

**THE IZAAK WALTON LEAGUE
OF AMERICA**

The Arlington-Fairfax Chapter, Inc.

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Issued March 2017

**Amended July 1992, September 1996, June 1999, August 2002,
May 2005, January 2006, November 2009, August 2015,
February 2017**

Articles of Incorporation

For

The Arlington-Fairfax Chapter,

Incorporated, of the

Izaak Walton League of America

Issued March 4, 1947

Amended July 21, 1992

This is to certify that we do hereby associate ourselves to establish a corporation, not organized for profit, in which no capital stock is required or to be issued, under and by virtue of Chapter 151, Code of Virginia and acts amendatory thereof, we do, by this our certificate, set forth as follows:

1. The name of the corporation shall be **ARLINGTON-FAIRFAX CHAPTER, INCORPORATED**, of the Izaak Walton League of America.
2. The location of this principal office in the State of Virginia is: Centreville, Fairfax County, Virginia.

3. The object and purposes for which this corporation is formed are:

(a) To develop opportunities for the enjoyment of the great outdoors as an essential part of the character building and spiritual and physical development of our people; to encourage the protection and restoration of woods, wild flowers, and wildlife; to safeguard the public health and conserve aquatic life by the elimination of pollution; to conserve our water resources, to discourage unwise damage, and to promote measures for the proper control of streams; to practice and encourage good sportsmanship and appreciation of our woods, waters, and wildlife; to promote sound conservation laws and their strict enforcement; to promote the dissemination of sound principles of conservation to the public and the teaching of conservation in the schools; to cooperate with all public officials, organizations, and individuals interested in the protection, conservation, and development of our natural resources; to restore and transmit to posterity the outdoor America of our ancestors.

(b) To acquire, hold, sell, assign, transfer, lease, mortgage, or otherwise deal in and dispose of property, both real and personal, within the state of Virginia, provided that such action is to further directly or indirectly the purpose for which this corporation is organized.

(c) To enter into, make, and perform contracts for any lawful purposes to carry out the provisions of the subdivisions hereof.

(d) To do all such acts as are necessary or convenient to attain the objects herein above set forth, to the same extent and as fully as any natural person could or might do, and as are not forbidden by law or by these articles of incorporation or the by-laws.

[4. and 5. are being skipped as they listed the original officers and directors of the corporation and are not applicable to present times.]

6. The period for the duration of the corporation is unlimited.

7. The amount of real estate to which the corporation is limited is 1000 acres.

8. This corporation reserves the right to amend, alter, change, or repeal any provisions contained in this Certificate of Incorporation in the manner now or hereafter prescribed by statutes and all rights conferred upon the members herein are granted subject to this reservation.

9. (a) The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether criminal, civil, administrative, or investigative (including an action or suit by or in the right of the corporation to procure a judgment in its favor) for reason of the fact that he or she is or was a director or officer of the Corporation, or is or was serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust, or other enterprise, against judgments, fines, amounts paid in settlement, and expenses (including attorney's fees) actually and reasonably incurred by him or her in connection with such action, suit, or proceeding except and excluding any claim, issue, or matter as to which such person shall have been finally adjudged to be liable for his or her gross negligence or willful misconduct. Each such indemnity shall inure to the benefit of the heirs, executors, and administrators of such person. The right to indemnify for expenses shall also apply to expenses of suits which are compromised or settled if the court having jurisdiction over the action shall approve such settlement.

(b) Any indemnity under subsection (a) above shall (unless authorized by a court) be made by the corporation only as authorized in the specific case upon a determination that the director or officer was not guilty of gross negligence or willful misconduct in the performance of his duty, and, in case of a settlement was, or if still to be made is, consistent with such indemnity and the best interest of the Corporation. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors and officers who are not parties to such action, suit, or proceeding, or (ii) if such a quorum is not obtainable or, even if obtainable, a quorum of disinterested officers and directors so determines, by independent legal counsel in a written opinion, or (iii) by the members of the Corporation. If the determination is to be made by the Board of Directors, it may rely, as to all questions of law, on the advice of independent counsel.

(c) Expenses incurred in defending an action, suit, or proceeding, whether criminal, civil, administrative, or investigative, may be paid by the Corporation in advance of the final disposition of such action, suit, or proceeding as authorized by vote of the persons provided in subsection (b) above, upon receipt of an undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the Corporation as authorized in the section.

(d) The right of indemnification provided by this section shall not be exclusive of any other rights to which any director or officer may be entitled, including any right under policies of insurance that may be purchased and maintained by the Corporation or others, even as to claims, issues, or matters in relation to which the Corporation would not have the power to indemnify such director or officer under the provisions of this section.

(e) The Corporation may purchase and maintain at its sole expense insurance against all liabilities and losses it may sustain in consequence of the indemnification provided for in this section, in such amounts and on such terms and conditions as the Board of Directors may deem reasonable.

(f) For purposes of this section, any duly qualified and designated Range Officer and any duly designated Committee Chairperson who is or was serving in such capacity at the time of any incident which gives rise to a claim by said Range Officer or Committee Chairperson for indemnity by the Corporation, shall be deemed to be an officer of the Corporation and entitled to indemnity pursuant to this section.

IWLA Pledge

To strive for the purity of water, the clarity of air, and the wise stewardship of the land and its resources;

To know the beauty and understanding of nature, and the value of wildlife, woodlands, and open spaces;

To the preservation of this heritage and to man's sharing in it, I pledge myself as a member of the Izaak Walton League of America.

A Bit of History

The Arlington-Fairfax Chapter was chartered by the Izaak Walton League of America in February 1936. The Chapter was incorporated as a "not organized for profit" corporation under Virginia law on March 4, 1947. After that the Internal Revenue Service of the US Department of Treasury approved the chapter as a "nonprofit" educational corporation for tax purposes under Section 501(c)(3) of the Federal Tax Code.

By-Laws

Revised 07/20/1993, 09/17/1996, 06/15/1999, 03/21/2000,
05/16/2000, 11/19/2009, 08/18/2015, 02/21/2017

ARTICLE I

Membership

- 1. ELIGIBILITY.** Any person who is of good character, eighteen (18) years of age or older, may be elected to membership. Applicants shall attend a new member orientation, pay the required dues and initiation fee, do six (6) hours of required service work at the Chapter, and then shall be considered for membership by the Chapter members present at a regular membership meeting.
- 2. ELIGIBILITY TO HOLD OFFICE.** Members in good standing shall be eligible to hold office and vote.
- 3. SUSPENSION.** Any member may be suspended from membership, or otherwise have membership privileges restricted for cause by resolution adopted by a majority vote of the entire Board of Directors at a regular Board of Directors meeting or a special Board of Directors meeting called for that purpose, subject to approval by an affirmative vote of a simple majority of the Chapter membership present at a regular membership meeting or a special membership meeting called for that purpose. Suspension of membership privileges starts from the time of the Board of Directors vote. The circumstances and reasons leading to the Board of Directors' decision and a reasonable period of response by the suspended member will be given at the regular or special membership meeting before the membership vote is taken. Written notice of the suspension vote will be mailed to the membership not less than ten (10) days nor more than sixty (60) days prior to said

meeting. If the membership vote approves the suspension, a written report will be published in the chapter newsletter.

4. EXPULSION. Any member may be expelled from membership in the Chapter for cause by resolution adopted by a three-fourths (3/4) vote of the entire Board of Directors at a special Board of Directors meeting called for that purpose subject to approval by an affirmative vote of three-fourths (3/4) of the Chapter membership present at a special membership meeting called for that purpose. Suspension of membership privileges of the expelled member starts from the time of the Board of Directors vote. The circumstances and reasons leading to the Board of Directors' decision and a reasonable period of response by the expelled member will be given at the special membership meeting before the membership vote is taken. Written notice of the expulsion vote will be mailed to the membership not less than ten (10) days nor more than sixty (60) days prior to said meeting. If the membership vote approves the expulsion, a written report will be published in the chapter newsletter.

5. CONFLICT OF INTEREST. No member shall have any ownership of any funds or property belonging to the Corporation.

6. LIMITATION ON NUMBER OF MEMBERS. The membership of this Chapter shall be limited to 2200 memberships, except for individual exceptions as may be approved by a majority vote of the Board of Directors for such reasons as they deem necessary and sufficient.

ARTICLE II

Initiation Fees and Dues

1. INITIATION FEES. There shall be an initiation fee of \$190.00 for all classes of membership except for student memberships.

