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THUNDER BAY DISTRICT FISH AND GAME  
ASSOCIATION

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# Safety Orientation Session Booklet



## Thunder Bay District Fish and Game Association Safety Orientation Session (SOS) Booklet

APRIL 25, 2018

This booklet is to inform everyone who enters the property of the Thunder Bay District Fish and Game Association, that there are specific rules and regulations that must be adhered to. These are required under current firearms legislation and regulations that allow us to operate a licensed shooting range facility, which is inspected and licensed by the Canadian Firearms Office (CFO).

The reasons for these rules and regulations are to protect everyone, and to prevent any incident or accident from occurring. Should an incident occur, it could mean the shutdown and closure of our shooting ranges and facility, if negligence is determined. **All accidents or incidents must be reported to the Range Operator immediately, for written submission to the CFO within 24 hrs. The Range Operator's name and phone number are on a sign near the main gate. You must also email a written report to [info@thunderbayfishandgame.com](mailto:info@thunderbayfishandgame.com) . You may also report to any member of the board of directors who's names are listed on the clubs web site [www.thunderbayfishandgame.com](http://www.thunderbayfishandgame.com) .**

The following Safety Orientation Booklet provides detailed guidelines on the uses that are and are not allowed to take place on the Fish and Game property.

Everyone that enters and comes onto the property is required to take a Safety Orientation Session (SOS), except for spectators. However, spectators must still sign in and out at the gate. This is the same as the previous practice of having to take a walk through. All Safety Orientation Sessions will be prearranged and scheduled. The SOS is given by the Range Operator or by one of the Assistant Range Operators. Individuals receiving an SOS walk through must sign a waiver stating they have been given a Safety Orientation Session, a copy of this booklet and that they will abide by the rules and regulations when on the property. A member may bring a guest and give that guest a SOS for the range they are using. The guest will be under the direct supervision of the member at all times. Direct supervision is defined as: arm's length, only one (1) person shooting at a time and the member is legally responsible for their guest. Guests may attend the range a maximum of 3 times then they must get a membership. The SOS will also apply to everyone who makes application, pays the membership fee and becomes a member of the Fish and Game Association. All new members will be



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required to demonstrate a thorough understanding of all safety rules as they pertain to shooting and the safe handling of firearms on the Fish and Game ranges, through the Live-Fire or Dry-Fire simulation portion included as part of the SOS Course. All current members are invited take any of these courses by contacting any member of the Executive.

Spectators by definition, are observers, not shooters and therefore there are no requirements for them to receive an SOS on the use of the range as a "shooter". Also, as a spectator they would in most cases be on the range to observe a single event – CDP, Cowboy Action, PPC, IPSC, Biathlon or a specific event. It is mandatory to ensure they understand the limits of being a spectator – showing them to the “spectator area” and ensuring they understand that they may not move forward of that area or enter any active part of the range. They must wear eye and ear protection while in close proximity to the range. They shall obey the direction of the Range Officer at all times. In the event of an emergency, follow the instructions of the Range Safety Officer.

**Please note that there is a First Aid Kit located on each range, near the range in use sign.**

**There are fire extinguishers in each building.**

**For emergency purposes the physical address of the range is 260 Pento Road, Thunder Bay, Ontario and there is a land line located in the building of range 1A.**

If a spectator's request to "try out a sport", they will be required to pay the \$5.00 guest fee and will then receive a safety orientation of that specific range and discipline, before shooting on that range.

Should spectators want to become a member, then a full SOS will take place along with a full orientation to all facilities.

These rules also apply to anyone who may have reason to come onto the property for maintenance, property development or any other reason. These individuals must be given a general explanation of the safety rules while being on the property. Guests must be under the direct supervision of the member who invites and brings that person on the property.

The Range Operator and their assistants will make every effort to schedule SOS sessions for potential members, groups and others, so that no one is inconvenienced and is completed in a timely manner.



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Assistant Range Operators and other approved volunteers will provide better access to Safety Orientation Sessions for special events, monthly competitions and when guests want to attend these events. Only guests that want to try out or experience shooting a firearm in a specific division of the shooting sports will be charged a daily guest fee of \$5.00, provided with an SOS booklet, given a brief Safety Orientation Session, and state that they will abide by the rules and regulations while they participate in supervised shooting. NOTE: Engaging in or observing shooting activities exposes the shooter and spectators to lead particles and other potentially harmful contaminants. members, spectators and guests are reminded that airborne particles containing propellant powder or lead dust may adhere to the body or clothing after shooting and therefore are encouraged to shower and clean their clothing thoroughly.

