



POLICY & PROCEDURE MANUAL

13 March 2024

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Introduction

20 January 2019

This Policy and Procedure Manual (P & P Manual) consists of a compendium of decisions and guidance concerning the operation of EE-DA-HOW Long Rifles, Inc. (the Club) and the Blacks Creek Public Shooting Range (BCR). The intent of this P & P Manual is to provide consistency and continuity of operations.

It is the responsibility of the Club President to maintain the P & P Manual and make it available to Club officers and members. Availability of the P & P Manual to the Club officers and members shall be achieved by posting the document in PDF format on the Club web site.

Content of the P & P Manual shall be approved by the Club Board of Directors.

In case of conflict between the P & P Manual and the Club Bylaws or the Range Safety and Operations Procedures (RSOP), the Bylaws and the RSOP shall govern.

Individual sections of the P & P Manual shall be updated as deemed necessary. The date of most recent acceptance of each section shall be included in the section title.

Membership

Membership Classes

13 March 2024

There are four classes of membership.

Regular – An individual accepted for membership. Membership extends from the time of acceptance through the last day of the calendar year. Memberships for joining after October 1st will extend through the last day of the calendar year but work hours are not required from October 1st through December 31st of the current year.

Family – All members of an immediate family, including children under the age of 18 and grandchildren aged 10 or less.

Junior – Individuals less than 18 years of age who are not included in a Family membership.

Life – Individuals who have been a Regular member or a Family member for at least one full year and who have paid the Life member fee. The age limit for children within a Family applies to Life memberships. Charter members are considered Life members.

Membership Requirements

13 March 2024

Regular members and Families shall complete a membership application each year with payment of fees. The membership application shall be signed by the member. In the case of Family memberships, the membership application shall be signed by all adults included in the family.

New members must be sponsored by two Club members in good standing. -No experience or sponsorship is required for membership renewals.

Life members shall have completed one full year (1 January through 31 December) of annual membership and shall complete a membership application indicating Life membership. Children 18 years and older are not included within a Life family membership.

The Board of Directors may issue Honorary membership in accordance with the Bylaws. Honorary membership is good for one year.

All members must be citizens of the U.S.A. The Club does not verify citizenship.

All new members shall complete an orientation course within 120 calendar days of applying for membership. A membership card will be provided to the new member at the end of the orientation course. Membership privileges commence upon receipt of a membership card. Failure to complete the orientation course will result in revocation of membership, with no refund of initiation or membership fees.

Members are required to meet the minimum work requirements each calendar year to be eligible to renew their membership the following year.

Membership Fees

13 March 2024

Fees for membership shall be as follows:

Regular - \$50

Family - \$75

Junior - \$20

Life – ten times the annual fee

Fee for membership renewals is due by January 31. After January 31 memberships are considered delinquent and membership privileges are suspended. Non-payment of fees and completion of the work hours requirement by the last day of February shall result in revocation of membership. A former member, not having renewed their membership for two consecutive years, and wishing to re-instate a revoked membership will be treated as a new member, including paying the initiation fee. For members joining after July 1st, The annual dues shall be one half that of the current year.

Initiation Fees

3 January 2023

An initiation fee of \$50 shall be paid by all new members. The initiation fee shall accompany the membership application.

Members wishing to convert a Regular membership to a Family membership need not pay an additional initiation fee for the Family.

Work Requirements for Membership

13 March 2024

All Regular and Junior members must work a minimum of 10 hours per calendar year. Each Family membership must work a total of 10 hours, which may be split between members of the Family.

1. Members 70 years of age and older are exempt.
2. Members on active duty in the military on deployment are exempt.
3. Members under age 70, if physically unable to work or when travel prevents a member from being in southwest Idaho for extensive periods, can apply for an exemption submitted to the Board of Directors.
4. Club Officers, Directors, and Match Discipline Directors are exempt.
5. Life and Honorary members are not required to work in order to maintain their membership.
6. Members joining the Club after October 1 are not required to work until the following year.

Range volunteer work qualifies for membership. Range volunteer work includes construction and maintenance of range facilities and shall be recorded in the appropriate forms at the BCR office. Note that volunteer labor is used as matching funds for financial grants and for meeting our contractual obligations for managing and operating the BCR. Members are encouraged to record volunteer hours completely and accurately.

