




MAPLE LEAF MARKSMEN

Rifle & Revolver Club

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 Est 1936

CLUB POLICIES

Revised April 2, 2023

All Club members have a responsibility to enforce safe firearms handling.

Any person who deliberately fails to handle and/or discharge firearms in a safe manner or who violates Club rules or who poses a hazard to any other member, any guest or to the safe operation of the Club will be removed from the Club property immediately.

If the actions of a member are reported to the police or Chief Firearms Officer, that member will be advised in writing.

It is **MANDATORY** that eye and ear protection be worn by all shooters and spectators in reasonable proximity to the shooting line.

PERSONAL INJURY REPORT

If any personal injury to any person is caused by the discharge of a firearm, a Personal Injury Report must be completed. The following steps must also be taken:

1. a report of the personal injury must be reported to any member of the Executive Committee of the Board of Directors within 48 hours;
2. a report of the personal injury must be reported to local police as soon as possible and, in any event, within 30 days of the injury being sustained; and,
3. report of the personal injury must be reported to the Chief Firearms Officer.

The Personal Injury Report form is posted in the Club House.

CLUB MEMBERSHIP

Maple Leaf Marksmen Rifle and Revolver Club ("MLM") is required to keep records of each Club member.

Current membership dues can be viewed at the Club website (www.mapleleafmarksmen.ca) and they are posted in the Club House.

All members must have signed the Release and User' Obligation Form ("the Release"), a copy of which can be found on the Club's website and is also available at the Club House. When the Release is signed, it remains valid and in full force and effect until membership in the Club ends.

The membership period begins on January 1st of each year and ends on December 31st of that same year.

It is a condition of membership that the member pays for or provides satisfactory evidence of the payment of dues for CSSA membership.

A “Family Membership” is as defined by CSSA.

Every member has a responsibility to inform the Club secretary each time the member’s P.A.L. or the member’s CSSA membership is renewed. In these policies, “P.A.L.” includes R.P.A.L. Members whose P.A.L. has expired will not be permitted to shoot.

New Members

Prospective members must complete an Application for Membership. Copies of the Application can be found on the Club’s website and they are also available at the Club House.

Prospective members must sign the Release.

Prospective members must complete the Maple Leaf Marksmen Firearm Safety Course.

New members will have their membership number prefixed with the letter “P” (meaning Probationary). This designation will continue for one (1) year after a person becomes a member of MLM.

New members who wish to shoot handguns at the Club must successfully complete a handgun safety course administered by a Club appointed handgun safety instructor. Until this course is successfully completed, handguns may not be brought to the Club by the new member unless they are instructed by their instructor to do so.

Probationary members may bring guests to the Club to shoot firearms but a Probationary member may not supervise or oversee their guest(s) shooting. See the policy below with respect to Guests.

New members joining MLM between January 1st and June 30th must pay 100% of that year’s dues. New members joining between July 1st and December 31st will be charged 50% of full member dues for the balance of the term until year end.

After the first year of membership in the Club, all dues must be paid for the entire year.

Renewal of Membership

A printable Membership Renewal Form is posted on the Club website.

When completing the Membership Renewal Form, all information, including the full P.A.L. number and expiry date and the Canadian Shooting Sport Association (“CSSA”) member’s number and expiry date of CSSA membership must be provided.

Renewal of membership dues is due by December 31st for the immediately next following year.

A late fee in such amount as might be determined from time to time by the Board of Directors will apply for membership applications for renewal made after December 31st.

LIABILITY INSURANCE

As a member and a Probationary member of MLM, membership in the CSSA ("CSSA") is mandatory. CSSA membership must cover the full MLM membership year.

Members who are not paid up CSSA members have no liability insurance and will not be allowed to shoot or to have guests shoot.

The benefits available through CSSA can be found at the website for CSSA which is:

<http://www.cdnshootingsports.org>

CLUB MEMBER "GUESTS"

Club members may bring the same guest to the Club up to 3 times. After the third attendance, that guest must apply for and take the Maple Leaf Marksmen Firearm Safety Course and will not be permitted to shoot firearms until that course has been successfully completed.

Any member (except a Probationary member) who brings a guest to the Club is fully responsible to explain/train that guest in all aspects of handgun and/or rifle safety and Club rules and policies.

All guests must fill in the "Sign-In" form. The member bringing the guest must also sign the "Sign-In" form and note his or her membership badge number.

Guests must wear Guest Badges while they are on Club property.

Guests must sign the "Release and User Obligation" form. For repeat guests, the Release need only be signed once.

The member bringing the guest(s) must stay with the guest(s) at all times.

See the Club Rules relating to Guests shooting on Club property.

CLUB PROPERTY

There is to be no tampering with the air handling system, the heating systems, timers, water systems, electrical systems, propane systems and the computer system. Only persons authorized by the Executive Committee of the Board of Directors are permitted to service and maintain these systems.

Any damage to Club property (e.g. shots striking baffles in the Indoor range, damage to the bells and silhouettes in the bunkers in the Outdoor Range, shots striking the ground in the Outdoor range, shots striking target stands) is to be verbally reported to a member of the executive Committee within 24 hours.

