ranges?**
 - Only York County Fish & Game Association Members in good standing and their guests may use the ranges.
 - Non-members (including members of other sport shooting clubs) may participate in Club sanctioned events that are open to the public. This is restricted to the range where event is taking place.
 - Non-members may use the range for special events providing that the event is authorized by the Board of Directors and supervised by at least one Board Member.
 - Military and Law Enforcement units may use the ranges for training events that are authorized by the Board of Directors and attended by at least one Board Member.
 - Refusal to identify oneself will be due cause for any person to be asked to leave the Club property.

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REFERENCES

- York County Fish and Game Association By-Laws – current version as posted.
- Club website: <http://ycfga.org>
- Refer to the Maine State Laws for Hunting, Fishing, Boating, and Trapping
- Sunset Hours may be found at the following website:
http://aa.usno.navy.mil/data/docs/RS_OneYear.php

DEFINITIONS

- Officers - The Elected Officers of the Club are the President, Vice President, Secretary, Treasurer, and Sergeant at Arms.
- Board of Directors - The Elected Officers and two (2) members (the Chair and Co-Chair) of each standing and temporary committee.
- Incendiary – combustible, flammable, or fire-starting ammunition.
- Rapid fire is defined as any sustained fire of more than one shot every two seconds.
- ATV – All Terrain Vehicle
- NAVHDA – North American Versatile Hunting Dog Association

EQUIPMENT

- Target Stands: Wooden target stands and hanging target frames are available for use by all members and guests. Additional cardboard is also provided to replace sections that are destroyed and no longer usable.
 - Targets must be positioned on the stand or hanging frames in a location as to not cause damage to the wooden structures.
- The “Brass Bucket” – depository for any expended cases, including shotgun hulls

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**PROCEDURES****General Rules**

- Entry / Exit – Club Grounds
 - The numbers on all the locks must be set to numbers other than the combination upon opening the lock.
 - The main entry gate to the Club – ranges and lodge - shall remain unlocked and opened while the grounds are occupied.
 - The gates must be restrained and secured while open.
 - All gates must be closed and locked upon exiting the property by the last member to leave the property.
 - The Speed Limit for ALL vehicles on all Club grounds is 5 M.P.H.
- Personal Behavior
 - Confrontational language will not be tolerated on the Club grounds.
 - Any behavior which has the potential for causing an accident or creating a hostile environment is prohibited. See reference: *Responsibilities - Officers*
 - Never mix alcohol or drugs with the handling and use of firearms and archery equipment. This includes prescription medications that may impair function or could possibly affect the safety of the shooter or others.
 - The use of alcohol or any drug, other than a prescribed medication, either prior to or while using any range facility or club owned equipment is prohibited.
 - Smoking is prohibited in any buildings or covered structures on the property.
 - All who use the Club's property for any type of event are responsible to properly dispose of all trash and debris.
- Pets
 - Pets are not allowed at all ranges (firearm or archery) unless they are secured inside a vehicle or crate when the firing line is active. At all other times, pets must be leashed and in direct control of their owner.
 - Pets are the sole responsibility of the member / owner. Members / owner is responsible for the clean up and proper disposal of pet waste.
 - Exception: NAVHDA and other such organizations may allow dogs off leash but under voice control on club property other than the ranges.
- Visiting Organizations
 - Club and Range Rules are NEVER superseded by rules of visiting organizations at Club sanctioned events.
- Unsafe Actions
 - If you witness any action on club property that you believe is unsafe and may cause harm to anyone, the following actions are recommended:
 - Approach the party from a safe direction and call a "Cease Fire"
 - Then ask the party to make their firearm safe by putting the gun on safety, clearing the chamber, and / or removing the clip or ammunition from the firearm.
 - In a calm and non-confrontational manor introduce yourself and ask the party their name and verify that they are a member in good standing
 - Explain to the party what actions you believe are unsafe and / or not in compliance with club rules and that these types of actions could have a negative impact on the club.

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- If you are met with resistance or if the unsafe action continues, simply leave the area and call a club officer immediately with the party's name and license plate number.
- If it is obvious that the actions could put other members or the general public at harm, call 911 - the York County Sheriff or Maine State Police will respond.
- If you do not want to confront someone, please find out the name of the party and/or license plate number and call a club officer immediately.
- Injuries
 - If an injury occurs:
 - Assess injury.
 - Call 911, if required or if unsure of the degree or seriousness of the injury.
 - ❖ Never say "there has been a shooting".
 - ❖ Provide your name, location, and a brief description of the injury or illness, such as
 - person or persons (provide the number):
 - Is not breathing
 - Has no pulse
 - Is unconscious
 - Is bleeding (indicate from where – neck, arm, leg, etc.)
 - Is convulsing
 - Other appropriate description.
 - If possible, send someone to assure all access gates are open and to wait for and guide the responders to the emergency.
 - Render aid if you are trained.
 - If possible, take notes from witnesses.
 - Notify a Club Officer or any member of the Board of Directors as soon as it possible to do so.