2. CLASSES OF MEMBERSHIP AND ANNUAL DUES.

a. Regular Membership. This is an individual membership with one membership card issued. The annual dues for a Regular Membership shall be \$154.00 per year, plus assessed National and State Division dues. (However, an additional adult living in the same residence and all dependents under eighteen (18) years of age may use the chapter facilities when accompanied by the Regular Member.)

b. Family Membership. This is a membership for two adults living in the same residence with two membership cards issued. The annual dues for a Family Membership shall be \$225.00 per year, plus assessed National and State Division dues. (all dependents under 18 years of age may use the Chapter facilities when accompanied by either Family Members.)

c. Student Membership. This is a membership for all persons between the ages of eighteen (18) and twenty-one (21) years, or a full-time undergraduate student over age twenty-one (21). The annual dues for a Student Membership shall be \$125.00 per year, plus assessed National and state Division dues.

d. Exceptions. Members who are sixty (60) years of age or older on January 1st of the current year, or members who are disabled, or members whose immediate residence is greater than fifty (50) miles from the Centreville, Virginia, Chapter property shall pay the following annual dues:

Regular Membership: \$114.00 per year, plus assessed National and State Division dues.

Family Membership: \$150.00 per year, plus assessed National and State Division dues.

National IWLA Life Members: Chapter members who have a life membership with the National IWLA office shall have their annual dues reduced by the amount of the National IWLA dues for the current year.

e. Transferring Members. Initial annual dues for members transferring from other chapters and the National IWLA shall be determined by the Board of Directors on a case-by-case basis.

f. Students Promoted to Adults. All student members, upon exit from full-time undergraduate status or upon reaching twenty-two (22) years of age, must become a Regular Member or a Family Member and pay the appropriate membership fee.

g. Dues Year. The dues year shall be January 1st to December 31st of the same calendar year.

h. Youth Membership. The Arlington-Fairfax Junior Chapter is a chapter of the Izaak Walton League of America (Arlington-Fairfax Youths). While a separately chartered chapter of the IWLA, it is not a separate corporation but part of the Arlington-Fairfax Chapter of the IWLA Inc. corporation. They are governed by their own By-Laws, rules, and procedures separate and different from these By-Laws, but the Youth Members can use some of the Chapter facilities when accompanied by an adult member.

3. DUES SCHEDULE. Any new applicant for membership shall pay the first year's dues in accordance with the following first year dues schedule:

January through June, the full year's rates as listed above;

July through October, one half (1/2) of the full year's rates as listed above; and

November and December, no fee for the current year, but the new member must pay the full fee as listed above for the NEXT year.

4. NON-PAYMENT.

a. Time Limit. Any member other than a new applicant who does not pay the annual membership dues by January 1st of each year shall be dropped from the Chapter membership rolls; except that any member may petition the Board of Directors for an alternate payment schedule. However, any member accepted for an alternate payment schedule shall make each payment no later than fifteen (15) days following the date due or the member shall be dropped from the Chapter membership rolls.

b. Reinstatement. Any previous year member who does not pay the annual membership dues by January 1st or does not have an approved alternate payment schedule by December 31st and who desires to continue membership in the Chapter may pay the full annual dues amount, plus a processing fee of \$40.00 at

any time during the membership year. Any renewal after January 1st shall be subject to the Chapter membership limitation. Reinstatement shall be at the full year rate regardless when in the year the reinstatement occurs.

ARTICLE III

Meetings

1. REGULAR MEMBERSHIP. Regular membership meetings of the Chapter shall be held at the Chapter fieldhouse on the third Tuesday of each month at 7:30 p.m.

a. Quorum. Twelve members shall constitute a quorum for the transaction of business at regular membership meetings, special membership meetings, and the annual membership meeting.

2. BOARD OF DIRECTORS. Regular meetings of the Board of Directors shall be held at the Chapter fieldhouse on the first Tuesday of each month at 7:30 p.m.

a. Quorum. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

3. ANNUAL ELECTION. Officers and directors shall be elected by written ballot in the month of July each year and announced at the regular membership meeting in July of each year.

4. ANNUAL MEMBERSHIP MEETING. The Annual Membership Meeting, including the installation of officers and directors, shall be held in August of each year.

5. SPECIAL MEMBERSHIP MEETINGS. Special membership meetings of the Chapter may be called at any time by the President and shall be called by the President at the written request of any three Directors or of no less than thirty (30) chapter members, mailing a written notice stating the time, place, and purpose of such special meeting, not less than ten (10) days and not more than fifty (50) days

prior thereto; except for any special meeting to amend the Certificate of Incorporation, of which the notice shall be mailed not less than twenty-five (25) days and not more than forty (40) days before such meeting.

ARTICLE IV

Board of Directors and Officers

1. MEMBERSHIP. The Board of Directors shall consist of five (5) officers and fourteen (14) directors, all elected by the membership.

a. Directors.

1. Number. There shall be fourteen (14) directors total: eight (8) Designated Directors, one each to represent the Chapter subdivisions (Rifle-Pistol Range, Skeet & Trap Ranges, Field Archery Range, Target Archery Range, Air Range, Conservation, Education, and Youth Activities) and six (6) Directors-at-Large.

2. Election. Directors, other than officers, shall be elected by a plurality vote of the written, secret ballots cast by Chapter members in good standing voting in person at the Chapter fieldhouse Saturday and Sunday (9 a.m. to 5 p.m. each day) on any two consecutive weekends in July before the July regular membership meeting. A nominating committee shall present a slate of nominees at the June regular membership meeting. Additional nominations from the floor may be made at the June regular membership meeting.

3. Term of Office. Each director shall serve for a two-year (2) term. Terms of Designated Directors and Directors-at-Large shall be staggered with Rifle-Pistol Range, Field Archery Range, Youth Activities, Air Range, and three (3) Directors-at-Large elected one year, and Skeet & Trap Ranges, Target Archery Range, Conservation, Education, and three (3) Directors-at-Large elected the next year, in a manner such that all Directors shall stand for election every two (2) years.

4. Vacancy. If any vacancy occurs among the Directors during the year, for any reason, the Board of Directors, at any regular or special meeting of the Board

of Directors, shall elect from the membership a successor or successors, who shall hold office for the unexpired term.

5. Removal from Office. Any director may be removed from office by an affirmative vote of two-thirds (2/3) of the entire Board of Directors at a Special Board of Directors Meeting called for that purpose, subject to approval by an affirmative vote of two-thirds (2/3) of the Chapter members present at a Special Membership Meeting called for that purpose. Written notice of such special membership meeting will be mailed to the Chapter membership not less than ten (10) days nor more than sixty (60) days prior to said meeting.

b. Officers.

1. Number. The elected officers of this Corporation shall be a President, a Vice-President, a Membership Chairman, a Secretary, and a Treasurer. The Board of Directors may by resolution from time to time appoint other officers as necessary who shall serve at the pleasure of the Board of Directors.

2. Election. Officers, other than Directors, shall be elected by a plurality vote of the written, secret ballots cast by Chapter members in good standing voting in person at the chapter fieldhouse Saturday and Sunday (9 a.m. to 5 p.m.) on any two consecutive weekends in July before the July regular membership meeting. A nominating committee shall present a slate of nominees at the June regular membership meeting. Additional nominations from the floor may be made at the June regular membership meeting.

3. Term of Office. These officers shall be elected for a term of two (2) years or until their successors are duly elected. Their terms shall commence with their installation at the Annual Membership Meeting in August. In one year the President, Membership Chairman, and Secretary shall each be elected for a two-year (2) term, and the next year the Vice-President and Treasurer shall each be elected for a two-year (2) term.

4. Vacancy. If any vacancy occurs among the officers during the year, for any reason, the Board of Directors, at any regular or special meeting of the Board of Directors, shall elect from the membership a successor or successors, who shall hold office for the unexpired term.

5. Removal from Office. The Board of Directors of the Chapter may at a special Board of Directors meeting called for this purpose, by a vote of two-thirds (2/3) of the entire Board of Directors, remove the President, Vice-President, Membership Chairman, Secretary, and/or Treasurer from office; declare said office(s) vacant and elect a successor or successors, subject to approval by an affirmative vote of two-thirds (2/3) of the Chapter members present at a Special Membership Meeting called for this purpose. Written notice of such special membership meeting will be mailed to the membership not less than ten (10) days nor more than sixty (60) days prior to said meeting.

2. RESPONSIBILITIES.

a. Board of Directors.

1. The Board of Directors shall manage the affairs of the Chapter.
2. The Board of Directors shall not commit any funds that are not in the approved budget, without the membership's approval (simple majority of members present at a membership meeting.)
3. The Board of Directors may from time to time adopt and publish rules and regulations not inconsistent with the Articles of Incorporation and the By-Laws for the operation of the Chapter.

b. Officers.

1. The President shall be the Chief Executive Officer and have duties assigned to that office, together with such additional duties which shall be specified from time to time by the Board of Directors.
2. The Vice-President shall serve in the absence of the President and conduct such affairs as assigned to him by the President.
3. The Secretary shall take the minutes of all regular membership meetings, all the Board of Directors' meetings, the Annual Membership Meeting and all Special Membership meetings. He shall prepare and read the minutes of the meetings when requested and retain a copy as a part of the Chapter's official papers, and, in general, shall perform those activities customarily assigned to the office.

