

MEMBERSHIP MANUAL

SOUTHPORT MASTERS

Southport Gun Club, Inc.
7401-75TH Street, Kenosha, WI 53142



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INTRODUCTION

The purpose of this manual is to provide notification and clear instruction to all club members on the operations, safety and restriction policies of Southport Gun Club, Inc. The policies set forth in this document are derived from:

- 1.) the club's corporate By Laws
- 2.) limitations of the range's physical structure
- 3.) responsibilities, restrictions and limitations suggested and approved by the membership
- 4.) guidelines established by the club's executive committee

All members will be bound by these policies. Any member found in deliberate or repeated violation of these policies may be banished from the club. Note: refer to the corporate By Laws for details on due process.

It is to be understood that any use of the range will be under the guidance of a Range Safety Officer. Having received sufficient instruction, all members must be willing to accept the responsibility of Range Safety Officer, or relinquish it to another member present, when using the range. Such responsibility carries the authority to enforce compliance with all operations, safety and restriction policies of the club.

Background: The range is designed for Conventional Pistol Shooting (Bullseye) and Precision Smallbore Rifle Shooting. The original bullet trap was fabricated using ¼ inch boiler plate covering the West wall up to 84 inches above the floor. Bullseye and Smallbore, both being precision events, insure that no shots are ever fired above this level! Because the military introduced the 9mm sidearm which would be then recognized for Bullseye competitions, 10 ballistic steel plates were added to the trap to accommodate the higher energy 9mm round. These plates extend 68 inches above the floor thus leaving gaps at the top and at the sides of each individual plate. These gaps can cause bullets to splatter and ricochet; therefore, it is necessary for all shots to be placed not only into the trap but also within the confines of the target windows. All shots must be precision aimed and triggered to minimize the hazard.

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MEMBERSHIP

Qualifications and Sponsorship

- All new member candidates must complete the Southport Gun Club membership application form.
- All new member candidates must be sponsored by an existing member who has at least 1 year's membership seniority.
- All new member candidates must be NRA members in good standing.
- All new members must execute the "Release and Indemnification" form. Members will be required to execute the "Release and Indemnification" form annually when paying dues.
- A new membership includes a \$50.00 initiation fee to discourage departure and then rejoining only during league seasons. This fee is waived for new members who have been shooting the rifle or pistol leagues having paid the "non-member" league fee.
- A new membership includes a non-refundable \$20.00 fee for the electronic door key fob. Note: each use of the key fob will record the I.D. of the member in the club access computer.
- All new members must successfully complete the "Range Operations and Safety Seminar" provided by their sponsors after election to the club membership.
- Each new member must accept the responsibilities of Range Safety Officer, or relinquish them to another member, whenever they are on the range. (Note: it is strongly encouraged that all new members complete the NRA Range Safety Officer course).
- New members are restricted from sponsoring new candidates and voting at club meetings for a period of one year (probationary period) from the month of being voted into the club.
- Sponsors are responsible for the conduct of their new member candidates for the entire probation period (i.e., one year from date of acceptance). During this period the Sponsors should train the new member on Southport procedures and range restrictions to ensure full compliance of all rules and safety practices.

Member and Immediate Family

- Southport Gun Club is a family friendly club. As such, immediate family members (i.e., spouses and children living with the club member) are able to use the club without additional fees.
- Family members using the range will be required to execute the "Release and Indemnification" form.
- Immediate family members under the age of 18 must be supervised by a parent club member. Immediate family members over the age of 18 years may use the club facilities for their own use. Immediate family members under the age of 21 may not bring guests without the supervision of a family member over the age of 21.

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- Once the children of a club member either becomes married or are no longer living under the roof of the club member, the child must apply for membership and start paying dues.

