



Club By-Laws & Range Rules



High Woods Sportsmen's Club By-Laws

Amended 01/2023

Article I - Name

1.1 This organization shall be named and known as the **High Woods Sportsmen's Club**.

Article II - Objectives

2.1 The purposes for which this club is organized are to conserve, restore, and manage the game, fish, and other wildlife and their habitats in High Woods and its environs, to see and procure better fishing and hunting for sportsmen, to promote and maintain friendly relations with landowners and sportsmen, to educate youth in the proper use of firearms, to cooperate in obtaining proper respect for, and observation of, the fish and game laws, to provide facilities premises owned by the club for various outdoor activities, including sports and social functions, and to encourage good sportsmanship among the members and youth of our area.

Article III - Definitions

3.1 The officers of the club shall consist of a **President, Vice President, Secretary, and Treasurer**, and shall be elected by a simple majority of the assembled members the annual election meeting in December.

3.2 There shall be **five (5) Directors**, who are members elected to this position by a simple majority of the assembled members at the annual election meeting in December.

3.3 The Executive Board consists of the President, Vice President, Secretary, Treasurer, and the five (5) Directors.

Terms of Office

3.4 The term for the President, Vice President, Secretary, and Treasurer shall be one year from January 1st to December 31st.

3.5 Directors shall be elected for terms of 3 years in order of vacancies as occurring.

Article IV - Duties of Officers, Directors, and Executive Board

President:

4.1 The President shall preside at all meetings of the club. The President shall, with the Secretary, sign all contracts and written obligations of the club. The President shall appoint committees deemed necessary for the proper conduct of the club. The President shall be a member ex-officio of all committees.

Vice President:

4.2 The Vice President shall assist and support the President as needed in the day-to-day operations of the club. In the absence of the President, the Vice President shall perform the duties of the President. In the event the President is not able to complete the elected term, the Vice President shall assume the duties of the President for the duration of that term.

Secretary:

4.3 The Secretary shall keep the minutes and other official reports of the club and conduct the official correspondence of the club. The Secretary shall keep all records, books, documents, newsletters, and papers relating to the club, and keep them in such place as directed by the Executive Board. The Secretary shall perform other duties as assigned by the Executive Board.

4.4 At the option of the Executive Board, the Secretary's position may be divided into two elected positions, namely, **Recording Secretary** and **Corresponding Secretary**. In such event, the Recording Secretary would be responsible for taking the minutes of club meetings. The Corresponding Secretary would be responsible for all other duties of the Secretary as listed above. In the event of an election of a Recording Secretary and a Corresponding Secretary, both would be members of the Executive Board.

Treasurer:

4.5 The Treasurer shall collect and account for all moneys received and deposit the same within one (1) week in the name of the club in such bank or other account as directed by the Executive Board. The Treasurer shall pay any money of the club in such manner and for such purposes as shall be authorized by resolution at the membership meetings of the club. The Treasurer shall make all disbursements of the club by check. The Treasurer shall give a report of all receipts and disbursements made by the club at all meetings. The Treasurer's books shall be audited by the Executive Board within the first two (2) weeks after the January Executive Board meeting.

Directors:

4.6 Directors shall be club members in good standing who are elected to the Executive Board by the general membership. Directors shall attend the Executive Board meetings and assist in the operation of the club as needed. Directors shall be elected as needed as the terms of outgoing Directors expire.

Executive Board:

4.7 The Executive Board consists of the President, Vice President, Secretary, Treasurer, and five (5) Directors. The Executive Board shall supervise all affairs including, but not limited to: contracts and financial matters, provide for the proper transaction of club business, and handle matters as needed regarding the members and membership. The Executive Board shall report on the actions of the Executive Board at each meeting. The Executive Board shall meet monthly for the transaction of club business and also at other times at the request of the President or any two (2) members of the Executive Board.

Nomination to Office:

4.8 To be eligible as a candidate for office, a member must have attended at least **six (6)** of the membership meetings since the last election. A nomination committee appointed by the President shall present a slate of eligible candidates to the membership. Additional nominations for office may be made from the floor by any member and seconded by any member at the October and November membership meetings. Elections will be held at the December membership meeting by simple majority of the assembled members. The elected candidates will take office January 1st of the upcoming year.

Vacancy of Office:

4.9 In the event of any vacancies of officers other than the President, it shall be the duty of the Executive Board by majority to fill this vacancy by appointment for the duration of the year.

4.10 In the event of a vacancy of an elected Director, at the end of the year of the vacancy, the Nominations Committee shall present a candidate for election to fill the remainder of the unexpired term, at the time of the next annual elections.

Financial Authority:

4.11 Any club Officer or Director may spend **up to \$200.00** to meet an emergency or reasonable need for the club as may occur between meetings, and shall present an accounting of this money to the Treasurer and club membership at the next consecutive meeting.