Club volunteer work qualifies for membership. Club volunteer work includes construction and maintenance of club property, such as targets and other materials used primarily or exclusively by Club members and belonging to the Club. Work shall be recorded with the Club Secretary or designated appointee. Serving as a Club officer, Board member, or actively serving as a Match Director will be considered as meeting work requirements without further documentation.

Members may request a hardship exemption from work requirements. Requests must be made in writing to the Board of Directors, and must specify a specific date range for the exemption. Hardship exemptions will be granted when physical conditions prohibit any work, or when travel prevents a member from being in southwest Idaho for extensive periods. Hardship exemptions shall be documented in the section "Special Agreements."

Range Procedures for Members

30 January 2023

All members shall sign in when shooting at the range, whether the range is open to public use or not. Shooter counts are important when seeking funding for range improvements, and also for demonstrating the significance of Club shooters as a fraction of the shooting public.

Guests of members must sign in and must pay the daily range fee at times when the range is not open to the public.

Upon request, Members must show a member ID card to the Rangemaster, a Range Officer, or the Range Supervisor. Members who do not or cannot show a member ID card will be treated as non-members.

Members may use any range on the facility, with the exception of the Cowboy Action Range and the Trap Range. All safety requirements and rules must be followed.

Members are entitled to a target frame and two sight-in targets per day when using any range. Additional targets are \$0.50 each.

Members may bring their own targets, subject to the approval of the Rangemaster or the RSO on duty. For targets that are not pre-approved, members shall review the targets and target locations with the Rangemaster before setting the targets out. Paper targets on wooden frames will be approved, provided they are positioned to avoid bullet strikes on the ground closer than 40 yards from the firing line. Hard steel targets similar to the silhouette targets will be approved for use on the Lower Silhouette Range, provided the targets are no closer than 40 yards from the firing line. Steel gongs will be approved for the Upper Silhouette Range. No targets will be approved that may result in debris left on the range or that increase the likelihood of ricochets onto another range.

Termination of Membership for Cause

3 January 2023

Refer to the Bylaws for termination of membership.

Financial Policy

Separation of Club and Range Accounts

3 January 2023

The Club account contains funds from membership fees and from Club-sponsored events. The Range account contains funds from shooter fees, vendor fees, sales of merchandise, and facility rentals.

The Club account shall be kept separate from the Range account. The Club account is confidential and shall not be disclosed or discussed with non-members except as authorized by the Board of Directors.

The Club may loan funds to the Range account, with suitable written agreements. Loan agreements shall be documented in the section "Special Agreements." The Club may not borrow from the Range account under any circumstances.

Annual Budget

3 January 2023

The Treasurer shall prepare a Club budget annually for approval by the Board of Directors.

The Treasurer shall prepare a Range budget annually for approval by the Board of Directors.

Approval of Expenditures

3 January 2023

Expenses incurred by members on behalf of the Club shall be reimbursed by the Treasurer from the Club account upon approval by the Board of Directors.

Expenses incurred by members on behalf of the Range shall be reimbursed by the Treasurer from the Range account upon approval by the Board of Directors. Expenses shall be approved prior to spending. Club officers have discretionary approval for Club and Range expenses up to \$200 without prior approval. Costs above the discretionary limit require Board approval. Expenditures specifically identified in an approved annual budget are considered approved by the Board.

Routine Club and Range expenses included in the annual budget, including but not limited to payroll, insurance, tax filing costs, utilities, Range supplies, and fees for post office and safe deposit boxes, shall be considered approved through the budget process and are not subject to additional review and approval.

Club Governance

Roles of Club Officers

3 January 2023

Primary roles of Club Officers are described in the Bylaws. In addition to those roles, the following duties are performed.

President:

- Conducts meetings of the Board of Directors
- Serves on the Range Committee
- Schedules and conducts Club meetings in accordance with the Bylaws
- Provides back-up for the Range Supervisor
- Coordinates with user groups
- Addresses concerns, questions, and complaints from members and non-members.