4. The Treasurer shall receive all donations, grants, and money owing to the Chapter, deposit such money in the manner hereinafter prescribed, account for the same to the Chapter monthly and at such times as requested by the Board of Directors. He shall prepare an annual budget in November to be presented to the Board of Directors and membership for approval for the coming year. Upon his retirement from office he shall turn over to his successor all funds and records in his possession which belong to the Chapter. He shall make or have made tax returns or other financial reports as may be required from time to time.

5. The Membership Chairman shall monitor all operations and procedures concerning new members joining the Chapter and the payment of members' annual dues.

ARTICLE V

Employees

Employees and contractors of the Chapter shall be appointed by the President with the approval of the Board of Directors, and may be discharged by him with or without cause with the approval of the Board of Directors. Salary, benefits, and other compensation may be allocated from Chapter monies as proposed by the President with the approval of the Board of Directors.

ARTICLE VI

Committees

The President, with the consent and approval of the Board of Directors, shall appoint such standing and special committees as the Board of Directors shall direct. The President shall be an ex-officio member of all committees.

ARTICLE VII

Finances

1. DEPOSITS. All funds of the Chapter shall be deposited by the Treasurer, or upon his order, in the name of the Chapter, in such bank or banks as may be designated by the Board of Directors.

2. WITHDRAWALS. All disbursements of Chapter funds shall be by check, signed and countersigned by such persons as the Board of Directors may designate, or such other methods as recommended by the Treasurer and approved by the Board of Directors.

3. BUDGET. The Treasurer shall submit an annual budget for the next fiscal year to the Board of Directors at the first Directors' meeting in November. Upon approval by the Board of Directors, the Treasurer shall then propose such budget to the membership for their approval at the first membership meeting in November. The Board of Directors may adopt an appropriate, different schedule whenever a change in the fiscal year is approved by the membership in accordance with Article X.

4. FISCAL YEAR. The fiscal year shall be from January 1st to December 31st of the same calendar year. The Board of Directors is authorized to take any appropriate measures to implement a change in a fiscal year approved by the membership in accordance with Article X.

5. FINANCIAL REVIEW. The President shall appoint a committee of at least three members in good standing who shall perform a review of the Chapter financial records of the previous year and shall submit a report to the Board of Directors at their first meeting in April and to the membership at their first regular membership meeting in May. All groups using Chapter funds shall submit their financial records to the review committee for review. The purpose of the review shall be to assure the membership and the Board of Directors that the funds of the Chapter were received, deposited, and disbursed in accordance with the Chapter By-Laws, rules and regulations, and decisions of the Board of Directors. The committee shall include a review of the internal control procedures and recommendations deemed necessary by the committee.

ARTICLE VIII

Seal

The corporate seal of the Corporation shall show the name of this corporation in circle form on the margin of the seal. It shall be affixed to all legal documents involving this corporation that require the signature of the President, Secretary, or other officers.

ARTICLE IX

Coordination with National Organizations

It is the intent of this Chapter to maintain policies connected with its objectives consistent with those of the National organization.

ARTICLE X

Amendments

1. BY-LAWS. The By-Laws may be amended, repealed, or altered in whole or in part at any regular meeting of the membership or at a special meeting of the membership called for that purpose, by a two-thirds (2/3) affirmative vote of the members present or voting by proxy at that meeting, provided written notice setting forth the proposed amendment or amendments has been mailed to each member not less than ten (10) and not more than sixty (60) days prior to said meeting.

2. GROUNDS RULES. The Chapter Grounds Rules may be amended, repealed, or altered in whole or in part at the next regular membership meeting by

a majority vote of the Chapter members present at the meeting, provided the amendment, repeal, or change has been (1) voted on and passed at a prior regular membership meeting or at a Board of Directors meeting and (2) notification is provided to the membership in the next regularly scheduled Chapter newsletter after the initial vote.

3. RANGE RULES. The Rifle-Pistol, Skeet & Trap, Field Archery, Target Archery, and Air Rifle/Air Pistol Range Rules may be amended, repealed, or altered in whole or in part at the next regular membership meeting by a majority vote of the Chapter members present at the meeting, provided the amendment, repeal, or change has been (1) approved by the appropriate Designated Director or Range Manager, (2) voted on and passed at a prior regular membership meeting or at a Board of Directors meeting, and (3) notification is provided to the membership in the next regularly scheduled Chapter newsletter after the initial vote. Range Rules relating to emergency safety issues may be changed by the Chief Range Officer with subsequent approval by the Chapter Board of Directors.

ARTICLE XI

Conduct of Meetings

The latest edition of **ROBERT'S RULES OF ORDER** shall govern all proceedings of meetings of the Corporation, Chapter, Board of Directors, or committees.

Grounds Rules

GENERAL

Any person using any facility or any portion of any part of the Chapter property shall do so at their own risk and by so doing hold the Arlington-Fairfax Chapter of IWLA, its officers, directors, range officers, agents, and assigns indemnified from any personal injury or other claim.

1. MEMBERS. Members, their spouses, and dependent children under eighteen (18) years of age may enjoy the privileges of the property, but will be expected to properly identify themselves at any time if requested to do so by Chapter officers, directors, range officers, or any member.

2. GUESTS. Guests will be permitted use of the property only when accompanied by a member in good standing of the chapter except as hereinafter provided for:

a. An individual may be a guest on the Chapter property three (3) times in one calendar year, except for special events or with prior permission of the Board of Directors.

b. The number of guests that each member may bring on to the Chapter property shall not exceed three (3) persons on any one day except with approval of the Board of Directors.

3. FAILURE TO OBEY GROUNDS RULES. Chapter officers, directors, and range officers have the authority to expel anyone acting in any way contrary to the Chapter By-Laws, Grounds Rules, and Range Rules.

4. MINORS. Minors under 18 years of age are not permitted to use the property and its facilities **unless accompanied by an adult member.**

5. MISBEHAVIOR. Misbehavior or annoyance of others by individuals or groups will result in immediate eviction.

6. MISUSE. Misuse, unauthorized use or appropriation of Chapter property by anyone will be cause for legal action and/or invocation of penalties as provided for in the Chapter By-Laws by the Board of Directors.

7. CONSERVATION. The entire property is a designated conservation area and wildlife sanctuary. Killing or molesting of birds, animals, or their habitat is prohibited. Trees, shrubbery, or plants shall not be cut, damaged, destroyed, or removed from the Chapter property except as authorized by the Board of Directors, the Buildings and Grounds Manager, or the Conservation Director.

8. FIRES. Fires shall be built only in designated picnic and camping areas.

9. SANITATION. Sanitation shall be practiced and shall include cleanup of camping and picnic areas. All refuse shall be place in trash receptacles provided.

10. PETS & ANIMALS. Pets or animals brought to the property shall be on a leash at all times. No animals will be allowed in the buildings except service dogs.

11. CONCESSIONS. Concessions, sales, or commercial demonstrations are not permitted on the Chapter property without the approval of the Board of Directors.

MOTOR VEHICLES

1. SPEED LIMIT. A speed limit of ten (10) mph shall be observed by operators of all vehicles on Chapter property.

2. PARKING. Parking is permitted only in designated parking areas or as specifically approved by officials in charge of a particular activity. Parking is not allowed on the grass areas or on the designated fire lanes.

3. HEAVY VEHICLES. Vehicles over ten thousand (10,000) pounds gross vehicle weight are not permitted to cross the dam.

FIREARMS, BOWS & ARROWS

- 1. FIREARMS.** Firearms shall be used only on the Rifle-Pistol Range and the Skeet & Trap Range.
- 2. ARCHERY.** Archery equipment shall be used only on the Field Archery Range and the Target Archery Range.
- 3. AIR RIFLES, PELLET GUNS & SLING SHOTS.** Air rifles and pellet guns shall be used only on the Rifle-Pistol Range and Air Rifle/Air Pistol Range. Use of sling shots and/or blow guns is prohibited on Chapter property.

OUTSIDE ORGANIZATIONS

Outside organizations desiring to use the property must secure prior written permission from the Chapter Board of Directors. The permission will identify the adult who will accompany and be responsible for the conduct of the group as well as the designated area.

- 1. ACCEPTANCE.** Acceptance of permission will constitute a binding agreement on such users to abide by the Chapter By-Laws, Grounds Rules, Range Rules, and any special use rules provided by the Chapter Board of Directors or posted at the various activity areas.
- 2. CHARGES & RESTRICTIONS.** Charges, restrictions or other considerations as may be determined by the Board of Directors may be required of such users.
- 3. INSURANCE.** A certificate of accident and liability insurance with the Chapter listed as an "Also Named Insured", a separate accident and liability insurance policy with the Chapter listed as an "Also Named Insured", or a signed Hold Harmless Agreement **must** be presented to the Board of Directors by any outside group who desires to use the property before such use can be granted unless a special exemption is granted by the Board of Directors.
- 4. ALCOHOL USE.** The use of alcoholic beverages on Chapter property is prohibited unless the proper Virginia state permit(s), if required, are presented in advance of the activity and approved by the Chapter Board of Directors.