Executive Board Quorum:

4.12 A quorum for a meeting of the Executive Board shall consist of a majority of its members.

4.13 Any Executive Board member who is absent from **three (3) consecutive meetings** shall be considered to have resigned from the Executive Board, unless extenuating circumstances are explained to the Executive Board.

Standing Committees:

4.14 Such committees shall be appointed by the President as needed. Each committee chairman shall report on the actions of their committee. The standing committees are **Archery, Pistol/Rifle, Black Powder, Kitchen, and Fundraising.**

Committee Outlines

4.15 In order to allow the committees and committee activities to function effectively, the following procedures concerning functions or events, required reports, and the collection and disbursement of any funds generated and collected during functions or events scheduled and held by the High Woods Sportsmen's Club Committee shall be as follows:

- Any function or event the committee schedules and holds which generates any funds, the committee shall first be allowed to claim all related expenses incurred because of those functions or events
- All remaining funds shall be shared on a 50/50 basis between the High Woods Sportsmen's Club and the High Woods Sportsmen's Club Committee.
- The High Woods Sportsmen's Club Committee chairman shall present any funds owed to the High Woods Sportsmen's Club to the club Treasurer during the next general membership meeting following an event.
- Any and all funds generated by committee-related functions or events shall be held in an account(s) overseen by the High Woods Sportsmen's Club Committee chairman and the club Treasurer, to be used for expenses connected with committee-related events and or functions, and any other club-related expenses authorized and approved by majority vote of the Executive Board.

- The Committee chairman shall prepare a monthly committee and financial report, which shall include the following:
 - Any and all functions or events scheduled or held
 - All expenses incurred or foreseen because of said functions and or events
 - Any and all funds generated as a result of such functions or events and all fund balances available for use by the Committee
 - All relative debts generated and duly owed by the Committee
- These reports shall be presented to the club President at each monthly general membership meeting with an additional copy presented to the club Secretary for filing
- Any funds generated by the Committee through projects, events, or functions that do not include the actual use of the High Woods Sportsmen's Club property, grounds, or facilities shall not be considered as shareable funds as described in this section

Article V - Fiscal Year, Dues, and Membership

Fiscal Year:

5.1 The Fiscal Year shall be from January 1st to December 31st.

Dues:

5.2 Dues are payable starting at the October meeting to take effect on January 1st of the consecutive year.

5.3 The amount of dues from regular members shall be set by resolution of the membership. Members age 62 or older will pay dues listed on the membership dues list as set by the resolution of the membership. Prospective members that commence the application process on or after July 1st shall, upon acceptance into the club, pay the applicable discounted dues rate listed on the membership dues list. Prospective members that commence the application process on or after October 1st shall, upon acceptance into the club in either November or December, pay the applicable full dues amount listed on the membership dues list, however, those dues shall be applied to the forthcoming year. Discounted dues rates are available to members one time only.

5.4 Any changes to the amount of dues must be completed on or before the August membership meeting to take effect for the next fiscal year. Such changes must be voted on by a two-thirds ($\frac{2}{3}$) majority of the assembled members at such membership meeting. Written notification of the proposed change shall be mailed to the regular members at least one (1) month prior to the proposed vote.

Non-Payment of Dues:

5.5 Any member who has not paid membership dues by the end of December shall be notified by the Treasurer. Any member who has not paid membership dues by the February meeting may be dropped from the club membership rolls and considered not to be a member of the club. Cases of extenuating circumstances shall be reviewed and acted on as needed by the Executive Board. Anyone dropped from the club rolls must re-apply as a new member. Discounted dues rates shall NOT apply in such an instance.

Assessment:

5.6 An assessment may be levied at the option of the membership of all regular members. The amount and conditions of such assessment will be set by resolution of the membership and may be changed by the resolution of the membership as needed. Written notification of proposed changes will be mailed to all regular members at least one (1) month prior to the proposed vote.

Membership:

5.7 Membership shall be in the following categories - **Regular, Senior, Junior, Gratuitous, and Honorary**. All members must be citizens of the United States of America.

5.8 Regular members shall have voting rights and use of club facilities. Regular members must be citizens of the United States and at least 18 years of age.

5.9 Senior members shall be any member age 62 or older. Senior members shall have voting rights and use of club facilities.

5.10 Junior members shall be teenagers age 16 or 17 who are not children of a regular member. Junior members have no voting rights and have no privileges for the use of club facilities unless accompanied by a regular member.

5.11 Gratuitous members are members exempt from dues for a year for having given outstanding contribution or service to the club. This shall be done by a majority of the Executive Board.

5.12 Honorary members shall be children under age 18 of a regular member. Honorary members have no voting rights. Honorary members shall not be allowed privileges for the use of club facilities unless accompanied by a regular member.