In the Event of an Emergency:

Dial 911 - York County Sheriff or Maine State Police will respond

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Firearms General Rules**

- Always point the muzzle of a firearm in a safe direction.
- Always keep your finger off the trigger of a firearm until you are ready to shoot.
- Always keep the action open and gun unloaded until ready to use.
- Treat every firearm as if it were loaded at all times.
- Know how the gun operates and how to use it safely.
- Be sure to verify your gun and ammunition are compatible and safe.
- Be sure of your target and what is beyond.
- Appropriate eye and ear protection required.
- Never mix alcohol or drugs with the handling and use of firearms.
- Shooting on a range that is posted as “RANGE CLOSED” is prohibited.
- For pistol, rifle and muzzleloader ranges, all projectiles must impact the backstops and not into the range floor or side berms.
- For pistol, rifle and muzzleloaders ranges, shooters are responsible for positioning their targets at the proper height to ensure proper backstop impact.
- For pistol, rifle and muzzleloader ranges, rapid fire is allowed if and only if the shooter is absolutely sure every shot goes into the backstop.
 - Rapid fire is defined as any sustained fire of more than one shot every two seconds.
- Incendiary, armor piercing, or steel core ammunition and tracer rounds are prohibited on all ranges.
- Firearms may not be discharged on any range outside of the hours of operation for that range unless approved by the Board of Directors.
- Non-Shooters and guests must stand behind the designated firing line and wear appropriate eye and ear protection at all times.
- When arriving and departing the range, firearms must be secured to prevent accidental discharge from vehicle to range and vice versa.
- In case of a firearm malfunction, handling of the firearm must be in the Designated Safe Area.
- Unless in a case, unloaded firearms must be pointed in a safe direction with actions open and magazines or clips removed.
- The use of “open bolt indicators” (also called “empty chamber flags”) is highly encouraged.
- Cased firearms must be unloaded.
- Digging into the range floors or the berms for any reason is prohibited.
- Climbing on any of the berms or concrete block walls is prohibited.
 - Shooters must pick up their brass and hulls!
 - The “Brass Bucket” is for any expended cases, including shotgun hulls.
 - Trash, other than brass and hulls, is prohibited from being placed in the Brass Buckets.
 - Disposing of live or misfired rounds in the Brass Buckets or regular trash bins is prohibited. Shooters must take these items with them when leaving the Club property.
- Post range use clean up is the responsibility of the shooter(s).
 - Shooters must remove all targets (move them to an area that is under cover) and clean up the area when finished.
 - All trash and debris must be put in the range trash barrels or dumpster near the clubhouse or taken home with the shooter.

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- The CEASE FIRE command may be given by anyone at any time for any reason.
 - If, for any reason, a “Cease Fire” is put into effect, all shooters must immediately take their fingers off the trigger and point their firearms in a safe direction.
 - Until the reason for the Cease Fire is known and resolved, firearms should remain pointed in a safe direction until the “Range is Hot, Commence Firing” command is called.
- Any procedures, special requests, or variation of these range rules that may or may not be covered, must be brought to the attention of the Board of Directors for consideration.
- Range Hours of Operation
 - Shooting activities may commence at 9:00 AM Monday through Saturday and noon on Sunday.
 - Shooting activities must cease at sunset.
 - Sunset times can be found at the Maine Department of Maine Resources website:
http://aa.usno.navy.mil/data/docs/RS_OneYear.php
 - The Trap & Skeet ranges are generally open for member and general public use from 12 noon to 3 pm on Sunday.
 - The Board of Directors may approve other hours of operation.
 - Specific ranges may be closed for Club sanctioned events.
 - These events will be listed on the calendar that is available on the Club website:
<http://ycfga.org> or on the Club bulletin board.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Archery Range**

The Archery Range is located at the top of the driveway to the left of Stickney Lodge. This range has a maximum distance of 50 yards. Other distance include 20, 30, and 40 yards (subject to change). Free-standing target stands are supplied by the Club. The following are the rules and regulations specific to this range.

- The discharging or handling of firearms on any archery range is absolutely and strictly prohibited.
- Broadhead arrows are not permitted. Only field or target points are allowed.
- Only paper targets, 3D targets and other targets that are approved by the Archery Chair or Co-chair are allowed on the archery range.
- Always inspect your equipment prior to shooting.
 - Never draw or fire a bow with a cracked bow or limb.
 - Never shoot a broken, bent, or cracked arrow.
- Always aim and shoot at designated targets only.
- Never shoot an arrow straight up into the air.
- Always make sure there are no people present on the range prior to nocking an arrow.
- When searching for arrows, an article of clothing must be placed against the target face to alert other archers of your presence in the target area.
- No running on the Archery range
- Archery use is permitted in other areas of club property only when sanctioned by the Archery Chair or Co-chair.
- Members age 16 and over may shoot on the archery range without adult supervision.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Muzzleloader Range**

The Muzzleloader Range is the second building on the right immediately after entering through the Gates and is to the left of the pistol range. This range has a maximum distance of 25 yards. Free-standing target stands are supplied by the Club. The following are the rules and regulations specific to this range.