Vice President:

- Serves to fulfill the duties of the President if the President is absent or unable to fulfill the duties of the Presidency.
- Serves as an assistant to the Range Supervisor

Range Supervisor

- Serves on the Range Committee
- Hires Range employees as needed and/or approved by the Board of Directors.
- Serve as or supervises the Rangemaster
- Documents interaction with the Rangemaster or employees, including annual reviews, job guidance, and disciplinary actions.
- Supervises range scheduling
- Verify that user groups provide suitable certificates of insurance
- Supervise the issuance of Range keys and provide a record to the Club Secretary

Secretary:

- Maintain a web site or select a designated Club member
- Maintain copies of user groups certificates of insurance
- Maintain a list of members
- Verify member work records or select a designated Club member
- Prepare and publish Club and Board meeting minutes
- Retrieve mail from the club's post office box and handle disposition

Treasurer:

- Prepare an annual budget for the Club

- Prepare an annual budget for the Range
- Make reports to the general membership and board members to include current balances in each of the range and club accounts, income and expense totals for each account, extraordinary expenses, income from each of the club events and membership dues
- Make deposits and write checks to and from the club account. Most deposits and checks from the range account are done by the contracted accounting firm. Monitor activity in the range account
- Serve on the Executive Committee of the Board
- Monitor all income producing events to ensure money is appropriately deposited
- Maintain a records of all financial activity for the club account
- Ensure contracted accountant makes monthly and annual reports on the range account
- Ensure contracted accountant makes all required tax reports to include payroll and IRS reports
- Ensure all major recurring bills are received and paid to include such things as D&O insurance
- Coordinate with the Range Committee on shared expenses
- Pay accumulated sales taxes on a quarterly or annual basis
- Ensure payments are received from vendors or user groups

Continuity Plans

3 January 2023

Club Officers shall prepare and maintain a file of information needed by their successor in order to complete their role.

Club Meetings

3 January 2023

A schedule of Club meetings is included in the bylaws. The May meeting is normally the Wayne Adams trap shoot and picnic at the Range.

Club meetings will be conducted at the Range Training Center or alternative locations as deemed more convenient by the President or Board of Directors.

Board of Directors Meetings

3 January 2023

The Board shall meet monthly unless otherwise agreed upon. Meetings shall be held at the Clubhouse, Range Training Center, or alternative locations as deemed more convenient by the President or Board of Directors.

Use of Club Logos

3 January 2023

The EE-DA-HOW logos are the property of the Club and shall not be used by individual members or by third parties without specific written approval of the Board of Directors. The logos shall be used for official business only.

Publishing Club and Board Meeting Notes

3 January 2023

The Secretary shall publish minutes describing both Club and Board of Director meetings and shall make these notes available on the web site. Details of Club finances shall be redacted from notes published on the web site. Meeting notes shall be maintained on the web site for a minimum of three years.

Excess property deemed to no longer be needed shall be disposed of by the Vice President as directed by the Board of Directors. Authorization of and disposal shall be recorded in Board meeting notes.

Range Policy

Qualification for Key

Members may qualify for a key to the range after having been a Club member in good standing for a minimum of one year and having met the work requirement of 20 hours of volunteer time in the prior year. The 20-hour requirement for keys includes the 10-hour requirement for membership. The Range Supervisor and Board of Directors shall determine work qualifications. Members who do not meet the minimum work hours shall not be issued a new range key until having completed the minimum work hours for the current year or by the last day of February of the following year. Keys will be issued at the November Annual Business Meeting and at the January Club meeting and also as Individuals meet the qualifications during the remaining months of the year.

Family memberships may qualify for one key. Junior members may not obtain a key.

Life and Honorary are exempt from the 10-hour work requirement to obtain a key.

Serving as a Club officer, Board member, or actively serving as a Match Director will be considered as meeting work requirements without further documentation.

Cost of Keys

Members who meet the minimum work hours shall pay \$10 per year for each range key.

Life and Honorary members will be charged the annual fee for keys.

Club officers, Board members, and members serving as Match Directors will not be charged a fee for keys.

Fees for keys shall be deposited into the Club account.

Keys for Non-Members

Non-members shall not hold range keys. Members shall not loan range keys to non-members, or to members who do not possess their own key.