Membership Limitation:

5.13 Club membership shall be **limited to 200 regular paid members**. When the membership limit is reached, any further applications for membership shall be retained by action of the Secretary in a waiting list in the order the applications were received. When a membership vacancy occurs, the oldest available application on file will be presented to the club by the Secretary for action.

Membership Application:

5.14 Any person may apply for membership to the club in writing. The process for approving new members is as follows:

- The membership application will be received by the Secretary from the applicant at a general membership meeting whereto applicant's first reading will take place
- The membership application will be read and discussed further by the Executive Board at the following Executive Board meeting
- At the next general membership meeting of the club that the applicant attends, the application will be read a second time by the Secretary and discussed, then voted on by the assembled members. A two-thirds (⅔) majority of the assembled members is needed to approve the application.

Article VI - Duties of Members

6.1 It shall be the duty of all members to foster the spirit of cooperation, the goals of the club as listed in Article II, and to promote sportsmanship. It shall be the duty of all members to protect all posted property, to observe and obey all laws and the rules of the club, to report violations of any laws to appropriate authorities, and to participate in club activities.

6.2 It is expected that members will respect and maintain club property. It is expected that all members will adhere to club rules and all laws.

6.3 The club property, buildings, facilities, and equipment is private and for club members ONLY. Any club member may escort **no more than two (2) guests** to use the club amenities at any time. Guests using the club amenities must sign in and sign out of the logbook and sign an insurance liability waiver if

they are first-time visitors for that year. Guests will need to sign a new insurance liability waiver each year they come as a guest of a member. Guests using the club facilities and/or amenities on more than three (3) occasions per year should be encouraged by the member to apply for membership.

Club Work Hour Requirement:

6.4 All members are required to accrue a **minimum of five (5)** work hours per calendar year and shall be so informed during the application process.

6.5 For each hour not worked by an individual member, a **five dollar (\$5.00)** per hour charge will be added to that member's membership dues for the following year.

6.6 Members may choose to pay a **twenty-five dollar (\$25.00)** surcharge in addition to their annual dues in lieu of performing the required work hours.

6.7 Members age 70 or older who have been members for **at least two (2) consecutive years** are exempt from the work hour requirement.

6.8 When work hours are performed because of a committee appointment, the committee chair will record the members' work hours and provide a report at the next general membership meeting. Members are encouraged to keep their own logbook of hours in the event of a discrepancy. General work hours will be recorded using work ballots placed in a ballot box and will be recorded on a regular basis.

6.9 Member total work hours will be tallied monthly so members can see how many hours they have and/or need to complete. During the month of December, members shall be informed of any additional membership charge due prior to renewing their membership. Failure to submit a work hour surcharge with the subsequent year membership dues will result in the forfeiture of their membership privilege.

The required work hour commitment can be fulfilled in several ways:

- Become an elected club board member (*Executive or Regular*)
- Become a committee member and perform associated work
- Become a Range Safety Officer (RSO) and help keep the ranges safe and maintained and perform New Member Orientations
- Participate in annual work parties (*woodcutting, spring/fall clean up days*)
- Request assignment to one of the many events (*3D Archery/Black Powder shoots, Archery League, .22 League, Pistol Steel shoots*)
- Assist with any club maintenance (*remove trash, clean building interior/exterior, clean kitchen, archery/pistol/rifle range repair*)
- Assist with mowing & yard clean up
- Replenish firewood/kindling
- Rake leaves
- Cook and/or grocery shop for events
- Assist with kitchen duties during an event (*cook/clean/take orders*)
- Clean stove/ovens
- Pick up discarded range brass, shotgun shells, and wads, and place them in the appropriate receptacle
- Plow and/or shovel snow

(For full list, see club bulletin board)

Article VII - Enforcement of Club Rules

7.1 Any member who does not comply with the club by-laws and rules will be referred to the Executive Board. The Executive Board will consider such cases on an individual basis and report their action to the membership when appropriate. Such action may include, but not be limited to:

- A warning
- Loss of club privileges
- Expulsion
- Criminal prosecution

All members shall be afforded due process. Any member(s) referred to the Executive Board under this section shall be afforded the opportunity to state their case before the Executive Board prior to any punitive action being taken. The Executive Board shall schedule a mutually convenient meeting date and time to hear from the referred member(s). Decisions made by the Executive Board are final.

Article VIII - Club Property and Real Property

8.1 Club property is for the use of all club members and for all club activities. Club property may be, but not limited to:

- Tools
- Furniture
- Equipment
- Kitchen articles
- Range equipment

8.2 Club-owned property may be loaned to members for brief periods of time by authorization of a club officer or the Executive Board. Members will be responsible for such property and shall return it in the condition it was loaned or make any repairs or replacement of damaged articles. All loaned out property must be charted on a sign out sheet posted on the bulletin board.

8.3 Any member of the club may propose the purchase of property by the club. The proposal shall be made to the Executive Board for consideration. The Executive Board may take reasonable time to discuss and determine if the property will be purchased. For a purchase to be approved, a majority of the Executive Board must vote to approve the purchase.