### **1 General Rules:**

**(Posted on signs at the entry gate and at the light pole in the parking lot)**

- 1a Every person entering the property of the Fish and Game Association must sign in. No Exceptions. This is accomplished by doing the following: At the sign-in Kiosk, at the main gate, you will enter the time you arrive, then you enter your membership number, in the book provided. When signing in guests, make sure you use the envelopes that are provided and include all information that is required
- 1b Range status signs must be used to show shooting is in progress. These signs are located at the main gate to the property and at the entrance at each range location.
- 1c Ear and eye protection must be worn by everyone when shooting is in progress. All Member and Guests must wear ID badge and ensure it is prominently visible at all times while on the property.
- 1d At no time will firearms be loaded on the property unless it's on one of the designated shooting ranges. With sporting competitions firearms must be unloaded until the Range Officer gives the instruction to load. In the case of a solitary shooter, firearms will NOT be loaded unless they are on the firing line.
- 1e Whether a firearm is loaded or not, the muzzle must always be pointed in a safe direction. This includes when reloading. (A safe direction means pointed at the berm, half way up or below)



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- 1f There is ZERO TOLERANCE for persons impaired by alcohol or drugs NO EXCEPTIONS!!
- 1g Targets must be affixed to an approved target stand so that fired bullets directly impact the backstop below the midline.
- 1h Targets may NOT be placed on the ground, NOR may the ground be used as a target.
- 1i No targets may be thrown or launched into the air and shot at any time or anywhere on the Fish and Game property!
- 1j Target stands must be placed as close to the berms as possible. They cannot be placed "Mid-Range" on any of our ranges! You must shoot at the target number that matches the number of your firing position. Cross shooting at other targets is not permitted on any range as per the CFO.
- 1k When moving from range to range, restricted guns must be boxed and locked, exceptions may be preapproved for special competitions.
- 1l When shooting on any range, if there is more than one shooter, one of the shooters must be declared to be the Range Officer and take charge of that range, whether or not they are a certified RSO! As per regulations from the CFO.
- 1m All shots fired must be aimed shots

### **2 Range Commands:**

- 2a All shots fired, must be aimed shots.
- 2b "Range is HOT!", means shooting is about to start on the range.
- 2c "Shooter(s) commence firing", or "line commence firing" means just that, you can start/commence shooting.
- 2d "Range is COLD" means shooting is about to stop and you must unload and make your firearm safe. If shooting from a bench with long guns, you unload completely and remove the magazine if there is one. You must ensure the gun is safe by using the ACTS and PROVE method to prove the firearm is safe. The bolt must be left open and face up so the RSO can see that it is properly unloaded and cannot be fired.
- 2e While action shooting, when the RSO says the range is "cold" or "safe" you must unload and make safe using safety protocol of that specific shooting discipline, then holster the firearm if using one.
- 2f The RSO will then say the range is "safe". When a range is declared safe, you cannot for any reason handle a firearm anywhere on the range except in the safety area. This is when you can the go down range and change targets or patch targets.



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- 2g “Cease Fire” in any shooting discipline means you must instantly stop shooting and keep your firearm pointed in a safe direction and wait until receiving further commands from the RSO. This is used mainly in emergency situations.

### EXCEPTIONS:

Targets may be placed on the ground directly against the backstop.

Only approved targets are to be used. Approved targets are either paper, or cardboard. These targets must not depict a real live person! (Other targets may be approved from time to time for an event, only when they have been pre-approved by the Executive. To receive approval, you must attend a monthly meeting to present the target you wish to have approved and the match that it will be used in. The Range Safety Officer that is going to supervise that match must be there with you.

All Exploding Targets are banned from all ranges in Ontario under the direction of the CFO.

Shooting of paint ball guns or Airsoft rifles/guns are strictly forbidden on the Fish and Game Property.

