



## Thunder Bay District Fish & Game Association Safety Orientation Booklet

This booklet is to inform everyone who enters the properties of the Thunder Bay District Fish & 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.

The reasons for the 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 C.F.O. within 24 hrs.**

The Safety Orientation Booklet provides detailed guidelines on the uses that can take place on the properties, and within our facilities.

Everyone that enters and comes onto the property is required to take a Safety Orientation session except for spectators. However Spectators still must sign in and out at the gate. This is the same as the previous practices of having to take a walk through. All Safety Orientation sessions will be prearranged and scheduled. The SOS's are given by the Range Operator or by one of the certified appointed Assistant Range Operators. **Individuals receiving a SOS, are required to sign a certificate stating they have been given a Safety Orientation session, and booklet, and they will abide by the rules and regulation 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. 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.** The SOS will apply to everyone who makes application and becomes members/users of the properties and facilities.

"The regulations state that anyone who "intends" to use the range, meaning "shooting" before using the range for the first time shall first be made aware of the safety rules."

Spectators by definition are observers, not shooters, and therefore there is no requirement for them to receive a "safety orientation" on the use of the range as a "shooter" Also as a spectator they would in most cases be there to observe a single event - Cowboy, PPC, IPSC, Biathlon or a particular event. The practice is to give them safety direction to that singular purpose as to their limits - "This is the spectator area. You may not be forward of this line, or enter the active part of the range. You shall wear eye and ear protection while in close proximity to the range. You shall obey the direction of the Range Officer at all times. In a case of emergency follow the instructions of the RSO " All spectators will sign in, on a spectator register for that event at the gate.



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If a spectator requests to "try out a sport", then they will receive the "safety orientation of that specific range and discipline, before actually shooting on that range.

Should a spectator become a prospective member or members thereafter, then you apply the full club policy or "full orientation to all the facilities".

It further applies to anyone who may have reason to come onto the property for maintenance, for property development or any other purposes. 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 the person on the property.

The Range Operator and his assistants will make every effort to schedule SOS sessions for potential members, groups and others, so that no one is inconvenienced.

Assistant Range Operators 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 Membership", provided with an SOS booklet, given a brief Safety Orientation Training session, and state that they will abide by „he rules and regulations if they participate in supervised shooting. Guests are also required to sign a certificate stating they have received an SOS. A guest as a spectator to an even,, or competition will not be charged a fee.

**NOTE:** Engaging in or observing shooting activities exposes the shooter & spectators to lead particles and other potentially harmful contaminants. Members and guests are reminded that airborne particles containing propellant powder or lead dust may adhere to the body or clothing after shooting and therefor they are encouraged to wash themselves and their clothing thoroughly.

### **1.0 General Rules** (Posted on signs at the entry gate, and at the light pole in parking lot)

1.0.1 Range status signs must be used to show shooting is in progress. These signs are located at the gate entry to the property and at each range location.

1.0.2 Ear and eye protection must be worn by everyone when shooting is in progress.



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- 1.0.3 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 target.
- 1.0.4 Whether a firearm is loaded or not, muzzle must always be pointed/maintained in a safe direction.
- 1.0.5 Persons impaired by alcohol or drugs shall **NOT** be permitted to handle or discharge firearms, **NOR** shall they be allowed to remain on the property.
- 1.0.6 Targets must be placed so that fired bullets directly impact the **backstop** below the **midline**.
- 1.0.7 Targets may **NOT** be placed on the ground, **NOR** may the ground be used as a target.

**0 EXCEPTION:** Targets may be placed on the ground directly against the backstop.

Only approved targets are to be used. 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 containers and removed from the range. It is appreciated if members would assist with taking garbage bags to the gate at the entrance to the shooting range and place in the steel cage for garbage pickup.

- 1.0.8 Bowling pins and 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.
- 1.0.10 **No person may shoot at targets thrown into the air on any of the ranges.**

Violation of rules is grounds for expulsion.

## 2.0 Shooting Range – Private Property – No Trespassing – Members Only



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- 2.0.1 Sanctioned event competitors, probationary members, contractors, rental users and persons specifically designated by the Directorate, are deemed to be guests for the time period that requires their presence on the property.
- 2.0.2 Members or guest with event ID must be with the person at all times. After passing through the gate, leave it locked behind you.
- 2.0.3 You must sign in and out at all times when using or visiting and when leaving the property.