CAMPING AREAS

- 1. PRIORITY.** Chapter members and their families have first priority for the use of the campsites unless the Chapter Board of Directors has issued a previous camping permit to another member or outside organization.
- 2. DESIGNATED SITES.** Camping is allowed only in designated campsites.
- 3. OUTSIDE GROUPS.** Outside groups may use the camping areas upon issuance of a permit (assigning specific campsites) by the Chapter Board of Directors.
- 4. CAMPING RULES.** Rules for the use of the camping areas will be printed on the camping permit.

POND

All persons using the pond shall do so at their own risk and hold the Arlington-Fairfax Chapter of IWLA, its officers, directors, range officers, agents, and assigns indemnified from any personal injury or other claim as a result of such pond usage.

- 1. NO SWIMMING OR SKATING.** NO swimming or skating is allowed on or in the chapter pond.
- 2. FISHING LAWS.** All fishing laws of the Commonwealth of Virginia shall be complied with. Fishing licenses, as required by law, must be obtained by anyone who wishes to fish in the pond. The Chapter Board of Directors may from time to time issue special rules on fish catch limits including Catch-and-Release and daily fish take limits.
- 3. FISH.** Fish may not be introduced into the pond without the specific prior authorization of the Chapter Board of Directors.
- 4. TRASH & DEBRIS.** Sticks, stones, cans, trash, debris, or other objects shall not be thrown into the pond or onto the ice in the wintertime.

5. BOATING. Hand-carried, small boats and canoes propelled by paddles, oars, or electric motors (**NO** petroleum-fueled motors allowed) are allowed for fishing purposes only. Approved flotation devices shall be carried or worn at all times when on the water.

Rifle-Pistol Range Rules

Section I

Conditions for Access to the Rifle-Pistol Range

- 1. SAFETY FIRST.** Each person entering the Rifle-Pistol Range area is obligated to act in a SAFE and RESPONSIBLE manner. Parents are totally responsible for the conduct of their children and other family members. The Rifle-Pistol Range is defined as all the area inside the outer range fence including the berms, range floor, range fieldhouse, firing line, and adjacent areas.
- 2. LOG BOOK.** All persons using the Rifle-Pistol Range will sign (IN and OUT) the Range Use Log Book with their name (printed clearly), date, firing position, time of entry, and time of departure. If guest(s) are accompanying a Range Qualified Chapter member each guest will enter his/her name (printed clearly) in the log book; the Range Qualified Chapter member is responsible for entering the guest's arrival and departure times since all guests **MUST** be accompanied and supervised by a Range Qualified Chapter member at all times.
- 3. GUESTS.** Range Qualified Chapter members are authorized to bring guests to the Rifle-Pistol Range. However, no guest will be allowed on the range unless accompanied and supervised by a Range Qualified Chapter member. All guests who are not immediate family members and live within one hundred (100) miles of the Centreville, Virginia, chapter property will be charged a guest fee of \$10 per person per day. Immediate family members are defined as parents, siblings, and children of the Range Qualified Chapter member. Members are responsible for the conduct and actions of their guests. If a guest is removed from the range

the Chapter member (and all his/her other guests) must also leave the range too. The number of times that any one guest may be allowed to use the range is subject to the Chapter Grounds Rules (three (3) times in one calendar year). Members may bring immediate family members to the range without regard to this limit on the number of uses. The member must remain in close proximity and immediate supervision of guests and family members at all time and members are responsible for the conduct and actions of their guests and family members. The member, guests, and family members are limited to one shooting position on the firing line (Exception: more than one position can be allowed by the duty Range Officer at his discretion if conditions on the range make it safe to do so).

Each guest must sign the chapter liability release form each day they are at the Rifle-Pistol Range.

4. RANGE QUALIFIED PERSONS. Chapter members who have paid the current year's dues and who have attended a Range Qualification Course and signed a Liability Release Statement are considered to be Range Qualified. Others, who hold Special Use Permits and have attended a Range Qualification Course and signed a Liability Release Statement are also Range Qualified.

5. ACCESS TIMES. Range qualified personnel have unlimited access to the Rifle-Pistol Range at all times when a Range Officer is present. The range is closed at night, on Easter and Christmas days, and when maintenance is being performed. The normal range use hours are 8 am to 5 pm Monday through Saturday and 12 noon to 5 pm on Sundays. The range may be open 10 am to 12 noon on Sundays for .22 caliber rimfire firearms only if a Range Officer is present. During training classes, matches and special events the range may be closed to regular member usage. The Rifle-Pistol is kept locked except when a Range Officer is present. **NO ONE** can use the Rifle-Pistol Range when a Range Officer is not present.

6. OTHER FAMILY MEMBERS. No member of the family of a Chapter member is allowed on the range unless accompanied and supervised by a Range Qualified Chapter member.

7. MEMBERS NOT RANGE QUALIFIED. Chapter members who are not Range Qualified, regardless of when they became Chapter members, will be

permitted to use the range **ONLY** as “guests” of other Range Qualified members in full compliance with these Range Rules and Chapter By-Laws.

8. RANGE OFFICERS. Range Officers shall be appointed by the Chief Range Officer. These Range Officers shall be identified by the use of bright orange Range Officer hats or other readily visible identification when on duty.

Range Officers at the Rifle-Pistol Range but not on scheduled duty may assist the scheduled duty Range Officer(s) to help keep the range safe any time they are present.

The Chief Range Officer can appoint a Match Executive Officer for a match or other special event (such as a training class) to operate and preside over that one match or other special event. Auxiliary Range Officers for matches and other special events shall be appointed by the Chief Range Officer on an event-by-event basis as needed.

Decisions of the Range Officer(s) MUST be complied with promptly! Questions, complaints, and appeals may be made to the Chief Range Officer at a later time.

9. WEARING RANGE BADGES. Range Qualified Chapter members and all other Range Qualified personnel **MUST WEAR** the **current** Range Qualification Badge on their outer clothing in PLAIN SIGHT whenever they are inside the Rifle-Pistol Range fence. Range Qualified Chapter members must carry their Chapter membership card with them and present it to a Range Officer when requested to do so.

10. VIOLATIONS. Violations of these Rifle-Pistol Range Rules and/or basic firearms safety procedures constitute grounds for IMMEDIATE suspension of Rifle-Pistol Range access and privileges and may further penalties as prescribed by the Chapter By-Laws.

Section II

Range Safety – General

1. **FIRING LINE DEFINED.** The firing line is defined as all the paved area under the firing line roof.

2. **CLEANUP.** Each shooter is responsible for the cleaning up of his/her firing point, placing used target in trash containers, and returning targets, backers, metal action targets, and other equipment to the proper storage locations.

The Range Officer(s) are not responsible for setting and/or returning target frames. Each Chapter member or guest using the Rifle-Pistol Range must “police” their firing line position for brass and trash.

a. **EMPTY BRASS.** Unwanted, expended brass will be picked up **by the shooter** and deposited in the “brass” containers for salvage and/or recycling by the Chapter.

b. **“LIVE” BRASS.** Under **NO** circumstances will miss-fire or other “live” brass be placed in the garbage barrels or with other trash. Put **ALL** defective “live” brass in the container provided on the range and safe disposition will be made by authorized range personnel.

3. **MATCHES & SPECIAL EVENTS.** Matches and/or Special Events must be approved by the Chief Range Officer. During matches, special events, or the use of the Rifle-Pistol Range by approved outside groups, these range rules may be modified as necessary by the Chief Range Officer to permit the conduct of matches or special events **PROVIDED** that the basic range rules and firearms safety procedures are not weakened or compromised.

4. **ALCOHOL & DRUGS.** **NO** alcoholic beverages are permitted on the firing line or anywhere else within the Rifle-Pistol Range outer fence. Persons under the influence of alcohol or drugs are **NOT PERMITTED** within the Rifle-Pistol Range area.

5. FULL AUTOMATIC FIREARMS. No full automatic firearms are permitted on the Rifle-Pistol Range. A full automatic firearm is defined as any firearm capable of full automatic function, regardless of the mechanism or method employed to obtain full automatic fire (including bursters and mechanical devices with a hand crank that performs the functions of chambering, firing, ejecting, and reloading). Gatling guns in all calibers are banned.

Short barreled NFA registered and approved firearms and suppressors are allowed on the Rifle-Pistol Range. Owners of SBRs and suppressors must have a copy of their BATF approved form with them.

6. PROHIBITED AMMUNITION. Armor piercing, tracer, or incendiary ammunition (or any combination thereof) are **NOT PERMITTED** on the Rifle-Pistol Range. Such ammunition will **NOT BE FIRED** on the Rifle-Pistol Range.

Steel-jacketed-projectile ammunition is not allowed if the round of ammunition can be lifted by a magnet touching the projectile. This ban does not apply to steel-cased ammunition.

7. ILLEGAL FIREARMS. No illegal firearms or accessories, as defined by BATF rules and regulations and/or Virginia state statutes, are permitted on the Rifle-Pistol Range at any time.