8.4 Any construction, alteration, or demolition on/of club property, which may require a building permit or special use permit, must be approved by the Executive Board prior to undertaking.

Sale or Disposal of Club Property:

8.5 Damaged, broken, or unusable club owned property shall be sold or disposed of as determined by the Executive Board. In the event of any disagreement of the disposition of club owned property, the final decision will be made by resolution of the membership.

Real Property:

8.6 The lands and structures thereon constitute the real property of the club. The President shall designate, as needed, persons to take care of the lands, buildings, and/or structures.

8.7 In the event of the prospective purchase or sale of real property for the club, the President shall appoint a committee to supervise this task. Such committee shall report to the Executive Board and the membership. Final decision will be by resolution of the membership.

Article IX - Meetings

Types of Meetings:

9.1 The types of meetings shall be as follows:

- Annual
- General Membership
- Executive Board (Directors)
- Committee
- Emergency

Meeting Procedure:

9.2 Parliamentary Procedure shall be used at all meetings. In the event of a question of procedure, Robert's Rules of Order shall be followed.

Annual Meeting:

9.3 The annual membership meeting shall be held on the first Thursday of January. In the event this date shall fall on a legal holiday, the annual membership meeting shall be held on the second Thursday of January. The goal of the annual membership meeting is to foster sportsmanship and friendship among the members and to allow the club officers to review club goals and objectives for the coming year, and for the membership to meet their newly elected club officers.

Membership Meeting:

9.4 A meeting of the general membership will be held the first Thursday of the month at 7:30pm. In the event this meeting shall fall on a legal holiday, the membership meeting shall be held on the second Thursday of the month. Ten (10) members shall constitute a quorum. The Order of Business shall be as follows:

1. Opening, Pledge, Moment of Silence, Roll Call
2. First reading for new members
3. Secretary's report
4. Treasurer's report
5. Presentation of Bills & Claims
6. Report of President, Vice President, and Executive Board
7. Committee reports
8. Amendments
9. Election of Officers (*December meeting*)
10. Unfinished Business - Second readings for new members
11. New Business
12. Adjournment

Executive Board Meeting:

9.5 The Executive Board shall meet the Thursday preceding the general membership meeting at 7:00pm, and whenever such a meeting is deemed necessary or desirable by the Executive Board. The Executive Board shall discuss and handle club affairs as specified in **Article IV, Section 4.7**. The President or any two (2) members of the Executive Board may request an emergency meeting of the Executive Board at a specified time and place.

Committee Meeting:

9.6 Committee meetings shall be held as needed and will be organized by the committee chairman. The actions of these meetings shall be reported to the Executive Board and the membership.

Emergency Meeting:

9.7 Emergency meetings of the membership or the Executive Board shall be for a purpose and necessity determined by the Executive Board or the President. Such meetings may be called and conducted for immediate matters requiring the prompt action of the club. Notification may be by email or phone or any other means as may be reasonable under all attendant circumstances.

Article X - House and Property Rules

10.1 All members shall respect the land, buildings, and facilities of the club and any posted property of other persons and shall take good and reasonable care of the same during use thereof and while present thereon.

10.2 All members shall respect the rights of all members in the use of club facilities and any posted property of others and shall always conduct themselves in a decent, responsible manner.

10.3 Any person who is not a member of the club may apply to the Executive Board for use of the clubhouse and facilities for a specific purpose. Approval of such application shall be determined by a majority of the Executive Board to be achieved in accordance with rules established solely by the Executive Board for use of the club property and facilities. In the event said application is approved, the applicant must present to the Executive Board proof of insurance covering the event. The clubhouse and facilities shall be made available to said applicant solely for the stated purpose upon payment of a specified fee as established by the membership plus a deposit for cleanup payable to the club in advance of the affair. Cleanup must be completed before the applicant leaves at the end of the affair or the cleanup deposit will be forfeited.

10.4 Application for such use of the club shall be made at least ten (10) days prior to the intended use, and the club will notify the applicant at least three (3) days thereafter if permission is granted. There shall be at least one (1) club member present as chaperone during use by a non-member.

Use as Lodging:

10.5 The clubhouse shall not be used as lodging by any members or non-members during hunting season or at any other time, except in case of a disaster or emergency.

Committee and Safety Rules:

10.6 Safety rules as stated in the Rules and Regulations document needed for prudent operation of club ranges including, but not limited to: Archery, Pistol, Rifle, and Black Powder shall be followed. Other rules for club facilities shall be developed as needed by the appropriate standing committee. All rules shall be approved by the Executive Board before enactment.