### 2.1 Guests are allowed:

2.1.1A member of an affiliated club 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 club member and the individual will be charged a \$5.00 administrative fee for the SOS.

0 Family memberships are available.

1 General range rules apply to the entire property.

2.1.2 Range safety devices must be worn and range safety and property rules must be followed. Rule violation is grounds for expulsion. Everybody visiting and using the property must adhere to safety rules.

2.1.3 Property is operated under the jurisdiction of the Federal Firearms Act. It is licensed through the administrative authority of the Chief Firearms Office, Ontario Provincial Police.

2.1.4 Spectators are allowed, but they must be under the supervision of a **club member, match director, R.O., Assistant R.O. or any authorized Club Representative.**

### 1 3.0 Gate Procedure

3.0.1 The control and 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 or those approved police agencies and groups to use the property.

0 This practice protects the organization and individuals, preventing an incident from occurring. Should someone unauthorized enter





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the property unseen the individual should be approached and asked for identification and this should be immediately reported to the Range Operator.

- 1 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.

3.0.2 Sign In – Sign Out at the gate.

3.0.3 The practice of signing in and out will continue. This 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. This is required under the Federal Firearms Act and is monitored by the CFO.

**4.0 Range 1A -1B** (50 yard range, located left side, after you enter gate. Approved for .22 rifle, pistol. **No shotguns**) This range 1A on the left is the 50 yard and 1B on the right is the 20 yard. **Only one (1) side can be used at a time.**

4.0.1 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 the impacting the backstop or be above the midline of the berm.

4.0.2 **No** midrange targets are allowed

4.0.3 Club target stands are designed for use with one target only. This target must be attached centered in the target area, so that the frame can **NOT** be damaged. At no time is a target to be attached to the wooden frame or cross pieces.

4.0.4 Targets which overlap the target frame are **NOT** approved.

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

4.0.5.1 **EXCEPTION:** Targets may be placed on the ground directly against the backstop.

4.0.6 Only approved targets are to be used. When shooting is over and the range is clear, targets are to be recovered and disposed of. Affiliated clubs owned target stands are to be removed from the shooting range.

4.0.7 Metal targets and bowling pins are **NOT** allowed on this range.



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- 4.0.8 Items made of glass, brittle plastics or hazardous materials are not approved targets.

Centre fire rifle ammunition using jacketed bullets is **NOT** allowed on this range. Lever action cowboy rifles and other similar black powder or history era rifles shooting lead bullets are allowed.

- 4.1 **Range 2** (100 yard rifle range, located next to Range 1) (Approved for rifles & shotgun slugs only. Pistols may be used at 25 meters or closer.)
- 4.1.1 Targets must be placed so that fired bullets directly impact the backstop below the midline of the backstop.
  - 4.1.2 All targets used on the 100 yard range must be fastened directly to the backstop.
  - 4.1.3 Absolutely **NO** midrange targets allowed on the 100 yard range.
  - 4.1.4 Absolutely **NO** shooting is to take place between the backstop and the designated firing position.
  - 4.1.5 On the 100 yard range only the designated firing positions inside the clubhouse or the designated firing positions in the outside shelter may be used. Firing on the 100 yard range may **NOT** take place from any unlisted position.
  - 4.1.6 When firing is in progress from inside the clubhouse, the warning gate must be dropped to prevent access to the outside firing. When the gate is down, do **NOT** enter the outside firing positions position without first coordinating with whoever is shooting from inside. **No** shotgun or pistol shooting on this range unless previously arranged and scheduled with the Range Operator.
  - 4.1.7 When more than one shooter is on the firing line, a range officer must be appointed.
  - 4.1.8 Firearms are to remain unloaded until the load command is given. If there is no range officer, the firearm will **NOT** be loaded until the muzzle is safely pointed below the backstop's midline, and the firearm is intended to be used immediately.
  - 4.1.9 Muzzles at all times must be kept at target level or lower.
  - 4.1.10 Range Officer commands must be obeyed.