Keys for Contractors

Keys may be provided to contractors for specific purposes and for specific times, at no charge. The name, phone number, and address of each contractor responsible for each key shall be recorded as noted under *Tracking Keys*.

Keys for Vendors and User Groups

One key will be provided to each vendor or user group, such as instructors using the range for classes, at no cost. Additional keys will be provided for an annual fee of \$250 per key. The fee collected from vendors for keys shall be deposited in the Range account.

The name, phone number, and address of each vendor responsible for each key shall be recorded as noted under *Tracking Keys*. For multiple keys assigned to a single vendor, the name, phone number, and address of both the vendor and the vendor staff holding the key shall be recorded. Vendors shall not distribute keys to staff that are not specifically identified to hold those keys.

Tracking Keys

The Club Secretary will keep track of range keys by number, and will identify the name, phone number, e-mail address, and address of each person holding a key. The date on which a person obtains a key shall be recorded, and the dates on which keys are returned shall be recorded.

Lost Keys

People who lose or otherwise do not return keys upon request will be charged a fee of \$25 per key.

Other Keys

IDFG shall hold 10 keys for use by IDFG staff and Hunters Education instructors. IDFG shall be responsible for these keys, including costs for lost keys.

Use of Range Facilities by Members

13 March 2024

An EDH member who wishes to take guests to an unsupervised range on public shooting days is required to have Blacks Creek Range (BCR) Range Safety Assistant (RSA) certification. Members who only want to take guests to unsupervised ranges are not required to attend the BCR Range Safety Officer (RSO) orientation. BCR RSA certification is good for the calendar year (1 January to 31 December) and must be renewed annually.

Keyed EDH members are required to have BCR RSA certification. If they do not want to work the BCR firing line for volunteer hours they are not required to attend the BCR RSO orientation. BCR RSA certification is good for the calendar year (1 January-31 December) and must be renewed annually.

EDH members who wish to work the BCR firing line for volunteer hours are required to have the BCR RSA certification and attend the BCR RSO orientation. BCR RSA certification is good for the calendar year (1 January-31 December) and must be renewed annually.

Match Directors are required to have NRA RSO and BCR RSA certification. BCR RSA certification is good for the calendar year (1 January-31 December) and must be renewed annually.

Range facilities may be used by any member in good standing, except when those facilities have been reserved by other users. A reservation calendar is managed by the Range Supervisor.

The Trap Range and the Cowboy Action Range may not be used by members, except for Club-sponsored special events.

Members shall sign in when they use range facilities. Members shall follow all range rules posted and all range rules listed in the RSOP, whether the range is open to the public or not.

Members shall keep the range gate locked when the range is closed to the public.

Use of Range Facilities by Non-Members

30 January 2023

Use of range facilities by non-members when the range is open to the public shall conform to the RSOP.

Non-members shall be accompanied by and supervised by a member in good standing who is a certified Range Officer when the range is not open to the public. Non-members shall pay the daily range fee.

User groups may schedule use of specific range facilities as designated in the RSOP. Reservation of the Hunters Education range shall be coordinated with IDFG. Reservation of the Cowboy Action Range shall be coordinated with the OTRR.

Certain Federal, State, and local government agencies have additional range use privileges. These privileges are set forth in Memoranda of Understanding between the agencies and the IDFG. No verbal, handshake, or other agreements are acceptable.

Match Director Qualifications

13 March 2024

Match Directors of organized events are required to have NRA RSO and BCR RSA certification. BCR RSA certification is good for the calendar year (1 January-31 December) and must be renewed annually.

Vendors and User Groups

31 January 2019

Vendors or other user groups may use range facilities in accordance with the RSOP. Only the specific range facility as reserved may be used.

Vendors or other user groups must reserve facilities for specific times of day, in order to maximize access for all users. Full-day reservations are generally the exception.

Vendors or other user groups may not leave material or equipment on range property, with the exception of CMP target materials stored in a properly maintained and secured structure.

Vendors and user groups shall comply with all posted rules and with the RSOP.

Vendors and user groups are responsible for ensuring that fired bullets do not leave the specific range they are authorized to use.

Shooting at people and at non-approved targets, even with non-lethal or less-than-lethal ammunition, is not permitted.