No military firearms of greater than .50 caliber can be used on the Rifle-Pistol Range.

8. SHOTGUNS.

a. It is recommended that shotguns using shot size 7-½ and smaller be patterned at the Skeet & Trap Range.

b. Shotguns using larger shot (size 7 to 0000 Buck) must be patterned at the Rifle-Pistol Range. This must be done **ONLY** with the approval of the duty Range Officer.

Targets

9. TARGETS. The basic, general rule for targets to be used on the Rifle-Pistol Range is **NO USE OF HARD MATERIALS**, such as rocks, metal, glass, or any other object or substance that a shooter's common sense says would be likely to endanger personnel safety or contribute to range clutter and trash problems. **ONLY** the following types of targets should be used:

a. Paper targets. However, no realistic drawings or pictures of human beings can be used. (No zombie targets either.)

b. Soft plastic bottles. Bottles can be filled with water, but not soda, juice, milk, etc.

c. Skeet & Trap clay targets. These clay targets can be attached to the cardboard-backed target frames or may be placed **ONLY** on the range rear berm, **NOT** on the range floor or side berms. If clay targets are used with target frames the shooter must pick up the clay fragments from the range floor after shooting so as to not interfere with mowing the grass and to reduce range trash and clutter.

d. Wood blocks. Can be mounted on cardboard-backed target frames. Shooter must pick up splinters and fragments after shooting.

e. Styrofoam or paper cups and plates. Used as in subparagraph d above.

f. Any breakable, soft targets. Such as Necco candy wafers, aspirin tablets, etc.

g. Approved Metal Action Targets. **ONLY** the Rifle-Pistol Range approved and supplied metal targets can be used on the range.

10. TARGET POSITION. Targets **will be centered ONLY** on range approved target frames to ensure bullet impact on the safest part of the rear earthen berm and to minimize impacting the wooden frames of the targets. All parts of all targets **MUST** be inside the boundaries marked on the cardboard backers. Each shooter is limited to one target frame at a time.

One side of the cardboard backer is marked with "NO!" – **DO NOT** put targets on that side of the cardboard backer.

11. PROHIBITED TARGETS. Under NO circumstances will target frames, signs, target positioning pipes, trees, range equipment, baffles, range buildings, birds or other animals or wildlife be used as targets.

12. EXPLOSIVE TARGETS PROHIBITED. The use of targets that employ any chemical explosives or are designed to explode when hit are strictly prohibited. Propane and butane tanks, scuba tanks, gas cylinders of any type are all prohibited.

13. MINIMUM TARGET DISTANCE. No target or any kind (including paper targets) can be used at a distance closer than 25 yards from the firing line.

Firearms Handling

14. UNLOADED. ALL firearms must be unloaded when brought onto the Rifle-Pistol Range and will be loaded only when ready and authorized to fire on the firing line.

No firearms are to be carried (open or cased) on or off the firing line during a cease fire period.

15. ACTIONS. The actions of uncased/unboxed firearms will be open at all times except when on the firing line, ready to fire.

16. MUZZLES. The muzzle of a benched or grounded firearm will be pointed downrange or placed in the range provided racks. Until primed or capped, muzzle loaders may be set upright in the loading stands.

17. LOADED. Whenever a firearm is loaded, it will NOT BE LEFT UNATTENDED.

18. POINT DOWNRANGE ONLY. When loading (other than a muzzle loaded type firearm) the shooter MUST point his/her firearm downrange towards the target or lower part of the impact area. When firing or resting between shots, downrange is the ONLY direction/position for any firearm.

19. DRYFIRING. Aiming or dryfiring a firearm is permitted only **on the firing line**, only towards a target or the rear berm (backstop), and only when it is authorized and safe to fire.

20. ONE AT A TIME. A shooter will have only one uncased/unboxed firearm on the firing line at any time. This does not apply to rifles in the range racks behind the firing line. Rifles and pistols in open cases, such as an open pistol box on the line, are considered cased.

21. AMMUNITION. Only ammunition for the firearm in use will be exposed on the shooter's bench or table. ALL other caliber ammunition will be cased.

22. OPEN AND UNLOADED. Before any person goes forward of the firing line during a cease fire, all firearms on the firing line must be completely **unloaded** and the firearm's action latched or blocked **open**. All magazines will be removed. Shooters will then bench or rack all uncased firearms and step back behind the white line on the firing line floor.

23. RANGE OFFICER. The Rifle-Pistol Range will ONLY be operated/open when a Range Officer is on duty. The range will be closed and locked at all other times. The range will be operated by the Range Officer in compliance with the Chapter Rifle-Pistol Range access and safety rules.

24. RANGE COMMANDS. The Range Officer on duty will run the range with twenty (20) minute relays being the usual time period (2 firing periods and 2 cease fires per hour). For matches and other special events the Chief Range Officer and/or the Match Executive Officer can vary the relay time as needed. The Range Officer use the following commands (or closely similar ones) to start and stop firing on the range. The commands will be called out loudly (or amplified through the range sound system) so that they can be heard by all shooters and others on the firing line.

CEASE FIRE

CEASE FIRING ON THE FIRING LINE

CLEAR ALL FIREARMS

UNLOAD ALL FIREARMS; OPEN THE ACTIONS

REMOVE ALL MAGAZINES

BENCH ALL FIREARMS

STEP BACK FROM THE BENCHES

STAY BEHIND THE WHITE LINE

NO ONE MAY HANDLE ANY FIREARM

FOR ANY REASON DURING THE CEASE FIRE

IS THE FIRING LINE CLEAR?

When the Range Officer is satisfied that the firing line is safe, is clear, and all firearms are safely benched; he will continue:

THE FIRING LINE IS CLEAR

GO FORWARD AND SERVICE YOUR TARGETS

STAY BEHIND THE WHITE LINE DURING

THE CEASE FIRE PERIOD

During the time that persons are downrange, **NO firearms will be handled!** Nor will any shooter or other person reoccupy the firing line until all the downrange people have returned and the Range Officer has checked downrange to see that it

is clear. ONLY AFTER everyone has returned to the area behind the firing line will the Range Officer ask:

IS THE FIRING LINE READY?

And ONLY after the Range Officer has checked again downrange to see that it is clear will he continue with:

WITH EAR AND EYE PROTECTION

THE RANGE IS LIVE

COMMENCE FIRING

Approximately three (3) minutes before the end of the firing relay, the Range Officer will announce:

THREE MINUTE WARNING

THREE MINUTES TO THE END OF THIS RELAY

USE UP THE AMMUNITION YOU HAVE LOADED

AND PREPARE TO CEASE FIRE

NOTE: If anyone observes an unsafe condition anywhere on the firing line, he or she should immediately call “CEASE FIRING” and explain the problem to the duty Range Officer. Each and every shooter is responsible for helping operate the range in a safe manner AT ALL TIMES.

25. BLACKPOWDER.

a. Those blackpowder firearms that use self-contained cartridges and are breach loaded will be treated as all other cartridge guns and only loaded "on the firing line."

b. Muzzle loading firearms, rifle, carbine, and pistol) that are loaded from bulk powder containers (powder flasks and cans) WILL BE LOADED at the loading benches/tables provided BEHIND the firing line. They will be loaded with muzzles upright and remain uncapped or unprimed until "on the firing line" at a firing position.

c. Quickfire or skirmish type of team shooting may be practiced "on the line" according to N-SSA rules provided that the guns are loaded from premeasured self-contained rounds. ANY reloading of the quickfire premeasured cartridges WILL BE accomplished away from the firing line at the loading benches provided.

d. We remind all shooters that the "pan-and-frizzen" side of a flintlock firearm can be very disconcerting, and even dangerous, to a person close to it. Gibe him ample room and ample warning before discharging the flintlock.

e. When snapping caps to make sure the nipple is not fouled, the first cap fired must be with the firearm at the shoulder (offhand) pointed at the range's rear berm.

f. **NO SMOKING.** There will be no smoking in the vicinity of any loading bench where bulk blackpowder is being handled.

g. **BULK BLACKPOWDER CONTAINERS.** Bulk blackpowder containers may ONLY be opened long enough to remove the powder necessary for that one reload. They must be recapped or otherwise resealed immediately afterwards.

26. EAR AND EYE PROTECTION IS MANDATORY FOR ALL PERSONS ON THE FIRING LINE AT THE RIFLE-PISTOL RANGE AT ALL TIMES WHEN THE RANGE IS LIVE!

27. RANGE OFFICER'S DECISION IS FINAL. Any decision of a Range Officer on any question concerning firearms, ammunition, range rules, range procedures, range safety, and range operation is final and must be complied with by all persons present at the Rifle-Pistol Range.

No member or guest will argue with the Range Officer(s) at the range or otherwise disrupt the operation of the range. Any member or guest doing so will be required to leave the range area immediately and can be brought before the Chapter Board of Directors by the Chief Range Officer and may be subject to suspension, expulsion, or other penalties.