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- 4.1.11 Firearms must be unloaded when firing ceases or if anyone is down range
  - 4.1.12 When engaging the gongs located inside the bunker on the left side of the range the shooters must be shooting from station #1.
- 4.2 Range 3 (80 Yard Range Rules) (Approved for rifles and shotgun slugs. Pistols may be used at 25 meters or closer.)**
- 4.2.1 Only paper targets may be used on this range.
  - 4.2.2 Targets must be affixed to a target frame, which is directly against the backstop, so that bullets directly impact the backstop below the backstop midline.
  - 4.2.3 Midrange targets or movable target stands are not permitted on this range (Federal Regulation).
  - 4.2.4 Firing positions may be moved forward to accommodate firing from a shorter distance.
  - 4.2.5 General Range Rules apply to this range.
- 4.3 Ranges 4, 5, 6, 7 (IPSC Competition Ranges)**
- 4.3.1 During a match, the safety area is the designated location for firearm practice draws, dry firing and holstering and casing.
  - 4.3.2 Ammunition will not be handled in safety area.
  - 4.3.4 Firearms will be loaded only on the firing line, and only when so directed by the Range Officer.
  - 4.3.5 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.
  - 4.3.6 Handguns loaded and holstered must be in accordance with the ready conditions.
  - 4.3.7 The safety must be applied for single actions and the hammer down on double actions.
  - 4.3.8 The muzzle of a firearm must never point rearward, that is further than 90 degrees from the median intercept of the backstop.



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- 4.3.9 Handguns and ammunition used in a match shall be serviceable and safe.
- 4.3.10 These ranges are available to all members unless reserved and scheduled for special events and competitions.
- 4.4 Range 8A (50 yards, located immediately left of roadway at back of property) RANGES 8A & 8B 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!**
- 4.4.1 Targets must be placed at back stop berms, affixed to target frames.
- 4.4.2 Targets cannot be placed on side berms, unless firing line is 25 meters or less.
- 4.5 Range 8B (50 yards, located next to 10A)**
- 4.5.1 Targets are placed on target stands.
- 4.5.2 Range has posts that identify distance shooting.
- 4.5.3 Targets cannot be placed on side berms, unless firing line is 25 meters or less.
- 4.6 Range 9 (197.5 yards, located past Range 8B, end of roadway.)**
- 4.6.1 Targets can only be placed on back stop/berm.
- 4.6.2 Targets cannot be placed or engaged on side berms, unless firing line is 25 meters or less.
- 4.6.3 Range can be used for rifles & pistols only. (Pistols to be only used at 25 meters or closer.)
- 5.0 Anyone becoming a member, or, who is a member of the Thunder Bay District Fish & Game Association, will qualify for membership by meeting the following guidelines:**

### Types of Memberships

#### **5.1 General Membership – Cost \$195**





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- 5.1.1 An individual must be a member of an affiliated club, or a member at large.
  - 5.1.2 Individual club members receive full privileges in the use of outdoor ranges, indoor range, and clubhouse.
  - 5.1.3 All members must sign in at the gate, using their membership number.
  - 5.1.4 Individuals will be issued keys to the gate, indoor range & clubhouse at a nominal cost.
  - 5.1.5 Individuals **must be CSSA (Canadian Shooting Sports Association) members, which is included in the annual membership fee.**
  - 5.1.6 For use of restricted or prohibited firearms, individuals **must** be able to show proof of having an "Authorization to Transport", or ATT, issued by the Chief Firearm Office.
  - 5.1.7 Individuals must have a valid "Firearms License, PAL or POL".
  - 5.1.8 General member is a full voting member (18 yrs. of age, and over).
  - 5.1.9 Eye & ear protection required on range, while discharge of firearm is taking place.
- 5.2 Family Membership – Cost \$150 for main member plus \$50 for each additional family member. Plus \$80 for CSSA Insurance = \$280.00**
- 5.2.1 All family individuals are required to meet all the provisions listed under the "General Membership".
  - 5.2.2 Applies to immediate family only (husband, wife, and their children living in the same household who are under 18 years of age).
  - 5.2.3 Family members are full voting members unless under the age of eighteen.
- 5.3 Junior Membership – Cost \$50 (includes CSSA Insurance)**
- 5.3.1 Individuals that are at least 12 years of age, and eligible for a beginner's firearms license, up to the age of 18.
  - 5.3.2 A junior member at the age of 18 will be eligible to become a General Member.
  - 5.3.3 All individuals between the age of 12 and 18 can only participate in handling firearms and shoot under the direct supervision of a fully licensed qualified General Member.
  - 5.3.4 Junior members must follow all safety requirements, including wearing of eye and ear protection.
  - 5.3.5 CSSA –Junior rate (\$27 inclusive)