- Only muzzle loaders are permitted on the Muzzle Loader Range.
 - Shot guns are not allowed on the Muzzle Loader Range.
- Shooters must be positioned behind the established firing line (inside the building) when discharging a firearm.
- Shooters must position targets in line with the muzzle so that all the shots impact the backstop, not the range floor and not over the backstop or side berms.
- Allowed targets on the Muzzle Loader Range are paper targets, clay pigeons, and any targets provided by the Club.
- Targets put on the Club provided frames must be centered and well away from frame itself to prevent damage to the frame.
- Shooters must pick up all their trash and target debris and properly dispose of it.
- Drawing and shooting from a holster is allowed for Members Only. The shooter must be absolutely sure that every shot goes into the backstop, does not damage the Club's target frames, and when no other people are on or around the firing line.
- Drawing from a cross draw holster, a shoulder holster, or a holster mounted further on the shooter's back beyond the hip is NOT PERMITTED.
- Persons under 18 years of age must be supervised by an adult 18 years or older at all times everywhere on Club ranges.
- These rules may be modified and other rules may apply during Board sanctioned events.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Pistol – 25 Yard Range**

The Pistol Range is the first building on the right immediately after entering through the gates and is to the right of the Muzzleloader Range. This range has a maximum distance of 25 yards; however, the range is marked every 5 yards for distances from 5 to 25 yards. Free-standing and hanging target stands are supplied by the Club. The following are the rules and regulations specific to this range.

- Rimfire rifles and all pistol caliber handguns are permitted on the Pistol 25 Yard Range.
 - Centerfire rifles and rifle-caliber pistols are only permitted on the Pistol 25 Yard Range for sighting in purposes.
 - Shot guns and muzzleloader rifles are not allowed on the Pistol 25 Yard Range.
- Shooters must be positioned behind the labeled firing line (counters) when discharging a firearm.
- Shooters must position targets in line with the muzzle so that all the shots impact the backstop, not the range floor and not over the backstop or side berms.
- Allowed targets on the Pistol 25 Yard Range are paper targets, clay pigeons, and any targets provided by the Club.
- Targets put on the Club provided frames must be centered and well away from frame itself to prevent damage to the frame.
- Shooters must pick up all their trash and target debris and properly dispose of it.
- Drawing and shooting from a holster is allowed for Members Only. The shooter must be absolutely sure that every shot goes into the backstop, does not damage the Club's target frames, and when no other people are on or around the firing line.
- Drawing from a cross draw holster, a shoulder holster, or a holster mounted further on the shooter's back beyond the hip is NOT PERMITTED.
- Persons under 18 years of age must be supervised by an adult 18 years or older at all times everywhere on Club ranges.
- These rules may be modified and other rules may apply during Board sanctioned events.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Rifle - 100 Yard Range**

The Rifle Range, the last building on the left after entering through the gates, is situated behind the Presidents' Club House. This range has a maximum distance of 100 yards; however, the range is marked at 50 yards (yellow post). Free-standing target stands are supplied by the Club. The following are the rules and regulations specific to this range.

- All rifle and pistol calibers may be used on the 100 Yard Range.
- Shotguns may only use slugs on this range.
- Shooters must position targets in line with the muzzle so that all shots impact the backstop, not the range floor and not over the backstop or side berms
- No cross shooting or angled shooting course of fire is allowed.
- Allowed targets on the 100 Yard Range are paper targets, clay pigeons, and any targets provided by the Club.
- All targets must be beyond the 50 yard mark.
 - Shooting at distance less than 50 yards, shooters must establish a new firing line closer to the backstop.
 - All shooters must agree to relocate the firing line.
- Firearms must not be taken beyond the established firing line.
- Targets put on the Club provided frames must be centered and well away from frame itself to prevent damage to the frame.
- Shooters must pick up all their trash and target debris and properly dispose of it.
- When going down range, all firearms will be made safe, unloaded with action open and magazine removed.
- Range Flag Usage
 - The range flags will be changed to the yellow "Shooters Down Range – No Gun Handling" flag indicating persons are down range. There will be NO gun handling while persons are down range.
 - When it is safe to begin firing, the range flag will be changed to red "Range Hot – Safe Gun Handling Please" and firearms usage can commence.
- Persons under 18 years of age must be supervised by an adult 18 years or older at all times everywhere on Club ranges.
- Other rules may apply during Club sanctioned events.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Trap & Skeet Fields - Shot Gun Ranges**

The Trap & Skeet Fields are located at the far rear on the right after entering through the gates. The farthest field is Trap and Skeet. The closest field to the parking lot is Skeet. The patterning shotgun target stand is located on the Trap field next to the fence. The following are the rules and regulations specific to these ranges.