28. OPEN CARRY. No open carry of any firearm is allowed within the Rifle-Pistol Range.

29. CONCEALED CARRY. No concealed carry of any firearm is allowed within the Rifle-Pistol Range.

30. DRAW AND FIRE. No person shall draw and fire any firearm within the Rifle-Pistol Range.

31. HOLSTERS. No person shall carry any firearm in a holster within the Rifle-Pistol Range.

32. CHANGES & APPROVAL. These rules for range access and range safety are subject to change **ONLY** with the approval of the Chief Range Officer. Any change of the Rifle-Pistol Range Rules must be approved by a simple majority vote of a quorum of the Chapter Board of Directors, published in the next issue of the Chapter newsletter, and confirmed by a simple majority vote of a quorum of the chapter membership at a regularly scheduled membership meeting. Range Rules relating to emergency safety issues may be changed by the Chief Range Officer with subsequent approval by the Chapter Board of Directors.

Skeet & Trap Range Rules

Section I

Access to the Skeet & Trap Ranges

- 1. CONDUCT.** Entry to and presence on the Skeet & Trap Ranges is conditional upon responsible and safe conduct.
- 2. RANGE QUALIFIED PERSONS.** Chapter members who have paid the current year's dues and who have attended a Range Qualification Course and signed a Liability Release Statement are considered to be Range Qualified. Others, who hold Special Use Permits and have attended a Range Qualification Course and signed a Liability Release Statement are also Range Qualified.
- 3. GUESTS.** All Range Qualified members are authorized to bring guests to use the Skeet & Trap Ranges. No guest will be allowed to use the ranges unless accompanied and supervised by a Range Qualified member of the Chapter in good standing. Members are responsible for the conduct and actions of their guests. The number of times that any one guest may be allowed to use the ranges is subject to the Chapter rule (three times in one year). Members may bring dependents and spouses to the ranges without regard to this limit on the number of uses, but the member must remain in close proximity and immediate supervision of such family members at all times and members are responsible for the conduct and actions of their family members.
- 4. BASIC SAFETY KNOWLEDGE.** Any guest of a Range Qualified Chapter member or Range Qualified spouse must be familiarized with the basic safety and gun handling rules before being allowed to use the Skeet & Trap Ranges. This familiarization may be conducted by the member or spouse or by the Range Officer on duty.
- 5. SIGN-IN LOG.** All members and their guests must sign in on the form provided for that purpose before shooting. Each member is responsible for paying

for each target thrown prior to shooting, and the member is further responsible for seeing that his guests have paid for their targets at the posted rate.

6. SPENT HULLS. Each shooter is responsible for removing his spent hulls from the ranges. This is to be done **after** completion of a round. It is a violation of the safety rules to pick up hulls **during** a round and also **inconsiderate** to the other shooters. However, during a match or registered shoots, hulls hitting the ground become the property of the Chapter, relieving the shooter from the responsibility of **removing his hulls**.

7. CONTROL BOXES. Trap-throwing trigger boxes must be operated either by:

(a) hand by someone other than the shooter, or

(b) voice-activated wired or radio devices.

Section II

Range Safety

1. SPECIAL EVENTS. During special events or when the use of the Skeet & Trap Ranges is approved for outside groups, these rules may be modified as necessary to permit the conduct of such events provided that basic operating and safety rules are not compromised.

2. ALCOHOL. Alcoholic beverages are **NOT** permitted upon the Skeet & Trap Ranges. Persons under the influence of alcohol or drugs are **not** permitted to use the ranges.

3. RANGE OFFICERS. The Chief Range Officer, acting under the direction of the Skeet & Trap Committee, shall appoint Range Officers to enforce the safety regulations and such rules of operation as adopted by the Committee. Range

Officers are authorized to stop unsafe practices which includes, by definition, any violation of the fundamentals of gun handling contained in Section IV below. Any member cited by a Range Officer for gross violation of the safety rules shall have his Skeet & Trap privileges suspended until a hearing can be conducted as provided for in the Chapter By-Laws.

4. SHOTGUNS ONLY. The only firearms permitted on the Skeet & Trap Ranges are shotguns of any gauge discharging shot pellets no larger than number 7-½ size. The use of any handguns or rifles, whether discharging shot or solid projectiles, is prohibited.

5. SHOOTERS ONLY. Except for matches requiring referees and scorers, and courses of instruction requiring the presence of an instructor, no one except shooters is permitted upon a skeet or trap field when shooting is in progress.

Section III

Range and Field Operation

1. AUTHORIZED TARGETS. The only authorized targets approved for use in the installed skeet and trap machines at the Skeet & Trap Ranges are regulation clay pigeons provided by the Chapter. The use of hand-thrown clay pigeons is permitted when the ranges are closed or with specific permission of the Range Officer. Shooters using hand-thrown clay targets must provide their own clay pigeons.

2. SHOT PATTERNING. Patterning will be done on the pattern board frame provided. Use of shot larger than size 6 (US Standard) is prohibited unless arrangements have been made to use an earthen berm for backstop. Pattern targets and materials must be furnished by the shooter and must be removed when patterning is completed.

3. SHOOTING DOWNRANGE. Except for gun testing, patterning on the pattern board, or when shooters are under instruction, all shooting will be

conducted from one of the regulation skeet or trap positions. **ALL** shooting will be downrange.

4. ROUND = 25 TARGETS. When shooting for practice or when under instruction, when is not desirable to shoot a standard skeet or trap course, members (and guests) will keep track of the number of targets thrown, and will pay for them on the basis of 25 targets thrown equaling a round of skeet or trap.

5. MACHINES. Extreme care must be exercised when loading targets in the skeet or trap machines. The proper practice is to turn the machines off and trip the cocked target before any new targets are loaded. Before anyone loads a target machine for the first time, they must receive a familiarization on that **particular** machine from a Range Officer or an experienced member. Machines are to be adjusted by Range Officers or designated trap mechanics **ONLY**.

Section IV

Gun Handling

The rules below are considered to be the **MINIMUM** standards of conduct for all members and guests in order that safe gun handling practices prevail. Any violation of any rule below is **life threatening** and could be the basis for suspension or revocation of range privileges or other penalties as prescribed by the Chapter By-Laws.

1. LOADED GUNS. **NO** gun shall be loaded until the shooter is **standing** on the marked shooting station, all other shooters are clear, and the shooter is prepared to call for a target. A firearm is considered loaded when any part of a shell is inserted into any part of the firearm.

2. POINTED DOWNRANGE. The loaded shotgun shall be kept pointed downrange in such a fashion that it will not endanger any other shooter or the spectators.

3. **ACTIONS OPEN.** When not standing on a shooting station in anticipation of a thrown target, all guns will be carried with actions open. Break-open guns will be broken open; magazine guns will be carried with bolts open.
4. **WHEN DELAYED.** When the shooter is on the shooting station and a delay occurs, such as a malfunctioning, the gun shall be opened and shell(s) removed.
5. **ONLY TWO SHELLS.** The loading of more than two shells in a shotgun is **NOT** permitted.
6. **MACHINE BEING REPAIRED.** When any person has entered a skeet or trap machine house to correct a malfunction, all shooting shall **CEASE** on that field until he has returned.

Section V

Changes and Approval

1. **REQUIRED.** These rules for the Skeet & Trap Range access and safety are subject to change **ONLY** with the approval of the Skeet & Trap Range Committee and the Chief Range Officer. Any change of the Skeet & Trap Range Rules must be approved by a simple majority vote of a quorum of the Chapter Board of Directors, published in the next issue of the Chapter newsletter, and confirmed by a simple majority vote of a quorum of the chapter membership at a regularly scheduled membership meeting. Range Rules relating to emergency safety issues may be changed by the Chief Range Officer with subsequent approval by the Chapter Board of Directors.

Air Rifle-Pistol Range Rules

Section I

Access to the Air Rifle-Pistol Range

1. CONDUCT. Each person entering the Air Rifle-Pistol Range is obligated to act in a safe and responsible manner. Parents are responsible for the conduct of their children. The Air Rifle-Pistol Range is defined as the Air Range building and the surrounding walkways and patios. The firing area is defined as the 25 lane room inside the internal double doors where active firing takes place.

2. RANGE USE. The Rifle-Pistol Air Range is open to Chapter members and junior members as outlined in the Chapter By-Laws and Grounds Rules. All members using the Air Range will sign-in on the Log Book and comply with any instructions on lane assignments or lane time limits.

3. GUESTS AND GENERAL PUBLIC. Chapter members may bring guests to the range during any open session. In order to provide outreach and promote the shooting sports, members of the general public may also use the range during announced open sessions (typically Monday and Friday evenings). The first five visits are complimentary. All individuals using the Air Range will sign-in on the Log Book and comply with any instructions on lane assignments or lane time limits.