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### 5.4 Associate Membership – Cost \$ 75.00

- 5.4.1 Individuals that are Police personnel that belong to one of the Police agencies that use the outdoor and indoor shooting ranges of the Thunder Bay District Fish & Game Association are eligible to be approved as Associate Members.
- 5.4.2 Associate members have use of the facilities in accordance to agreements made through their Police agency supervisory management, and trainers, in conjunction with management of the Thunder Bay District Fish & Game Association.
- 5.4.3 Should an individual Associate Member want to use the shooting ranges and facilities at times not within the Police agencies scheduled times, the person can upgrade his/her Association Membership to a General Membership for an additional cost of **\$75.00**. This charge is for payment of a \$45 annual CSSA membership and \$30 administration fee.
- 5.4.4 **Associate members have no voting rights.**
- 5.4.5 Associate members are subject to liability insurance and other coverage, as provided for under the Police Act.

### 5.5 NO LONGER APPLICABLE

### 5.6 Guest Policy: All persons entering the Thunder Bay Fish & Game Association property will be known as guests if:

- 5.6.1 They are not a member of the Thunder Bay Fish & Game Association. (Member at Large)
- 5.6.2 They are not a member of an affiliate shooting club within the Fish & Game.
- 5.6.3 They are not an associate member, or an honorary member, (ie. Police Association, Cadet, or Military, with their own insurance coverage).
- 5.6.4 Guests are covered by CSSA insurance, under the direct supervision of a paid up member of the organization, and have



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been given a briefing on the safety rules and governing policies of the organization.

- 5.6.5 These costs are recovered, as well as any administration expenses, by charging \$5 per guest, per day. Spectators are exempted from the guest fee.
- 5.6.6 **All guests must sign in on the sign in sheets in the Sign-in Book found at the main gate entrance to the facility.**
- 5.6.7 **An individual can be a guest for 3 visits only to the range. After that, if they want to continue to use the facility, they must become a member of the Thunder bay Fish & Game or one of the affiliated clubs within the Thunder bay Fish & Game Association.**

**Please follow the procedures for signing in a guest that are posted at the main gate entrance.**

### **Guest fee is \$ 5.00 per person**

#### **5.8 Spectators:**

- 5.8.1 Spectators are defined as those representing media, government officials, or any other groups or individuals that are required to, or wish to, visit the property for education, awareness, and other promotion. There are no fees charged or SOS required for these occasions.
- 5.8.2 Spectators will receive a briefing on the range safety rules, from range officer in charge.

#### **5.9 Honorary Membership or Group Users – No Cost, no voting rights**

- 5.9.1 To provide for Cadets, or for other similar groups of individuals that request use of the property or facilities under direct supervision of an assigned adult individual(s) or member(s) of the organization.
- 5.9.2 Must include having general liability insurance coverage for each individual in the group, whether coverage is provided through Department of National Defense for cadets or a similar provider.
- 5.9.3 All honorary members or approved users must receive a Safety Orientation Session given by the Range Operator or an Assistant Range Operator.



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5.9.4 All groups will have signed agreements with the organization outlining the terms and conditions of approved use of the property and shooting range facilities.

### **6.0 Terms of Membership**

6.0.1 All memberships run from January 1 until December 31.

6.0.2 Memberships, purchased in October, November or December, are in effect until December 31 of the following year.

6.0.3 New members purchasing their memberships prior to an Annual General meeting, but not before October 1, are entitled to vote at the AGM of the current year and the succeeding year.





# Thunder Bay District Fish & Game Association

(Site Address: 260 Pento Road, Thunder Bay, Ontario P7B 5E3)

Mailing address: P.O. Box 21097, Thunder Bay, Ontario P7A 8A7

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

## Safety Orientation Certificate for Membership Approval

This is to certify that, 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 and rules and regulations as explained in the Safety Orientation Booklet that has been given to me.

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

**Please print legibly**

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

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

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

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

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

CSSA #: \_\_\_\_\_ Exp. 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 a shooting club.

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

## Range Operators 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. At this time, I am:

- Accepting/approving for Membership / Guest (circle one), in the Thunder Bay District Fish and Game Association upon payment of the appropriate membership fee to the Associations Membership Coordinator
- Permitting 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: \_\_\_\_\_

Effective: January 1, 2016