When shooting is over, and the range is clear, targets are to be recovered and disposed of. Ranges must be left in a clean condition and all garbage removed to garbage disposal containers. All spent cartridges, cases or shotgun hulls must be collected and disposed in the containers provided or removed from the range. Please take your garbage bags to the entry gate and place in the steel cage for garbage pickup.

Metal targets from the Fish and Game and those your Club had preapproved, are the only metal targets approved for use on the Fish and Game Property. Metal targets must be reactive and set in an approved device designed to safely deflect bullet fragments. These bunkers and devices must be approved by the Range Operator and CFO. When shooting approved metal targets on Fish and Game Property, you must be at least 10m away when shooting Pistols or Pistol Caliber Carbines up to 44 magnum Or Shotguns shooting 7 ½ or smaller lead Bird Shot and 50m away when shooting rifles or shotguns as per the CFO’s regulations. They must also be made of AR500 metal and set at least 12” inside the bunker.

### **3 Muzzle Loading Rules:**



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- 3a A muzzle loading firearm is considered loaded in accordance with the Ontario Ministry of Natural Resources Hunting Regulations.
- 3b A muzzle loading firearm is a gun that is loaded through the muzzle. A percussion muzzle loading gun is considered to be loaded if there is a charge of powder and a projectile in the barrel and a percussion cap on the nipple. A flint-lock muzzle loading firearm is considered to be loaded if there is a charge of powder and a projectile in the barrel and the vent is unplugged. An electronic muzzle loading gun is considered to be loaded if there is a projectile in the barrel. Note that under safe storage regulations only, muzzle loading firearms are considered loaded when powder and/or ball are in the barrel.
- 3c Black powder and muzzle loading firearms may be used only on the approved ranges.
- 3d The same range rules apply to muzzle loaders as they do for handguns, rifles and shotguns and must be followed.
- 3e Smoking or use of an open flame is not permitted with black powder.
- 3f Muzzle loading firearms must always be loaded with a powder volumetric measure and not just a powder horn or flask. They can also be loaded from predetermined cartridge packets of paper or other containers that contain the bullet and the properly measured amount of powder.
- 3g Muzzle loaders can be charged (powder and ball inserted) while waiting at the bench or on the line, similar to loading pistol magazines.
- 3h Muzzle loaders must not be capped or primed at the bench area or on the firing line until the order to "Load" has been called by the Range Officer.
- At that time percussion caps can be installed, or frizzen and flash/priming pan readied.
- 3i Firearm bores must be cleared of smoldering residue before reloading.
- 3j If a firearm fails to discharge the muzzle must be pointed down range for a minimum of sixty (60) seconds before the problem of a hang-fire or misfire is addressed.
- 3k When addressing the problem of a misfire the muzzle of the firearm must be kept pointed in a safe direction.
- 3l Flints must be dressed (knapped) only when the firearm is unloaded.
- 3m When firing a flintlock firearm care must be taken to ensure that no one is in the path of the touch hole flash.
- 3n To be considered unloaded for making the line safe, the cock (hammer) shall be placed in the safe position with the percussion cap removed (a charge can still be in the barrel), or the frizzen placed in the up position and no priming powder in the flash/priming pan. In addition, the flint-lock firing hole (vent) can be plugged.



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- 3o There can be no Black Powder or artificial Black Powder substitutes on the bench when shooting to prevent any possibility of ignition when the rifle is fired!

### **4 Ammunition:**

- 4a Only lead rounds, target ammo, standard FMJ rounds, and approved standard hunting ammunition is allowed to be used on the Fish and Game ranges
- 4b Armor piercing ammunition, incendiary ammunition, explosive ammunition, and tracer ammunition are all banned on all ranges!
- 4c No Steel Core ammunition or ammunition that may cause excessive damage may be used when shooting at Gongs on any range. Magnets when held against the bullet tip will stick to a metal core bullet. Magnets will be available at all ranges that have gongs, for your convenience. This ammo may however be used when shooting paper targets.
- 4d 50 BMG and larger caliber ammunition is banned on all Fish and Game Property.
- 4e Ammunition may not be handled in the safe area on any of the ranges!
- 4f All firearms and ammunition used on the Fish and Game ranges must be serviceable and safe
- 4g Bump Firing is not allowed on any Range. (either manually manipulating or using a mechanical device to simulate automatic fire from a semi-auto rifle or pistol)