Vendors and user groups shall leave the facility clean and ready for the next user. Vendors or user groups damaging or removing range facilities or equipment will not be allowed to use the range.

Range Schedule

30 January 2023

The range schedule will be maintained by the Range Supervisor or his designated appointee. The acting Range RSO will verify that vendors or user groups use the correct facility and leave the facility in appropriate condition.

Rangemaster Job Description

3 January 2023

The Rangemaster, if other than the Range Supervisor, job description is contained in an attachment.

Members are expected to support the Rangemaster. Only the Range Supervisor or the President may direct the Rangemaster.

Assistant Rangemaster Job Description

3 January 2023

The Assistant Rangemaster job description is contained in an attachment. Only the Range Supervisor or the President may direct the Assistant Rangemaster.

Rangemaster Vacation and Sick Leave

3 January 2023

The Rangemaster and the Assistant Rangemaster do not accrue paid vacation or sick leave. In the event that the Rangemaster cannot perform his duties, he shall notify the Range Supervisor as soon as possible. The Range Supervisor will arrange a replacement.

Range Volunteer Accounting

3 January 2023

Volunteers shall record work done and associated work hours on the forms held in the Range Office. The Club Secretary or designated appointee shall summarize all work hours for each member annually, in order to verify that membership and/or key work requirements are met. On-line reporting of work hours using EDHworkhours@gmail.com is also allowed.

Work Order Procedure

3 January 2023

Work on the range facilities shall be approved by the Range Supervisor through the Work Order process. Standing Work Orders for cleaning and for routine maintenance will be posted.

Costs for completing Work Orders shall be approved as described under *Financial Policy, Approval of Expenditures*. Costs not approved will not be reimbursed.

Special Agreements

3 January 2023

Ada County Sheriff's Office

Ada County Prosecutor's Office

Idaho Air National Guard

Idaho 4H Program

Idaho Automatic Weapons Collectors Association

IAWCA CMP Matches

The Idaho Automatic Weapons Collectors Association (IAWCA) conducts Civilian Marksmanship Program (CMP) competition at the Blacks Creek Range. Competition takes place once per month on the first Tuesday in the months of April through September, in the evening on days the Main Range is not open to the public. IAWCA will schedule range time with the Range Supervisor.

IAWCA will have exclusive use of the range upon which the competition is taking place, while the event is taking place. IAWCA will provide range safety officers and will operate the event.

IAWCA will conform to the requirements of the Range Safety and Operations Plan (RSOP), unless otherwise approved in this agreement. IAWCA will report incidents, including near-miss incidents, as defined in the Range Safety and Operations Plan.

IAWCA will provide evidence of insurance as required for vendors.

The Blacks Creek Range will provide target stands and frames. If desired, the Blacks Creek Range will provide one standard sight-in target per competitor.

For each event IAWCA will collect a five-dollar range fee for each competitor. IAWCA will establish the CMP match fee at their discretion. The collected range fees shall be submitted to the Club Treasurer

Idaho Hunters Education Association

30 January 2023

Contact: Don Sturtevant Phone: 208-409-4192 E-Mail: desnjis@aol.com

The Idaho Hunters Education Program (IHEA) uses the Hunters Education Range for live-fire training of Hunters Education students and conducts field training on a course south of the lower ranges.

The Blacks Creek Public Shooting Range does not collect use fees for IHEA classes. Range and classroom use for the IHEA is scheduled with the Range Supervisor through Don Sturtevant. Scheduling is on a "first come, first served" basis, as is done with all other range users.

The HEP is completely independent of the Blacks Creek Public Shooting Range (BCR) and EE-DA-HOW Long Rifles, Inc (EDHLR). The HEP maintains it's own liability insurance. EDHLR does not check or monitor HEP insurance, administration, operations, or safety.

The IHEA follows all provisions for the Range Safety and Operations Procedure (RSOP).

The Rangemaster will ensure that the Hunters Education Range is available to the IHEA when scheduled.

When not actively conducting a class, instructors are considered members of the public, and must follow the provisions of the RSOP. Volunteer HEP instructors may shoot on the BCR at no cost, but must sign in.