- All general range rules apply.
- Other rules may apply during Club sanctioned events.
- The Trap & Skeet range houses are only open for use when a member of the Trap & Skeet committee is present and during scheduled shooting days/times and Club sanctioned events.
 - Committee members may use the Trap & Skeet range houses at any time during normal range hours.
- The ranges may be used by members and guests with their own target throwers when the houses are not in use.
 - Only clay targets are allowed on these ranges.
- New shooters must be accompanied by an experienced shooter at all times.
- Persons under 18 years of age must be supervised by an adult 18 years or older at all times everywhere on Club ranges.
- Shooters are required to clean up all shells, shell boxes and other trash as a condition to use the fields.
- The Trap & Skeet range is for shotgun and black powder shot target loads only.
 - Shotgun shells are limited to 1300 feet per second equivalent target loads with shot size no larger than #9 for skeet and #7.5 for trap.
 - Reloads are allowed as long as they conform to regulations.
 - All ammunition, including reloads, may be inspected by a Committee Member, Club Officer or Range Safety Officer and rejected if the ammunition does not conform to establish range rules.
 - No slugs are allowed on shotgun ranges. Note: Shotguns may use slugs on the rifle range.
- Shotguns are to be loaded only on station and only when it is the Shooters turn to fire.
 - No more than two shells are allowed in the shotgun at one time.
- Do not shoulder firearms except on the shooting line and muzzle should be pointed down range at all times.
- When not on the firing line, firearms must remain unloaded with actions open.
- Break action shotguns may be closed for storage on the racks, but must be opened immediately after being removed from the rack.
- All firearms must be opened and unloaded immediately after shooting and before the shooter turns to leave the shooting station.
- In the event of a malfunction, jam or other condition where a round, live or expended, remains in the firearm, the shooter must keep the muzzle pointed in a safe direction (down range - either up or at the ground) and call for assistance from a Committee member, if needed.
 - All shooting ceases on the range until the condition has been corrected.
 - In the event of hangfire or misfire, do not open the gun for at least 30 seconds.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES

- Patterning Loads – Bird Shot Only
 - Target stands are available for use and are located on the far Trap & Skeet field near the fence.
 - Any bird shot is allowed for patterning purposes.
 - Cardboard is located in the target shed next to the garage.
 - Target stands must be moved to the center of the Trap & Skeet field when used for patterning.
 - Shooter should be positioned next to the storage container.
 - Shooting at poles, buildings, or any other structure is prohibited.
 - Shooter must have a clear view of the target and field before shooting.
 - Upon completion, shooters must replace the target stand next to the fence and clean up all shells, shell boxes and other trash for proper disposal.

STANDARD OPERATING PROCEDURES – RANGE, POND & SURROUNDNG PROPERTY RULES**Round Pond and Surrounding Property – Fishing / Other Activities**

Round Pond is down the hill from Stickney Lodge, but may be accessed from the YCFG Association's property that surrounds the pond. The property located on the Lyman side is approximately 300 acres with a 6 acre pond with a maximum depth of 36 feet. The property has footpaths that are open to recreational activities. The property is also open to hunting. The pond and the surrounding woodlands are open to the general public. The following are the rules and regulations specific to Round Pond and the surrounding property.

- All State Laws and Regulations must be followed in regards to Hunting, Trapping, Fishing, Boating, ATV use, Snowmobiling, and other State regulated activities.
- Members accessing the pond and associated trail systems do so at their own risk with the understanding that the trails and pond area are basically unimproved areas that carry the inherent risk associated with nature walks and near and on water activities.
- The trail system and pond shall be operated and used with a “leave no trace” philosophy. This means you carry out what you carry in. Any members or non-members knowingly found to be littering or dumping will be barred from future use of the club, its land and its amenities.
- Property
 - Members must follow the State and Local Ordinances concerning open fires.
 - Animals, such as horses and dogs are allowed on the property's trails.
 - Access to certain areas may be restricted during archery events and other Club sanctioned events.
 - All dogs must be leashed when the archery range is in use or planned activities are taking place on the trail system.
- Pond
 - K-9 training on Round Pond for the purpose of hunting or NAVHDA activities shall be permissible.
 - Swimming in Round Pond is not recommended due to the presence of blood suckers and the steep sides associated with kettle ponds of which Round Pond is.

Safety First

Safety Last

Safety Always!