4. SUPPLIES AND EQUIPMENT. Supplies include compressed air, pellets, and targets. Equipment includes rifles, prone mats, stands, jackets, and other shooting gear. As an outreach program, the Chapter will provide complimentary supplies and equipment (as available) to Chapter members and shooters from the general public during the Monday/Friday open sessions for up to five visits. After five visits, Chapter members are expected to either personally provide **all** their own equipment and supplies (**including compressed air**) or to pay range fees. After five visits, members of the general public must pay range fees. The Chapter Board of Directors will set and publish the range fees.

5. YOUTH SHOOTING. A primary aim of the Rifle-Pistol Air Range is to promote local youth shooting and youth shooting sports. This includes acting as

one of the main ranges for the Potomac High School Rifle League (PHSRL) both in-season and out-of-season. PHSRL athletes must pay the yearly range fee, which includes Chapter junior membership as well as access to supplies and equipment as needed.

6. RANGE SAFE PERSONS. Chapter members, guests, and visitors must complete the Air Range Safety and Instruction Briefing and sign a Waiver Form before entering the firing area. At that point, individuals are considered to be Air Range safe subject to restrictions in the range safety rules.

7. RANGE BADGES OR FEES PAYMENT CARDS. Chapter members must display their Range Qualification badges. Non-members and PHSRL members must show proof of fees payment (after the five complimentary visits).

8. RANGE SCHEDULE. All Air Rifle-Pistol Range use must be scheduled with the Range Manager. The range schedule will be posted on the Chapter website, a dynamic internet calendar site (currently <https://goo.gl/BqsrTY>), and published in the Chapter newsletter. The range may be reserved and/or rented for approved Chapter matches, junior shooting activities, or externally sponsored matches. PHSRL and Chapter matches are scheduled through the Range Manager. Standard PHSRL practice times are subject to modification for range special events. External matches are first tentatively scheduled with the Range Manager, then the sponsoring agency must accomplish the Facilities USE Request process outlined on the Chapter website (<http://www.arlingtonfairfax-iwla.org>).

9. RANGE ACCESS. Approved Range Officers and coaches will receive time-coded access to the Air Range using an electronic lock system. Codes will be reset periodically. Approved Range Officers and coaches will also be given combo access to the gun safe.

Section II

Range Safety

1. RANGE OFFICERS. The Range Manager will develop procedures to appoint and orient Range Officers (ROs) to operate the range and enforce range rules. ROs must be over the age of twenty-one (21) years. ROs are responsible for safe and efficient operation of the Air Range, and have wide discretion to ensure such operation. **Decisions of the Range Officer must be complied with immediately.**

2. RANGE ASSISTANTS. To assist the Range Officer in ensuring safe and efficient range operations, non-shooting adults over eighteen (18) years of age may be appointed as a Range Assistant (RA) following a short training session given by a Range Officer. The RA is a non-coaching individual who assists the RO in ensuring safe and efficient range operations.

3. COACHES. Individuals over eighteen (18) years of age who are certified NRA Coaches may coach on the Air Rifle Range. NRA-certified junior coaches less than 18 years of age may also coach with the permission of the RO. Individuals will provide the RO with proof of NRA training if requested. Coaches must be familiar with all the Air Range rules and procedures.

4. GENERAL SAFETY. All individuals must have completed the Safety and Range Introduction Briefing prior to entering the shooting area. This includes shooters and non-shooters. **Use of eye protection and Empty Chamber Indicators (ESIs) is mandatory.** All individuals must obey instructions from the Range Officer, coaches, and Range Assistants. Depending on the number and skill level of the shooters, the RO will determine the proper ratio of coaches or RAs to shooters. If the RO determines there is an unsafe ratio, they have complete discretion to limit the number of shooters on the line until more coaches or RAs arrive.

5. YOUNG AND/OR INEXPERIENCED SHOOTERS. Prospective shooters under the age of eight (8) must have NRA-certified coach direct supervision while shooting, along with a sponsoring adult present on the range. Direct supervision may also be required for inexperienced or immature shooters over the age of 8 based on RO or coach discretion. If no coach is available to provide sufficient direct supervision, prospective shooters must wait until a coach is available. Coaches may refuse to coach any prospective shooter who they feel is not capable of safe shooting. The RO may deny entry to the firing area for any prospective shooter who they feel is not capable of safe shooting.

6. YOUTH PROTECTION AND SAFETY. Two-deep adult coverage is required at all times. This means that two adults, one of whom must be twenty-one (21) years of age or older, are required any time junior shooters are in the range. One-on-one contact between adults and non-family junior shooters is prohibited. Junior shooters are not permitted in the range if a Range Officer is not on duty.

7. ALLOWABLE AIR RIFLES/PISTOLS. The range is designed to support target shooting for standard .177 caliber air guns. As such, higher caliber air guns and BB guns are not permitted. Only diabolo (wasp-waisted) lead pellets with a wadcutter (flat) front are to be used. Pellets must be less than 10 grains in weight. In addition, air rifles/pistols must shoot at a velocity less than 650 feet/second. Standard competition air guns complying with International Shooting Sports Federation (ISSF) rules meet this velocity requirement (see <http://www.issf-sports.org/theissf/rules.ashx>). If questioned by the Range Officer, the responsibility lies with the shooter to demonstrate that the air gun in question complies with the requirements.

8. LANE USAGE. Shooter arriving on the line will ask the Range Officer for a lane assignment. The RO may group types of shooters as required, such as putting experienced shooters in one area and new shooters in another area. The red part of each firing position is reserved for the shooter, their actively used equipment, and a folding chair (optional). The yellow walkway is for the use of the Range Officer, transiting shooters, coaches, and RAs, so it must be kept clear of equipment. Shooting bags and cases may be placed behind the yellow walkway in the gray area. Spectators must stay in the gray area.

9. TARGET PLACEMENT. Based on the design of the target frames, targets will NOT be hung in the middle of the target frame area. Instead, targets should be hung just to the left and/or right of the centerline to avoid damaging the wood bracing strip in the middle of the target frame. No field targets are allowed.

10. FOOD AND DRINK. Covered drinks only are allowed in the firing area. Other food and drink should be consumed in the lounge area.

11. SPECIAL EVENTS. During special events or when the use of the Air Range is approved for outside groups, these rules may be modified as necessary to permit the conduct of such events provided that basic operating and safety rules are not compromised.

12. STANDARD OPERATING PROCEDURES. The Air Range Manager may supplement these range rules with additional Standard Operating Procedures (SOPs). In general, the range will follow the NRA Air Gun Shooting Sports Safety Guide, available online at <http://training.nra.org/documents/pdf/education/airgunsafetyguide.pdf>.

Section III

Changes and Approval

1. REQUIRED. These rules for the Air Rifle-Pistol Range access and safety are subject to change ONLY with the approval of the Range Manager. Any change of the Air Rifle-Pistol Range Rules must be approved by a simple majority vote of a quorum of the Chapter Board of Directors, published in the next issue of the Chapter newsletter, and confirmed by a simple majority vote of a quorum of the chapter membership at a regularly scheduled membership meeting. Range Rules relating to emergency safety issues may be changed by the Range Manager with subsequent approval by the Chapter Board of Directors.

Field Archery Range Rules

Revised July 2015

1. APPLICATION. These rules apply to all Chapter members and guests who use or visit the Chapter Field Archery facility. The Field Archery facility consists of the Outdoor Practice Range, the 28-target Field Range, the Indoor Archery Range, and associated buildings and grounds.

2. **ALCOHOL.** Alcoholic beverages are **not permitted** on any of the Field Archery Ranges.

3. **SIGN-IN.** All members and guests shooting on the Field Archery Facility must sign-in **BEFORE STARTING TO SHOOT** and sign out **UPON LEAVING THE RANGE.** Guests must list sponsor when signing in.

4. **ARROW LIMIT.** If there are more than four archers shooting, limit yourself to six arrows.

5. **BROADHEADS. NO CORE DRILLING BROADHEADS ARE ALLOWED TO BE SHOT AT THE FIELD ARCHERY RANGE.** This would be the **TOXIC** and the **Cyclone** broadheads and any new core drilling broadheads that come onto the market.

6. **TARGETS.** The construction, placement, and use of all permanent and temporary targets anywhere on the Field Archery Facility shall be approved by the Cub Run Archers (CRA) Range Captain **PRIOR** to use. Field Archery or personal broadhead targets shall be placed for use such that any miss, pass-through, or ricochet will **NOT** impact in a non-broadhead target butt.

7. **CHILDREN.** Children under the age of eighteen (18) must be under the **DIRECT** supervision of a Range Qualified parent or member when at the Field Archery Facility; except when shooting in a tournament or participating in an archery class put on by a certified archery instructor.

8. **CHAPTER MEMBERS.** All Range Qualified Chapter members may use the Field Archery ranges at any time the ranges are not closed; subject to the **FIELD ARCHERY FACILITY RULES.**

9. **GUESTS.** The number of visits allowed per guest each year shall be defined in the Chapter By-Laws and Grounds Rules; i.e., no more than three (3) visits per year for any guest living within a 50-mile radius of the Chapter. Before shooting on the Field Archery Facility, each guest must:

- a. Each year sign a Chapter release form on the first yearly visit, and
- b. Be under the **DIRECT** supervision of a Range Qualified Chapter member.