### **5 Archery Rules:**

- 5a Range in Use sign must be displayed while on Archery Range.
- 5b Only bows and arrows are to be used on this range.
- 5c Only Target and Field point arrows are permitted. With the exception of using Broadheads on the 3D Deer Target.
- 5d A Range Officer (RO) will be chosen when two (2) or more shooters are present.
- 5e The Range Officer will have complete authority over the range, archers and spectators.
- 5f Bows and arrows will be handled only upon on the Range Officers command.
- 5g Arrows will be notched only on the Range Officer's command.
- 5h All archers shoot from or straddle a common shooting line





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- 5i Spectators will remain behind the safe line when other archers are shooting.
- 5j After they are finished shooting, archers must step back behind the safe line.
- 5k Archers will advance to retrieve arrows only after the Range Officer has called the line Safe.
- 5l Only one person will withdraw arrows from each target.
- 5m No more than two archers should shoot at each target.
- 5n Arrows are to be shot only at designated targets.
- 5o Target stand positions are fixed and must not be moved.
- 5p After shooting is finished archers must police the range and leave it in a clean and orderly state.
- 5q Dry firing is not permitted.
- 5r Arrows must not be shot up into the air at such an angle that they might fall onto archers or spectators.
- 5s Any unsafe conditions or actions or any violations of these rules must be reported to the Range Officer or a member of the Executive.

### **6 Shooting Range – Private Property – No Trespassing - Members Only**

- 6a Sanctioned event competitors, probationary members, contractors, rental users and persons specifically designated by the Executive, are deemed to be guests for the time that requires their presence on the property.
- 6b Spectators or guests of a member with an event ID must be with the member at all times. After passing through the main gate, make sure it is locked behind you.
- 6c You must sign in and out always when using the property. Using the sign in book at the main gate.
- 6d No shooting of wildlife is allowed anywhere on Fish and Game Property.

### **7 Guest Policy:**



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- 7a Any member may sponsor a prospective member, but only if the club member supervises and accepts responsibility for the person. CSSA general liability insurance will apply to a guest who is a prospective member to experience\engage in shooting but must be done under direct supervision of the Fish and Game member and the individual will be charged a \$5.00 administrative fee. Guests that wish to shoot on our ranges (with the exception of those that were invited to shoot competitions) are limited to 3 visits before they must buy a membership.
- 7b Eye and ear protection must be worn, and range safety and property rules must be followed by everyone. Rule violation is grounds for expulsion.
- 7c Property is operated under the jurisdiction of the Federal Firearms Act. It is licensed through the administrative authority of the Chief Firearms Office'
- 7d Spectators are allowed, but they must be under the direct supervision of a club member, match director, R.O., Assistant R.O. or any other authorized club representative.

### 8 Gate Procedure:

- 8a The practice of locking the gate upon entry and exit is required when individual members use the property and facilities. Only paid up, current year members have an entry key to the gate
- 8b Permanent expulsion from the Club will take place if a member loans out their gate keys. This practice protects the organization and individuals. All members must ensure their membership cards are visible at all times.
- 8c Special events (IPSC, PPC, Cowboy Action, or similar events):  
A gate keeper must be used during these events; otherwise the gate must be kept locked at all times.
- 8d **Procedure for Signing in and out at the main gate**

Date	Time in	Time Out	Member #	Guests Name	1A-50 1B-20	2- 100	3- 80	4- 5- 67-	8A 8B	9- 200
Enter Date	Time arriving	Time Leaving	Member's # EX:1234	Ex: Joe Jones	X			X		



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					Put tick mark on the ranges you will use					
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Enter the date. Then enter the time you arrive. Then enter the member's number from your membership card. If you have a guest, enter the name of your guest, take an envelope from the box, and have your guest put on a guest badge. Fill out the info on the envelope, put \$5.00 per guest into the envelope and deposit into the locked metal box. Put an X or checkmark in the column indicating which ranges you intend to use. When you have finished shooting for the day, return the guest badge to the locked box (if you had a guest) and mark the time you are leaving in the appropriate column. Do not forget to lock the gate as you leave. The Gate must remain locked at all times except when there is a gate keeper on duty such as at the open house. This procedure will not change when we implement the Key Fob system to replace the current lock/key system.