Dues and Work Credits

- Club dues are \$20.00 per month and this amount can change by a vote of a quorum of the membership present at a monthly meeting. A minimum of three (3) month's dues must be paid at least quarterly.
- A reminder notice will be sent to the member when paid-up dues are exhausted. A 2nd notice will be sent after 30 days. Any member who does not pay dues (3 months minimum plus the number of months in arrears) within 60 days after his/her due date will be dropped from the membership roster and the member's electronic key will be deactivated.
- Members called to active military duty will be carried as regular members without dues payments until they return.
- To recognize and reward those members who actively participate and support club operations and maintenance, every 4 hours of work will earn 1 month's dues credit. Credits will be provided for all facility's maintenance activities, project management, NRA training programs that are open to the public, league and competition operations, community services (e.g., Boy Scout and Juniors programs, etc.) or as approved by the club officers. Note: No member may earn more than 12 months of dues credit in any 12-month period.

NRA Membership is Required

- All Southport members must maintain NRA membership in good standing.
- NRA membership will be validated annually in January for all members.
- NRA Life Members are required to validate once, after which they will not be required to provide annual validation.
- A copy of a member's NRA card or mailing label from an NRA publication are required for the validation process.

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MEMBER ACCESS AND PREEMPTION

- Members are provided with an electronic key to the range that may be used any day at any hour.
- Certain range events may preempt member access:
 - NRA Training Courses
 - Professional Training Courses other than Wisconsin Concealed Carry Courses
 - Regularly Scheduled Leagues
 - Scheduled Invitational Competitions
- Wisconsin Concealed Carry training courses may be conducted on a shared basis with the membership.
- Due to the requirement for human silhouette targets, Illinois Concealed Carry live fire training exercises may **not** be conducted on this range. Lecture portions of the training can be conducted on a shared basis with the membership.

PHOTOGRAPH USE

Newsletter and Website Use of Photographs

- Southport members, their family and guests, and event participants may have their photographs taken and used in the Southport newsletters or on the Southport website.
- Use of photographs is via an “opt-in” process within the “Release and Indemnification” form. Members, guests and event participants will be asked to check the appropriate box and initial their authorization for the use of their image in Southport publications and the website.

Video Extracts from the Electronic Security System

- The Southport facilities (range, clubhouse, and grounds) are covered by a video recording system. None of the recordings will be used in the newsletter or on the Southport website.

NON-MEMBER GUESTS

Release and Indemnification Form

- Members are encouraged to introduce guests to the indoor shooting sports. Each guest must execute the “Release and Indemnification” form prior to entering the range whether they will be shooting or simply observing. Members are responsible for their guest’s safety and conduct.
- The first visit to the range is complementary. Additional range visits by a guest requires a maintenance fee (currently \$10.00 per visit, subject to change by vote of a quorum of the members at a monthly meeting) to be left in the lock box in the

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office area. Guests are expected to apply for membership after 3 guest visits. Immediate family members are not subject to the guest fee.

Basic Safety Rules

- Guests must be provided firearm safety instruction per the "Basic Safety Rules" forms available for that purpose. This document includes major range operations restrictions that must be implemented by the sponsoring member. The sponsoring member is responsible for all guests and any damage incurred by their guests.
- All guests must wear hearing and eye protection anytime the range is "hot" or active.

Multiple Guests

- Bringing three or more guests at a time requires that the sponsoring member must maintain visual contact and command control over the shooters at all times.
- Parties with greater than five guests must be supervised by additional range safety officers who are not shooting at the same time as the guests.

Youth Restrictions

- Children under the age of 12 must be individually supervised by an adult at all times.
- The sponsoring member may not shoot at the same time as the youth.

VIDEO SECURITY SYSTEM

Southport Gun Club, Inc. is Protected by a Video Security System

- The purpose of the system is two-fold:
 - To protect the contents, building and surroundings of the gun club.
 - To validate proper firearm usage and to ensure that the rules and procedures of Southport are followed.
- Members (or their guests) who intentionally damage, disable, or interfere with the functioning of the equipment (e.g., cameras, wires, power, DVR, etc.) will have their keys deactivated and be subject to the disciplinary action of the Board of Directors. The Board, at its discretion, may suspend or revoke membership. Non-members may be barred from using the facilities in the future.
- The Board will post a notice on the entrance door informing people that the premise is covered by video surveillance.