Each supervising Chapter member will be responsible for the conduct and actions of his or her guests.

10. CHAPTER AND CRA EQUIPMENT. All archery equipment may be used by any Chapter member in good standing. This includes bows, arrows, arrow straightener, bow press, arrow cutter, and other archery equipment that may be purchased from time to time. All equipment shall not be removed from the Filed Archery Facility without the permission of the designated Director for Field Archery or the President of Cub Run Archers.

11. PERSONAL PROPERTY. No one shall handle or use another's archery equipment without the owner's permission.

12. FOUND ARROWS. All found arrows shall be returned to the found arrow box at the Archery Fieldhouse for return to their owners.

13. CROSSBOWS. Crossbows may only be shot from in back of the designated crossbow station. Bag targets are only for shooting bolts tipped field points. Shoot fixed or mechanical broadheads only into the broadhead target butts. Follow all crossbow shooting instructions posted at the crossbow station. **Crossbows may be shot outside the crossbow station standing only when one is qualifying to participate in an archery hunting program and must be under the supervision of a qualifying range officer.**

14. SAFETY RULES.

- a. NEVER load an arrow on the bow until ready to shoot.
- b. ALWAYS keep a loaded bow pointed down range.
- c. NEVER walk the field or 3-D range in reverse order. ALWAYS proceed from target to target until the path returns to an exit from the range.
- d. ALWAYS make sure that the target, shooting lanes, and nearby areas are clear before loading, drawing, and shooting an arrow.
- e. NEVER retrieve arrows until all archers are finished shooting. At the target butts never stand behind anyone pulling arrows.

f. NEVER draw a bow with an arrow pointed above a horizontal position. A serious situation may occur if an arrow is accidentally released when the arrow is pointed above the target. **Never shoot an arrow straight up—this creates an extremely hazardous situation and will be referred to the Chapter Board of Directors for disciplinary action.**

g. Broadhead tipped arrows shall be shot ONLY at broadhead targets. Anyone caught shooting broadhead tipped arrows at other than broadhead targets will be referred to the Chapter Board of Directors for disciplinary action.

h. ALWAYS place the red/orange flag or your bow across the face of the target butt when looking for a lost or pass-through arrow.

15. UNSAFE EQUIPMENT. The Cub Run Archers (CRA) shall have the authority to require the removal of equipment deemed as unsafe from immediate possession and use on the Field Archery Facility. Upon direction from a CRA member, equipment deemed unsafe shall be immediately returned by the possessor to the possessor's vehicle.

Field Archery Safety

No bow and arrow is a toy. Many persons fail to realize that the danger of injury from an arrow is always present. Even the blunt rubber tips on "dime store sets" can put out an eye if shot at close range. Any of the metal tips used in target archery can be lethal even if shot from a lightweight bow.

Before placing archery equipment in the hands of a youngster, you must be sure that he is aware of basic safety principles. As with firearms, proper training will help prevent a later disaster. The primary rule, of course, is:

Never point an arrow at anyone or anything

You do not want to shoot

Songbirds, chipmunks, squirrels, and every other living creature must be placed in the "off limits" category. Teaching youngsters sport without sportsmanship is irresponsible.

Children should never be allowed to shoot except under adult supervision, and during all training respect for safety should be foremost. Shooting arrows up in the air, failure to make sure the target area is clear, or pointing a nocked arrow in any direction but at the target should not be allowed.

Field Archery Target Safety

Anything worth doing at all is worth doing right. This maxim applies to field archery target shooting as much as to any other sport. Before anyone starts to shoot, an inspection of equipment is essential. Most bow breakage is due to improper stringing and/or mishandling. Therefore, the first consideration in the handling of equipment is learning to string a bow properly. After string, be sure the string loops are securely seated in the bow nocks. At the same time, check to see that your bowstring is not frayed or worn and that the arrow nocking point has not slipped. Next, check all of the arrows you intend to use. Be sure the fletching is on tight, and in the case of wood or glass arrows, check for cracks and splinters.

Never try out another person's equipment unless expressly invited to do so. Never draw and release a bow without an arrow in it. Such dry shooting puts a terrific strain on the bow limbs and string and can result in a broken bow. **Never shoot arrows straight up to see how high they will go.** An arrow is as dangerous falling as ascending and it is much harder to see. If you want to watch yours arrows soar through the blue, flight-shoot on an open expanse away from people.

Do not use targets that won't stop arrows unless you have a suitable backstop such as a sandbank or hillside. Remember, too, that arrows can glance off trees or other solid objects and change course. For this reason, you must be sure that not only is your line of flight to the target clear, but that the area behind the target is clear also. If or one of your party loses an arrow behind a target butt, lean the bows against the face of the target so they can readily be seen from the shooting position while searching behind the butt.

Always use an arm guard. Just one slap of the bowstring can raise a painful welt on the arm if it is not protected. When two archers are shooting at the same target, the one who finishes first should step quietly back from the shooting line and wait for the other to finish. If, while shooting in competition, an arrow falls

from your bow in front of you, you may retrieve and shoot it only if you can pull it back with your bow tip without leaving the shooting position.

When pulling arrows from a target, always grasp the shaft with both hands close to the target face and straight back. This method of withdrawal prevents shafts from bending and prolongs the life of the target face. When drawing an arrow from the ground, don't pull up on it, but draw it out at the same angle it entered. Last, but not least, no matter how expert you are, never permit anyone to hold a target for you. This risky procedure has turned fun into tragedy. Common sense makes for safe archery.

Changes and Approval

1. REQUIRED. These rules for the Field Archery Range access and safety are subject to change ONLY with the approval of the designated Director for Field Archery or the President of Cub Run Archers. Any change of the Field Archery Range Rules must be approved by a simple majority vote of a quorum of the Chapter Board of Directors, published in the next issue of the Chapter newsletter, and confirmed by a simple majority vote of a quorum of the chapter membership at a regularly scheduled membership meeting. Range Rules relating to emergency safety issues may be changed by the Director for Field Archery and/or the President of Cub Run Archers with subsequent approval by the Chapter Board of Directors.

Target Archery Range Rules

Amended October 2001

- 1. BROADHEADS.** Broadheads shall not be used on the Target Archery Range.
- 2. BOWS.** Recurve bows only. For safety considerations, no compound bows. **Exception:** Any Chapter member who wishes to practice on the target archery field and is a compound bow target archer will be checked out concerning shooting style by one of several designated FTA members. This is primarily to determine the method of drawing and the peak weight of the bow. If the archer draws at shoulder level, is otherwise handling equipment safely, and using a bow under 60 pounds (the maximum weight allowed in NAA target competition), he

or she will be issued a second badge which must be prominently displayed when shooting on the Target Archery Range. Any compound archer without the badge should be immediately removed.

3. AGE. Youth under eighteen (18) years of age must be supervised by a Range Qualified parent, guardian, or Chapter member.

4. BEHAVIOR. No running or horsing around on the Target Archery field during practice of tournaments, especially when carrying arrows.

5. ALCOHOL. No alcohol on the field at any time for any reason.

6. RANGE QUALIFIED PERSONS. Chapter members who have paid the current year's dues and who have attended a Range Qualification Course and signed a Liability Release Statement are considered to be Range Qualified. Others, who hold Special Use Permits and have attended a Range Qualification Course and signed a Liability Release Statement are also Range Qualified.

7. RULES. Fairfax Target Archers' scheduled tournaments are open to Chapter members and non-members whose equipment follows NAA/FITA rules.

8. ACCESS. Range Qualified personnel have unlimited access to the Target Archery Range at all times, except when tournaments are being held or the range is closed (for example for repairs). Guests **must** be accompanied by a Range Qualified Chapter member at all times while using the Target Archery facilities. Members of the Fairfax Target Archers have priority use of the Chapter Target Archery Range to practice for tournaments, etc., but they do **not** have exclusive right of use of the Target Archery Range. The Target Archery Range is intended for the use of all Chapter members who are Range Qualified. Members are responsible for the conduct and actions of their guests. The number of times that any one guest may be allowed to use the ranges is subject to the Chapter rule (three (3) times in one calendar year. Members may bring dependents and spouses to the ranges without regard to this limit on the number of uses, but the member must remain in close proximity and immediate supervision of such family members at all times and members are responsible for the conduct and actions of their family members.

Changes and Approval

1. REQUIRED. These rules for the Target Archery Range access and safety are subject to change ONLY with the approval of the designated Director for Target Archery. Any change of the Target Archery Range Rules must be approved by a simple majority vote of a quorum of the Chapter Board of Directors, published in the next issue of the Chapter newsletter, and confirmed by a simple majority vote of a quorum of the chapter membership at a regularly scheduled membership meeting. Range Rules relating to emergency safety issues may be changed by the Director for Target Archery with subsequent approval by the Chapter Board of Directors.