Article XI - Posting of Property

11.1 The club is hereby granted the authority to negotiate and arrange for the restrictive posting of real property to person(s) other than club members for hunting and fishing purposes of members and the use of such properties shall be strictly limited to such stated purposes. The following rules shall apply:

11.2 A posting committee of three (3) persons shall be appointed annually by the President.

11.3 All expenses of the foregoing shall be borne by the club.

11.4 All properties so posted shall be inspected at least once annually to ensure that postings are in accordance with applicable laws, rules, and regulations.

11.5 All owners of record of posted real property shall be honorary, non-voting members of the club with privileges limited to use of club facilities for sporting purposes within the objectives set forth in **Article II, Section 2.1**, and for private affairs comparable to regular members.

11.6 A true, accurate, and permanent record book shall be maintained by the committee reflecting the names of record owners, dates of posting, and participating members.

11.7 The committee shall see at least one annual conference with all owners to maintain a compatible relationship with them and shall investigate all complaints from owners within a reasonable time and report the results thereby to the owner and to the club membership for determination of any action to be taken.

11.8 Personal injury and property damage liability insurance shall be maintained and paid for by the club to cover the committee and all members participating in any posting and reasonably related activities.

11.9 The committee shall have the responsibility of furnishing to all property owners a copy of this **Article XI** and a copy of **Section 9-103** of the **General Obligations Law of New York State**, which relieves property owners from liability to persons for personal injury and property damage occurring during use of their property by members pursuant to this **Article XI**.

Article XII - Amendment of By-Laws

12.1 The by-laws may be amended by resolution of the membership. At such time as changes to the by-laws are deemed necessary, the President will appoint a By-Laws Committee. The By-Laws Committee will meet as needed to make appropriate changes.

12.2 Such changes will be presented to the Executive Board and then to the membership for approval by resolution. Notice of a change in the by-laws will be presented in writing at least two (2) months prior to a final vote by the membership.

12.3 Proposed changes will be presented in writing to the club members at a general membership meeting and action tabled until the next meeting. At the next general membership meeting, discussion of any changes will be noted and tabled for a vote until the next general membership meeting. At the following general membership meeting, a discussion and a vote by the assembled regular members on the proposed by-laws changes will be held. A two-thirds ($\frac{2}{3}$) majority of the assembled members will be needed for adoption. Any changes approved by resolution of the members will take effect January 1st of the next consecutive year or other time as specified in the proposed change.



High Woods Sportsmen's Club

Range Rules

Introduction:

In order to maintain safety on all of our shooting ranges (indoor archery, outdoor archery, pistol, rifle, and black powder), the membership of the **High Woods Sportsmen's Club** must have rules and regulations which promote safety to all who use the ranges and also provides for the safety of our neighbors.

To make it understood that all rules and regulations are adhered to, we must, as a club, be expected to take disciplinary action against those who violate any of the club rules and regulations. Any disciplinary action will be handled according to the club by-laws by the Executive Board.

Safety with firearms and archery equipment, as with any other potentially hazardous machine, comes through learning and practicing safe procedures until they become habit. The knowledge, skills, and respect developed for the firearm or archery equipment through safe practice will benefit all.

Firearms and archery equipment are only dangerous when people make them so. When handled improperly, they can be instruments of danger to people and property. When handled correctly, they are a valued tool for the sportsman and there is no cause for danger. Obedience to the rules of safety makes shooting and archery the safe sport we know and enjoy.

Accidents don't just happen. They are caused by ignorance and disregard for safe procedures. Horseplay, drinking of alcoholic beverages, and use of drugs are examples of disregard for safety rules and are not allowed in marksmanship classes or on the shooting range.

The rules of safety and proper pistol, rifle, bow, and crossbow handling should be practiced until they are never out of mind. They should be observed at all times and become habit.

Range Descriptions:

The High Woods Sportsmen's Club Inc. maintains the following ranges for the exclusive use of members in good standing and escorted guests:

Archery - Indoor & Outdoor

Pistol - Steel targets and target backers

Rifle - 50 yard & 100 yard benches

Black Powder & Muzzleloader - Outdoor course

High Woods Sportsmen's Club

Range Rules

Sign-In:

Before using **any** range, the member **must** sign in at the clubhouse. The member must ensure that his/her use of a particular range will not present a safety conflict with other persons using the club facilities. The appropriate safety flag must be displayed on the sign board before using any range and they are as follows:

- For pistol and/or rifle, use the **RANGE** flag
- For archery, use the **ARCHERY** flag
- For the black powder range, use the **BLACK POWDER** flag
- For hunting, use the **HUNTING** flag

The member should be familiar with the location of the telephone in the clubhouse and the club address, which is as follows:

**870 Zena Highwoods Road
Saugerties, NY**

The number for Woodstock Emergency Dispatch, 845-679-2422, is located on the bulletin board. **911** is for EMERGENCY use only.