Viewing the Recorded Images on the Security DVR

- Only the elected officers may view the contents of the Security DVR.
- The Officers may appoint one or more of the Elected Officers to view the contents on a schedule of their choosing.
- Images of participants who engage in inappropriate or infraction related behavior will be saved pending outcome of a full Board action on the infraction. All other images will be deleted on a Board set schedule.

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FIREARMS HANDLING

Basic Safety Rules

- 1. Always keep the gun pointed in a safe direction.**
- 2. Always keep your finger off the trigger until ready to shoot.**
- 3. Always keep the gun unloaded until ready to use.**

- Firearms may only be loaded and fired at the command of the Range Safety Officer.
- No handling of firearms or standing at the firing line where firearms are present while others are downrange.
- All shooters and spectators must wear eye and ear protection.
- All shots must be purposely aimed at a properly placed paper target.
- Human image and human silhouette targets are prohibited on this range.
- **No "quick draw," "spray and pray" or "shooting from the hip."**

Defensive Weapons Carry

- Personal protection weapons, legally worn into the range, must remain holstered or concealed at all times.
- **NEVER DRAW OR HOLSTER A LOADED GUN INSIDE THIS RANGE.**

Firearms Introduction and Removal to/from the Range

- All firearms, intended to be fired on the range, must be fully cased and unloaded with magazines removed when moving into and out of the range,.
- Uncased firearms must be unloaded with magazines removed, and slides locked back or cylinders open. Use of orange ECI's (empty chamber indicators) is required on the range.

Alcoholic Beverages

- **NO ALCOHOL IS PERMITTED WHEN GUNS ARE PRESENT.**

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RANGE OPERATIONS

Emergency Procedures

1. **DIAL 911**
2. **Administer basic first aid.**
3. **Follow instructions of local authorities.**
4. **Call club officers. (Telephone and Emergency Contact list is posted in the Storage Area)**
5. **Everyone present must fill out an Incident Report. (Forms are located in the document file)**

IN THE EVENT OF ANY SAFETY OR OPERATIONS VIOLATION OR MISHAP:

ANYONE MAY CALL A "CEASE FIRE"

A "CEASE FIRE" MEANS STOP SHOOTING IMMEDIATELY

AND LAY YOUR FIREARM ON THE SHOOTING BENCH

General Safety Procedures

1. It is the responsibility of all shooters to:

- Be sure the firearm is in safe operating condition.
- Use only the correct ammunition for the firearm and range.
- Know how to identify a firearm or ammunition malfunction.
- Know how to clear a stoppage and safely unload a loaded firearm.
- Know and obey all range rules.
- Know where others are at all times.
- Immediately follow the commands of the Range Safety Officer.

2. It is the responsibility of any member present to:

- Assume and administer the duties of Range Safety Officer if no other member is in service.
- Insure that all shooters know and understand all range rules.
- Administer Release and Indemnification forms for shooters, guests and spectators.

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Specific Safety Restrictions

- Only .22 cal. rimfire rifles and .22 cal. rimfire, 25, .32, .380, 38 spcl, 38 Super, 9mm, 40 S&W, 44 spcl, or 45 caliber handguns may be fired on this range.
- Loads are limited to 450 ft/lbs muzzle energy. Some +P ammunition exceeds this muzzle energy requirement even for approved caliber ammunition. Know your ammunition and don't use any that exceed 450 ft/lbs muzzle energy. If in doubt – DON'T USE IT.
- 10mm, 357 Sig, Casull, all magnum ammo, and any armor piercing, tracer or explosive bullets, are prohibited.
- Firing fully automatic firearms is forbidden.
- No shot guns, slugs or shot loads of any caliber are permitted.
- BB and .177 cal. air guns may be fired only when using an appropriate trap or with the plywood backslash panels in the open position.
- All shooting must be done from behind the yellow line.
- Use of a portable target stand is permitted at mid-range if the target "bullseye" is positioned between the individual shooter's eye and the center of the turning target holders.