- 8e The practice of signing in and out will continue, even once the key fob system is introduced as it provides the organization with a record of daily use of the property. It further provides a system for the organization to monitor who is using the facilities and for what purpose. It is also required under the Federal Firearms Act and is monitored by the CFO.

### 9 Specific Range Rules

- 9a **Range 1A (50yd range) and 1B (20yd range)**, located left side, after you enter gate. Approved for rim fire rifle and pistol or Pistol Caliber Carbines up to 44 magnums. No shotguns allowed.

Range 1A on the left, is the 50yd and 1B on the right is the 20yd.

Centre fire rifle ammunition using jacketed bullets is NOT allowed on range 1A

Range 1A & 1B. Centre fire rifles are allowed; however, they have to be lever action cowboy rifles, black powder or other history era rifles shooting lead bullets.

Range 1A and 1B cannot be used at the same time. When using range 1A you must put down the gate to the right of the building (vehicle access road) and close the gate at the walk-through. You must also make sure the in-use sign is down on the 1A building.



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When using range 1B the walk-through gate be in the up position and the gate to the right of the building should be down as well as the range in-use sign on the 1B building to indicate the range is in use.

These ranges have scheduled shooting times. On range 1A in the morning and range 1B in the afternoons. This is the priority, but you may shoot on 1B in the morning if 1A is not in use. Should one of these ranges be in use during a time the other range has priority. If someone arrives and wishes to use the range that has priority, you must give up the range to them so they can use the other one in their scheduled shooting time..

Targets must be placed so that fired bullets directly impact the backstop below the midline of the backstop. No bullets are to hit the ground before impacting the backstop or be above the midline of the berm.

Club target stands are designed for use with one target only.  
Targets must be centered in the target area.

This range can be used for handguns or rifles

Targets which overlap the target frame are NOT approved.

Targets may not be placed on the ground NOR may the ground be used as a target.



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### 9b **Range 2 (100yd)** - rifle range, located next to Range 1

. Approved for center-fire rifles, rim fire rifles, shotguns shooting slugs.

Action shooting is also allowed, however it must be pre-approved by the Range Operator.

Targets must be placed so that fired bullets directly impact the backstop below the midline of the backstop

All targets used on the 100yd range must be fastened directly to the backstop.

No Midrange Targets allowed.

On the 100yd range, only the designated firing positions inside the clubhouse or the designated firing positions in the outside shelter and prone positions may be used. Firing on the 100yd range may NOT take place from any unlisted position. Only prone or bench shooting is allowed on this range.

When firing is in progress on this range, there are 3 warning gates which MUST be lowered to prevent access to the range area forward of the shooting line. There are three gates, make sure you are aware of where each gate is located. When the gates are down, do NOT enter the outside firing positions without first coordinating with whoever is shooting from inside. The gate to the left of the outside firing positions must remain down when shooting either indoors or outdoors. No shotgun or pistol shooting is allowed on this range unless previously arranged and approved by the Range Operator. Any pistol shooting must be at 50yds or less.

Firearms are to remain unloaded until the load command is given.

Muzzles must be kept at target level or lower at all times.

Range Officer commands must be obeyed at all times.

No one may handle a firearm at any time during a cease fire and particularly when someone is down range.



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- 9c **Range 3 (80 Yard Range)** Approved for rifles and shotgun slugs. Pistols may be used at 50yds or closer.

Only paper targets may be used on this range or the gongs approved or supplied by the Fish and Game.

Moveable target stands are not permitted on this range unless previously approved by the Range Operator.

Firing positions may be moved forward to accommodate firing from shorter distances.

- 9d **Ranges 4, 5, 6, 7 (Action Shooting Ranges)**

During a match, the safety area is the designated location for firearm practice draws, dry firing, holstering and casing.

Ammunition must not be handled or allowed in safety area.

Firearms will be loaded only on the firing line when directed.

Firearms will be handled on the range premises only on the firing line, at a designated safety area, or where permission of the Range Officer has been given.

Handguns must only be loaded and holstered on the firing line under the supervision of an RSO.

The muzzle of a firearm must never point rear-ward. Meaning it cannot be further than 90 degrees (see diagram below) from the median intercept of the backstop.