Times of Use:

Firearms ranges may be used as follows:

- **Monday - Saturday:** 9:00am until sunset. Shooting between 9:00am and 10:00am is limited to .22 caliber ONLY. No shooting after sunset!
- **Sunday:** 11:00am until 6:00pm or sunset, whichever occurs first. No shooting after 6:00pm or sunset, whichever occurs first.

Outdoor archery ranges may be used from first light until sunset, Monday through Sunday. The Indoor archery range may be used at any time. If the club is rented for a private event, which will be posted well in advance, the ranges will be closed except for activities using them as part of the rental activity.

Hunting Season:

During the regular Big Game season (*starting October 1st and ending mid-December*), the pistol/rifle ranges will be open during regular shooting hours. However, if a member is shooting on the range and another member wishes to use the club property to hunt, the member shooting must stop and leave the range while any hunting is being done. In this instance, the **RANGE** flag is replaced with the **HUNTING** flag to notify other members not to use the shooting range until the hunter returns. Also, if a member comes to the shooting range and sees the **HUNTING** flag up, that said member is not allowed to use the shooting range until the hunter leaves the woods and the **HUNTING** flag is removed (**NOTE: The HUNTING flag must remain out if someone is still hunting**). The sign-in logbook must be checked in case more than one hunter is in the woods under the same **HUNTING** flag. In this case, the member wishing to use the shooting ranges must wait until the last hunter is out of the woods and the **HUNTING** flag is removed before being able to use the shooting ranges.

Hunting on Club Property:

Dues-paying members in good standing **ONLY** may hunt on club property during the hunting season. Guests of members are not allowed to hunt on club property. Members must first sign-in at the clubhouse and post the **HUNTING** flag before going into the woods. Members must have a valid NYS hunting license with them while hunting on club property. Members are also allowed to set up temporary ground blinds, ladder stands, and/or tree stands during hunting season and are asked to remove them once the season is over. It is also encouraged for the member to mark their ground blind, ladder stand, and/or tree stand with their **Name, Phone Number, and "HWSC MEMBER"** so as to let other members know who's property it is and to discourage outsiders from coming onto the property and using members' equipment. **DO NOT** use another member's ground blind, ladder stand, and/or tree stand unless you have permission from the member it belongs to.

The club's policy to permit members to hunt on the club premises is on an individual basis. This shall not be considered an authorized club function. **You are hereby specifically notified that no insurance protection against your personal liability for any occurrence arising out of your hunting activity, on or off the premises, is or will ever be provided by the club or the club's insurance.**

Range Safety Officer:

During organized events, a **Range Safety Officer (RSO)** will be designated and will be present on the range during range activity. All shooters will follow the commands of the range officer. In the case of any disputes, the decision of the range officer will be final. For informal shooting where a number of members are using the range, it is recommended that one of the members present should take the role of Range Safety Officer. Firearms or bows should not be loaded, drawn, or fired without the express direction of the Range Safety Officer.

Aside from range safety, the Range Safety Officer is also responsible for giving potential new members their required range orientations. This entails showing new members around the club's facilities and grounds and informing them of the rules and regulations for them becoming members. After the orientations are completed, the new members and the Range Safety Officer will sign and date the **High Woods Sportsmen's Club Statement of Compliance** and the Range Safety Officer will hold this until the next monthly membership meeting, where they will then turn that in to the Secretary. All potential new members **MUST** complete a range orientation and sign the Statement of Compliance in order to become a member.

Safety Equipment:

Firearms shooters **MUST** always use ear and eye protection on the firing line. Spectators are encouraged to do so as well. Archers should use the correct safety equipment for their bow. Loose clothing, hair, and anything else which may become entangled in the shooting device should be secured before shooting.

Sportsmanship and Responsibility:

If a club member arrive to use the club firearms ranges and find another club member(s) already utilizing that range and neither party wishes to shoot together, then, as a courtesy, the member(s) already shooting will be allowed to continue shooting for no more than **30 minutes** before packing up and letting the waiting members utilize the range. This rule applies in these given scenarios:

- Two separate parties wish to use the pistol range. Each party must take their given turns.
- One shooter is using the pistol range and another shooter wishes to use the rifle benches, and vice versa
- Two separate parties wish to use the same rifle bench. Each party must take their given turns.
- One shooter is using the 50 yard rifle bench and another shooter wishes to use the 100 yard rifle bench

To foster the spirit of cooperation, please practice respect and courtesy when it comes to range use. The club ranges are for use by all club members. Please do not “hog” any range. Compromise and share in a sportsmanlike manner.

Please have respect for club property. Discharge firearms, arrows, and/or crossbow bolts at the appropriate targets ONLY. NEVER shoot at any target you cannot see. Please police the area and clean up when you are done shooting. Remove any and all targets that you put up and were using. Pick up your brass and deposit it in the brass buckets at each shooting station. Leave the range in as good or better condition than when you arrived.