VENTILATION SYSTEM OPERATION

- The clubhouse is divided into two separate heating/ventilation systems. Heated fresh air flows through the shooting range to carry lead laden air away from the shooter and out the West end of the range. The office/training rooms are on a completely different furnace. It is imperative to keep the doors between the office/washroom/storage areas and the range closed when not actually passing between them to minimize lead exposure in the range and maximize heating efficiency in the office/training area.
- For heat in the office/training area, adjust UP and DOWN buttons on thermostat. **NOTE:** The thermostat will automatically turn back to 60°F at 6:00 AM, Noon, 6:00 PM and midnight. **Do not change or adjust any other controls.**
- Range heating/ventilation is automatically controlled by occupancy sensors. **There is nothing to adjust.**
- Keep the doors between the range and the training/storage areas closed after entering or leaving the range.
- The Plexiglas panels in front of lanes 2 through 9 are adjustable to insure the fresh air is directed past the heads of the shooters. Set them down for pistol shooting and standing rifle shooting. Lock them up for prone, sitting and kneeling rifle positions.
- Keep the hinged air baffles (doors on lanes 1 and 10) closed while shooting. Note: rifle shooters may use lanes 1 and 10 with the hinged air baffles open for prone, sitting and kneeling exercises if more than 8 shooters are on the line.

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FACILITIES MAINTENANCE

- As SOUTHPORT MASTERS is a “club,” all members are expected to take responsibility for the club maintenance. This may include cleaning activities such as mopping the floors, scrubbing the rest room fixtures, (toilets, urinal and sinks) washing windows, power washing the walls and wiping down all horizontal surfaces throughout the building. Maintenance activities, may include replacing lights, painting walls and ceilings, resurfacing the floors, changing furnace filters, adjusting the turning target system, changing batteries in the smoke detectors and security alarms, rebuilding the plywood splash panels in front of the bullet trap, outside grounds service, etc. New projects may include replacing light fixtures, replacing ceiling tiles, repairing Plexiglas panels and shooting platforms, Members are encouraged to repair or remedy any portion of the facilities that they are qualified to handle. Otherwise shortcomings should be reported to the club Maintenance Manager.
- Expenditures exceeding \$500.00 must be approved by a quorum of the members at a regular or special meeting with 30 days prior notice to the membership.

Use of Club Floor Mats

- Before use, damp mop the range floor behind the yellow line (red area).
- During use, avoid contacting the mats with lead-laden shoes.
- After use, wipe the top surface of the mat with a damp cloth and allow it to dry. Fold the mat in half, head to foot, wipe both exposed surfaces with a damp cloth and allow the mat to dry.
- Roll the mat and return to the storage locker.

Policing Brass and Floor Mopping

- Members are obligated to police up their spent brass.
- Rubber squeegees are provided for the purpose of policing brass. To avoid raising lead-laden dust, the use of brush brooms is prohibited.
- Rimfire brass may be disposed into the drum at the Northwest corner of the range. Note: a drop box is mounted on the wall to accept misfired ammo. Do not throw misfired ammo into the spent brass drum.
- The floor in front of the shooting benches is to be damp mopped, out at least 6 feet toward the bullet trap, after each use. A mop and water bucket are available at the Northwest corner of the range for this purpose.

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Target Holder Repair

- Pistol target holders are comprised of a wooden stick and a cardboard backing held to the target hanger with a pair of ¼-20 bolts and wing nuts. Unserviceable holders should be repaired by the last user before leaving the range.
- The club tries to maintain a supply of ¼-20 bolt and wing nuts as well as wooden sticks and cardboard backing to be used as target holders. These are located on the shelf near the Ladies bathroom. Please notify the Maintenance Director should the supply become depleted or needs to be restocked.

Compressor Operation

- The pistol target holders are pneumatically controlled. The air compressor is located inside the women's restroom. Turn off the compressor power and close the air valve on the compressor when finished shooting. Note: NEVER adjust the pressure regulator mounted on the wall near the power switch.

Lighting and Doors

- All lighting is to be turned off when leaving the range.
- All inside doors are to be closed and all outside doors must be closed and locked when leaving the range.