These ranges are available to all members unless reserved and scheduled for special events and competitions.

**Breaking 90, Diagram:**



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When on any range you must never break 90 degrees. That simply means when facing down range (looking directly down range) if you raise your left arm and point directly to your left, that is 90 degrees from the target, and you must never move your shooting hand..

The same goes while facing the target. Raise your right hand straight out to your right side, you must never move your gun hand farther back than that while holding a gun. Breaking 90 is very dangerous to others on the range and if you break the 90-degree rule while on a range you will be sent home for the day and may be required to do additional training before being allowed back on the range. This applies not just to hand guns but to any loaded gun on any range!

**9e Range 8 (previously A&B) (50 yards)**, located immediately left of the roadway at back of property. Both ranges are not to be used at the same time unless the firing line is at the same distance from the backstop with one Range Officer officiating.

Targets must be placed at back stop berms, affixed to target frames.

Targets must be placed on target stands. The target stands on Range 8 have specialized holders – please do not use staples.

Range has posts that identify distance shooting.

This range is approved for IPSC, IDPA, CDP, PPC or COWBOY ACTION shooting!

**9f Range 9 (200 yards)**, located past Range 8B, at the end of roadway.

Targets can only be placed on back stop/berm



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All users must be approved and signed off on their membership card.

Range can be used for rifles, shotguns or handguns but priority is given to rifles. Rifles may only be shot from the bench or prone positions on this range. Pistols may only be used at 50yds or closer when the range is not being used by rifle shooters.

Shotguns may be used with slugs or from 50 yards or less when using bird shot for patterning your shotgun. You can never shoot skyward at thrown targets on Fish and Game Ranges.

### Definitions:

**Range Operator:** An elected position and a member of the board of directors. Responsible for all operations and the facilities at the Fish and Game Ranges. This is the person that is responsible for all interactions with the CFO (chief firearms officer) of the province.

**Assistant Range Operator:** An appointed position. They assist the Range Operator in the day operations and maintenance of the ranges as well as running SOS courses.

**Handgun Safety Course Instructors:** all pistol clubs will have CSSA (Canadian Shooting Sports Association) certified hand gun instruction to do these courses. These people in many cases are trained to do the SOS courses for new members joining their Clubs.

**RO:** Range Officer, Anyone in charge of a shooting line

**RSO:** Range Safety Officer, Someone that has CSSA certification as a Range Safety Officer and can run a shooting range in competitions.

**IPSC:** International Practical Shooting Confederation

**IDPA:** International Defensive Pistol Association

**CDP:** Canadian Defensive Pistol Association

**PPC:** Precisions Pistol Competitions

**Biathlon:** Lake Superior Biathlon Shooters Club





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**Cowboy Action:** informal group that dress up in period correct western grab and shoot period correct firearms in friendly competition

**CSSA:** Canadian Shooting Sports Association

April 25, 2018



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Membership #: \_\_\_\_\_

## Safety Orientation Certificate for Membership Approval

This is to certify that the Fish and Game Association range and safety rules have been explained to me by the Range Operator, or an appointed Assistant Range Operator and that I have been made familiar with all the terms and conditions, rules and regulations as explained in this Safety Orientation Booklet that has been given to me. By signing this form, I agree to respect and follow the rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please print clearly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

PAL #: \_\_\_\_\_ PAL Expiry Date: \_\_\_\_\_

CSSA #: \_\_\_\_\_ CSSA Expiry Date: \_\_\_\_\_

Any member bringing restricted firearms to this range must have completed all club level safety training and be a member in good standing of an affiliated shooting club.

Associated Club: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Range Operators/Assistant Range Officers Confirmation

This is to certify that I have explained the Association Range and Safety Rules and demonstrated and explained Range Safety Devices to the above-named person. Currently, I am:

- Approving for membership, in the Thunder Bay District Fish and Game Association upon payment of the appropriate membership fee to the Associations Membership Coordinator
- Permitted to use Association Facilities under the direction of a designated Range Officer (for competition) or a Training Officer in charge of Public Agents (as defined by the Firearms Act) or under direct supervision of a qualified member of the organization.

Range Operators Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Full Name of RO Signature: \_\_\_\_\_

\*\*\* Please note, incomplete or illegible forms will be returned. \*\*\*