Members’ vehicles may be driven under the pavilion and up to the 50 yard and 25 yard range, as long as it can be done safely and does not interfere with other shooters. If using the 100 yard range, be sure to check for any vehicles forward of your position before firing.

Pistol Shooters Please Note:

All pistol shooters must be using pistol(s) licensed in NYS and must be under the direct supervision and control of the NYS licensee.

If any two (2) or more members consensually agree to shoot together on any of the ranges, so be it, with the understanding they are responsible to each other to exercise all safety rules.

Non-Civilian Range Use

1. The High Woods Sportsmen’s Club pistol, rifle, and archery ranges are for the exclusive use of club members and their guests for civilian sportsmen activities.
2. These ranges are **NOT** to be used for any police proficiency, qualification, or training activity.
3. **Use of the club’s ranges for any law enforcement related activity is strictly forbidden.**

Pistol/Rifle Range Rules

ALL USERS OF THE RANGE MUST BE IN FULL COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL LAWS

1. Always wear eye and ear protection when firearms are being discharged.
2. Treat all firearms as if they are loaded at all times.
3. Firearms shall be pointed downrange at all times.
4. All firearms must be kept in a safe condition when not being fired. Unloaded with the cylinder, action, or bolt open, and benched or in a case *OR* unloaded and holstered.
5. All shooters must be at the same firing line. (*Ex. If the 25 yard line is in use, the 100 yard bench may not be used.*)
6. Use the proper ammunition for the firearm being used.
7. Make sure the barrel is clear of obstructions before firing.
8. **NEVER** place your body against the muzzle of a firearm. **DO NOT** lean on a gun or lean it against yourself.
9. There will be no shooting from the roof of the trap house. The trap house is not to be used as a target stand.
10. A portable shooting table is provided at the 50 yard line. Please return it to its proper place when you are done so it will not be in the line of fire between the 100 yard bench and the berm.
11. Shooters are responsible for providing their own targets. Paper plates from the clubhouse or indoor archery targets shall not be used. All targets shall be removed after use.
12. Shooting at trees, bottles, rocks, cans, club structures, refuse containers, etc. is strictly prohibited.
13. Targets must be placed in line with the berm downrange (wood chip berm). Any targets placed closer to the firing line must have an appropriate backstop.
14. If shooting at reactive targets (bowling pin, steel plate, or spinner) or a frangible target (water jug, etc.), shooters must keep a safe distance of at least 15 yards, but are encouraged to shoot at 25 yards.
15. Shooting at airborne targets is strictly prohibited.
16. **All firing on the range shall be timed so as not to exceed one shot per second.** All shooters using the range shall cooperate with each other to comply with this rule. ****SEE ADDENDUM****
17. If a malfunction occurs while shooting, keep your firearm pointed downrange and raise your hand to signal the Range Safety Officer (RSO).
18. There will be no handling of any firearms for any reason when a person is downrange.
19. No one must go downrange without permission from the Range Safety Officer (RSO), or if no RSO is present, before announcing and confirming the shooter's intentions to all other shooters present.
20. Always clean up when you are done. Pick up your spent brass and place them into the buckets provided at each firing bench and remove any and all targets, used or unused, that were put up downrange.
21. An adult shooter with children must maintain direct supervision over each child at all times. This requires the children and supervising adults to move as a group from the shooting station, downrange and back. Children must not be left at the shooting station without direct adult supervision.
22. No .50 caliber (or larger) cartridge firearms are permitted.
23. Targets **NOT** allowed for range use are as follows: exploding targets, human picture/caricature targets, food, and clay pigeons.
24. All steel plate targets are for pistol shooters **ONLY**. No rifle shooting, with the exception of .22 caliber, is allowed on the steel plate targets. If rifle shooters would like to shoot steel plates, they are welcome to bring their own, set them up downrange, and take them down when they are finished.

25. All rifles, with the exception of .22 caliber and shotgun, **MUST** be shot from either the 50 yard or 100 yard benches.
26. **Absolutely NO ALCOHOL and/or DRUGS are allowed on club property at any time.** Any consumption or use of any of the ranges while under the influence is strictly prohibited and will not be tolerated.
27. The pistol/rifle range may not be used during a clubhouse rental event, during a 3D archery shoot, or any other time that the **RANGE CLOSED** signs are out.

****Range Rules Addendum****

The following range rules modifications are intended to allow for more reasonable and realistic firearms practice, to promote and enhance safe skills development, and to increase shooter proficiency. As with all firearms activity, safe handling practices are of the utmost importance.

Silhouette targets are allowed for range use. Acceptable silhouette targets include, but are not limited to, the standard IDPA target, the FBI "Q" type, B-27 type, and similar.