LEAD MANAGEMENT – MINIMIZE LEAD EXPOSURE

- **Through good shooting practices and proper personal hygiene shooters can manage their exposure to lead and keep it down to safe levels on the range and at home.**
- Always use wet methods when performing cleaning and maintenance activities throughout the range building.
- **Daily Range Maintenance** Rifle shooters must damp mop the floor before placing mats. All shooters must damp mop the floor in front of the shooting stations after use. Use squeegees to police spent brass. Use a damp wipe on your range box and other containers or equipment.
- **No Smoking, Eating or Drinking** Lead dust on hands and face can be ingested through contact with food or by touching the face. Managing this hazard is as simple as leaving all food and drinks off the range and washing hands and face before eating and drinking.
- **Lead on Fired Brass** Use a scoop to pick up spent brass. Place 22 caliber brass in the appropriate barrel. Shooters who reload their ammo should place spent brass in boxes or bags to contain any lead dust left on it.
- **Lead on Face, Arms, and Hands** Shooters should wash hands, forearms and face thoroughly with cool water and plenty of soap. This prevents the transfer of lead to food or beverages preventing its ingestion.

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- **Lead on Clothing** Shooters should consider wearing clothes and shoes they could change out of before driving home. Something as simple as a long sleeve shirt and a cap helps a lot. Range clothes should be washed separately from the family's regular laundry. Changing to clean clothing before leaving the range prevents contamination of the hands and any contamination of vehicles. Simple wiping of the shoes with a disposable cleaning wipe will help remove much of the lead.
- **Shower, Shampoo, and Change of Clothes** Lead can be transferred to others by contact. Try to avoid physical contact that could transfer lead dust to friends and family until after cleaning up and changing clothes.
- **Cleaning Guns or Reloading Ammo** Wear nitrile gloves when cleaning your guns to keep the lead and cleaning solutions off your hands. Clean guns on a surface that isn't porous that can be cleaned, or on something that can be thrown away. Use a vibrating type brass cleaner outdoors. Do not eat or drink while reloading or handling lead bullets. Remember to wash your hands and face just like you do after a range session.

TRAINING AND RANGE USE FOR TRAINING

The only training class sanctioned and endorsed by Southport Gun Club, Inc. is the Hunter Education Program in conjunction with the Wisconsin DRN and conducted by the Southport Gun Club Hunter Education director. While other training classes are permitted in the club house and on the range, none are endorsed by Southport Gun Club, Inc. All instructors must be Southport Gun Club members in good standing. Training classes must adhere to the following rules and conditions:

- **The Hunter Education Program has priority on days and times for its classes.** The days and times are approved by the Executive Committee and placed on the Club Calendar. The range is closed during the Hunter Education Program; consequently, there is no open shooting or other training conducted during days and times specified for the Hunter Education Program.
- **NRA approved classes have secondary priority.** Instructors must be NRA certified instructors with their credentials on file with the Club's Treasurer and Secretary. In addition NRA certified instructors are required to carry \$1,000,000.00 worth of NRA Instructor liability insurance naming Southport Gun Club, Inc. as insured entity. Proof of current insurance must also be on file with the Club's Treasurer and Secretary and must be updated annually. Certified NRA instructors may request that the range be closed during the times of their classes; however, all classes and dates must be approved by the Executive Committee prior at least 14 days prior to conducting the class. Class dates and times will be posted on the club's website calendar indicating that the range is closed to member use.

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- **All other classes, for example individual firearms safety, have low priority.** None of these classes can request exclusive use of the range and must allow members to use the range during class time. All instructors must be certified to teach the class and carry \$1,000,000.00 worth of NRA Instructor liability insurance. Proof of certification and insurance must be on file with the Club Treasurer and Secretary prior to conducting the class and be updated annually.
- **For all training classes:** the instructor is responsible for the conduct of the trainees to insure that they abide by all club rules. Failure to do so will revoke training privileges for the instructor and the instructor/member may be asked to resign from Southport Gun Club, Inc. All trainees must sign a release form and pay the appropriate range fee for any "live fire" training to the Club's Treasurer.