COMPLAINTS & DISCIPLINE

Any member of MLM, including any director, is obliged, when:

- a) any infraction of a Club rule; or
- b) other objectionable conduct (including offensive language)

is observed, to bring the breach of the rule or the conduct to the attention of the individual breaching the rule or engaging in the conduct and, if circumstances warrant, to bring the breach of the rule or the conduct to the attention of any member of the Board of Directors (“the Board”).

If there is a dispute between the member alleging a breach of a Club rule or the conduct and the individual allegedly breaching a rule or participating in the conduct, either the member or the individual is encouraged to refer the matter to any Board member who will then refer the matter to the attention of the Executive Committee of the Board.

The President or the Vice-President may attempt to resolve the issue between the member and the person alleged to have breached a Club rule or who is alleged to have engaged in objectionable conduct. If the issue is not resolved to the satisfaction of the member and the individual, the matter shall be referred, in writing to the Executive Committee of the Board.

The Executive Committee may receive such information, either orally or in writing and from such persons as it considers necessary, to enable the Executive Committee to decide the manner in which the disputed conduct might be resolved. If either the President or the Vice-President has attempted to resolve the dispute, such officer may not vote on any motion for discipline to be made by the Executive Committee.

The Executive Committee has the authority, in its discretion, to take such disciplinary action as it deems appropriate. Such disciplinary action may include, but is not limited to, the issuance of a verbal warning, a written warning, a suspension of range privileges or the termination of the offender’s Club membership.

The Executive Committee shall, in writing, inform those persons affected within seven (7) days of the date of the referral to the Executive Committee. The Executive Committee shall, in its written decision, inform the person affected of the right of appeal.

Any member who is affected by the decision of the Executive Committee may appeal the decision of the Executive Committee to the Board within seven (7) days of the date of the decision.

The panel hearing the appeal shall not include any member of the Executive Committee. The panel hearing the appeal shall appoint a Chairperson and the panel may receive such information, either orally or in writing, from such persons (except any members of the Executive Committee) as it considers necessary to determine the appeal.

The Chairperson of the appeal panel shall only vote on the decision of the appeal panel in the event that it is necessary to break a tie vote of the other members of the appeal panel.

The appeal panel may affirm the appeal, deny the appeal or amend the decision of the Executive Committee.

The appeal panel shall make its decision within ten (10) days of receipt of the appeal. The Chairperson of the appeal panel shall, within three (3) days of the making of the panel's decision, advise the person or persons affected in writing of the decision of the appeal panel.

The decision of the appeal panel is final.

UNAUTHORIZED HANDLING OF FIREARMS

MLM members, visitors and guests are not permitted to touch, move or handle any firearms, ammunition or related shooting gear not belonging to them anywhere on MLM club property without the prior permission of the property owner.

USING MORE THAN ONE SHOOTING POSITION

Numbered shooting positions on both the indoor and outdoor ranges are limited to one shooting position per active shooter. Members may use one adjoining, additional shooting position if available, to unload gear when setting up, but cannot assume the use of that additional shooting position for storing firearms, ammunition and other shooting gear. Exceptions are permitted in the event of training of shooters by MLM Club appointed trainers, or as directed by the RSO, MLM Executive or MLM Board Members.

CODE OF CONDUCT, HARRASSMENT & DISCRIMINATION POLICY

MLM is committed to ensuring a sporting club environment that recognizes the dignity and worth of all members, and upholds the provisions of the Ontario Human Rights Code in which all members are treated with respect.

All MLM members are personally responsible for their behaviour and conduct at all times while on MLM Club property including inside the clubhouse and parking lot, and are entitled to be free from harrassment and discrimination. All MLM members are prohibited from harrassing and discriminating in any form whatsoever.

Discrimination is any form of unequal treatment, whether intentional or not. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of imposing burdens, obligations, or disadvantages on certain groups of people, or which withholds or limits access to opportunities, benefits and advantages available to other individuals.

Harrassment is a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. It can also include behaviour that intimidates, isolates or discriminates against the targeted individual. Harrassment can also result from a serious single comment or action or intent is not necessary to prove the effect of the comment or action.

Poisoned Environment is a form of discrimination that can arise from hostile, unwelcoming, insulting or degrading comments or actions being made, regardless of who the comments or actions are being directed towards.

Harrassment, discrimination and/or the creation of a poisoned environment at MLM whether intentional or not, will not be tolerated. MLM treats all incidents and complaints of harrassment or discrimination seriously, and will act on all reported incidents in a timely and just manner.

MLM members who are found to have harrassed or discriminated against another MLM member, visitor or guest, or who have created a poisoned environment are subject to disciplinary action which may include the suspension or indefinite revocation of their MLM membership, whichever is deemed appropriate by the MLM Executive.

BLACK POWDER POLICIES AND PROCEDURES

In as much as the safety of all people on the range requires continuous attention by all members; the Board of Directors has established the following as a list of requirements for the safe use of black powder at MLM. Please note that this is in addition to all other general club safety rules already in place.