Additionally, there has been a modification to the "one shot per second" rule. While still in effect, the "one shot per second" rule has been modified to allow the following: safe shooting drills which utilize successive shots which MAY exceed one shot per second is permissible. Club sanctioned competition-style events are also exempt from the "one shot per second" rule. HOWEVER, pointless and/or sustained rapid fire for no other purpose other than to empty a magazine or cylinder as fast as one can pull the trigger, or in excess of one shot per second, is still prohibited. **NO MAG DUMPS!**

Archery Ranges - Indoor & Outdoor

Indoor Archery Range

1. Stay on the shooting line with other shooters.
2. Nocking of arrows and pointing arrows shall be downrange at all times.
3. Shoot only the amount of arrows in practice that you would normally shoot indoors (5 arrows). Be fair to you fellow archers.
4. Move forward only when the range is clear by the signal from the Range Safety Officer (RSO) in charge.
5. Inspect equipment at all times when shooting to avoid any accidents.
6. You may shoot any target that is already up on the archery butts. If you choose to shoot a new target, you may take one that the club supplies with a 50¢ deposit into the archery target box, located on the left side (if you're facing the archery butts) wall.
7. Always keep the door to the meeting hall/indoor range closed & locked when using the indoor range. Any new shooter arriving shall use the kitchen entrance.

Outdoor Archery Range & Course

1. All shooters must sign in and post the **ARCHERY** flag only if you're going to be using the Outdoor Archery Course. If you're just shooting the outdoor bag targets alongside the pavilion, the ARCHERY flag does not need to go out.
2. Shooters must stay on the designated trails and not back track to exit the range.
3. Shooters must exit to the clubhouse either by the first half (#15) or second half (#30) of the course.
4. Shooters leaving the course who come upon a person shooting at a target must ask permission to pass through or must wait until the shooter advances to the target to clear the group.
5. When you come to a target and are not sure if the target is clear, holler "TIMBER". Anyone hearing this should immediately respond with an answer.
6. Shoot only from the designated colored stakes and not from unsafe angles.
7. All shots must be directed to the target and/or backstop.
8. 3D targets are for **club functions only** and are not for individual use.
9. When looking for lost arrows, leave your shooting partner or equipment in front of the target so the next shooter will know that someone is there.
10. **NEVER** shoot at a target if any person or equipment is near that target.
11. Never shoot bent or broken arrows.
12. Broadheads shall not be used at any time. Broadheads are for hunting only.

Equipment & Safety

1. Bows and arrows shall be used only for the type of shoot to be had.
2. Regulations of the shoot depend on the type of shoot.
3. **NEVER** dry fire your bow. Shooting a bow without an arrow can cause serious damage.
4. Use only matched equipment.
5. Use safety equipment such as a tab, glove, release and/or arm guard.
6. **CEASE FIRE**: this mean stop any and all shooting, put down your equipment, and place arrows back in the quiver. CEASE FIRE can be called by voice or two (2) blasts of a whistle. If you hear a repeated CEASE FIRE announcement or whistle blast, stop shooting immediately and put your arrows away. An emergency has arisen and you will await instructions from the Range Safety Officer (RSO).
7. When other activities are in the meeting hall, there will be no shooting until the hall has been cleared and the door secured. No one shall be forward of the shooting line, or to the left or right.
8. NEVER use damaged equipment (bows, arrows, nocks, etc.) and frequently inspect equipment for any damage.

Crossbow Usage

1. While a crossbow may technically fall into the archery category, it has the power of a rifle and requires special consideration for its use on club property.
2. Crossbows can **NOT** be used on any archery trails or with any club provided archery targets unless otherwise stated.
3. Crossbows must only be used on the rifle range and must be handled with the same safety standards applicable to a rifle.
4. Crossbow targets must be provided by the crossbow shooter and shall be placed in front of the firearms berm.
5. Crossbow targets shall not be mounted on any wood backer boards/frames on the range.
6. Crossbows are allowed for hunting on club property during hunting season **ONLY** as, and when, permitted by applicable NYS Law(s).

The Ten Commandments of Shooting

1. Treat every firearm with the respect due to a loaded firearm.
2. Watch the muzzle! Carry your gun safely. Keep the safety on until you are ready to shoot.
3. Be sure of your target and what is beyond your target before you pull the trigger. Know identifying features of the game you hunt.
4. Be sure the barrel and action are clear of obstructions and that the ammunition is correct for that particular firearm.
5. Unload firearms when not in use. Take down or have actions open. Firearms should be carried in cases or holsters to the shooting area.
6. Never point a firearm at anything you do not intend to shoot and avoid any horseplay with a firearm.
7. Never climb a fence or tree or jump a ditch with a loaded firearm. Never pull a firearm towards you by the muzzle.
8. Never shoot at a flat, hard surface or water. At target practice, be sure your backstop is adequate.
9. Store firearms and ammunition separately beyond the reach of children and careless adults.
10. **NEVER** consume alcoholic beverages or drugs before or during the use of any firearms.

Remember & Practice!

Firearms Safety Is Everyone's Responsibility!