1. Self-discipline is necessary on the part of all shooters, range personnel and spectators. Where such self-discipline is lacking, it is the duty of the range personnel to enforce club rules and discipline and the duty of all shooters to assist in such enforcement.
2. No open powder containers are allowed on the firing line or rear loading benches. Black powder or its substitutes must be poured into the gun from a measure, or pre-charged individual load container, not directly from a horn, flask, or powder container. Open black powder will not be handled inside of the club house at any time.
3. No firearm will be loaded, or caps snapped until a hot line (red light) has been issued by the Range Safety Officer (RSO) .Charging of the firearm (powder, patch, ball) is to be done at the rear (bench) loading area.
4. There will be no blowing down the barrel in any manner that requires the head to be in front of the muzzle. A flexible blow tube may be used at the shooter's option, provided that the shooter's head is not placed in front of the muzzle.
5. No firearm is to capped or primed except at the firing line and only when the line has been deemed hot by the RSO (red light on). The firearm must be pointed down range at all times.

6. No firearm is to be removed from the firing line before the projectile has been discharged or the source of ignition has been removed. The RSO must be informed when the firearm must be removed prior to being discharged.
7. Miss fires and malfunctions can occur and as a result extreme caution must be used in such situations. The RSO must immediately be informed of the situation as well as all other shooters and people present on the range. The RSO will then provide direction for the safe disposition of the firearm. The removal of the projectile must be done in such a manner that there is no danger to persons or property. The use of a CO2 ball discharger is highly recommended, and is considered the safest method of projectile removal at this time. There is a Ball pulling hook attached to the main beam on the outdoor range to assist with projectile extraction in the event that a CO2 discharger is not available or practical to use.
8. Safety shields have been attached to the posts on the outdoor range to help protect shooters from black powder flash. Eye and ear protection must be worn by all shooters.
9. In as much as the loading of black powder firearms requires greater attention to loading sequence than most other shooting sports. It has been decided that there will be no disorderly conduct, loud language permitted on the range. The RSO will have the final voice in dealing with this.
10. The firing line will be kept clear at all times with the exception of shooters and the RSO/LSO. Any person or shooter who interferes with, or distracts and annoys others in any way will be warned by the RSO or MLM Director/s if present, and upon failure to stop will be ordered to leave the firing line and range area.
11. Refusal to obey the instructions of the RSO or any other officer of the club in the proper conduct of the affairs of his/her office will result in the shooter being asked to leave the range and further disciplinary action may be taken by the club depending on the severity or frequency of the infraction.
12. In the event that a shooter is unable to find a vacant firing position and the RSO is aware of a position that has been unattended, that position shall be deemed vacant. The RSO is authorized to appoint an individual from the line to go and recall the shooter, whose equipment is spread out on the line to consolidate it onto one position or remove it if he/she is no longer actively shooting.
13. It is the duty of all shooters to monitor and clean up their firing points and loading benches after the completion of a shooting event. All cleaning patches, empty cap boxes, etc., shall be picked up and placed in the proper receptacles behind the line for disposal.
14. Range Safety Officers (RSO) are selected or appointed prior to the commencement of any shooting on the range. The RSO will be in charge of the range and all range safety rules. All shooters must comply with the directions of the RSO.

15. All pistols will be carried to and from the firing line with the muzzle pointed up. No capping or priming of pistols until the RSO declares the range HOT (red light on). Load all flintlock pistols with frizzen open and hammer down. Do not load directly from a horn, flask or powder can. The cylinder of a revolver, whether it is in the pistol or not, is "hot" if it is loaded and will not be capped until it is in the revolver and safely pointed down range on the firing line. All loaded chambers must be capped prior to firing the first shot. When the RSO asks for "hot loads", all loaded pistols and revolvers (including loaded revolver cylinders) will be brought to the RSO's attention by raising the hand while remaining on the firing line with the pistol safely pointed down range. The hot load will be fired down range into the backstop upon the RSO's command to do so. There will be no handling of any pistol between the commands of "the line is safe" and "commence to load and fire" without the express permission of the RSO in charge of the shooting line.

16. The RSO must ASK the individual shooters if there are any hot (charged) guns before calling for a safe line. (Since there is no way to PROVE it safe visually) The safest way is to fire all guns, then remove them to the loading bench empty. In the event of an emergency place a wooden popsicle stick (provided by the club and on the range) or other appropriate object between the frame and hammer of the firearm to prevent a possible discharge. Step away from the firearm. Never touch the firearm while people are down range.

17. Never handle a black powder firearm without the owner's permission, since there is no way to visually PROVE it safe, except under the authority and/or supervision of the RSO. To visually show a muzzleloading firearm is not loaded, all shooters must leave a loading rod, chamber flag or other approved device in the muzzle of the firearm to indicate that it is not loaded.

18. Should you need assistance you are expected to ask the RSO or one of the experienced black powder shooters for help.