

NEW MEMBER ORIENTATION

Revised 3/2/10



Welcome to Albany Rifle and Pistol Club, **29999 Saddle Butte Rd., Shedd, OR, 97377**. As a new member you must go through an orientation that provides you with the safety information, policies, procedures and range layout of Albany Rifle and Pistol Club. Your orientation will be in two parts; this written phase and a physical walk through on site. Once you complete both parts of the orientation and pay a \$10 gate card deposit you will be able to use the club at your convenience. Please take some time and review the following material. Complete the final test at the end of the manual and bring it with you to a scheduled New Member Orientation briefing at Albany Rifle and Pistol Club. A list of scheduled orientations is available on our web site at www.arpc.info, calendar button.

History

Albany Rifle and Pistol Club (ARPC) started shortly after World War II and held its 50th anniversary in July 1997. The idea of forming the club originated from a group of mostly handgun shooters who shot in the basement of Albany City Hall and later in the Swanson Recreation Building. In the 1960's Gene Nygren bought a nearly 13 acre land parcel on the West side of Saddle Butte. This piece of land was previously used by the Oregon State Highway Department to provide fill for the I-5 freeway. In the 1980's property east of the range was obtained, including the north peak of Saddle Butte. A decade later in the early 90's, several short range shooting bays and a classroom were built on the north end of Saddle Butte. Albany Rifle and Pistol Club is continually upgrading the club and is considered one of the best regional shooting ranges and firearm training facilities in the Willamette Valley.

Organization

ARPC is a non-profit corporation affiliated with National Rifle Association and several other national shooting organizations. Facilities and equipment have been paid for by membership dues, use fees, gun shows and Pittman-Roberston funds. The club is governed by an elected executive board consisting of President, Vice President, Secretary, Treasurer, Chief Instructor, Executive Officer and operates under the authority of the club's constitution and bylaws. ARPC's fiscal year begins the 1st of April and all renewal dues are due by this date. A complete list of club officers, committee chairs, program directors and other important contact information is included in the club's monthly newsletter and on the club's website. The club website (www.arpc.info) also contains a calendar of events, current range rules, and other pertinent information. Check the website for calendar/schedule updates before going to the range.

Dues and Fees

Current annual dues are \$135 per year for individual memberships and \$203 per year for family memberships. However, annual dues can be reduced \$75 for individuals and \$113 for families by completing work for the club. Every new member pays the work bond fee when they join the club and the fee can be waived from that point forward by completing at least 12 hours or more of approved club work during the membership year for individuals and 18 hours for families. ARPC has no paid employees and operates through the efforts of member volunteer labor and hired services. The club uses work bond fees to pay for hired services. Approved club work includes such activities as club work parties (1st Saturday morning of every month), gun show work, range officer time and work at other organized club events. ARPC is closed to almost all shooting activities during work bond hours on the 1st Saturday morning of each month. As a member of ARPC, you can choose to pay the work bond fee each year instead of working 12/18 hours for the club, it is your option. When you volunteer to work for the club, your yearly work bond hours are printed on the address label attached to your monthly newsletter and recorded on your ARPC personal web page.

In addition, every new member pays a \$100 initiation fee and a one time \$10 deposit for their electronic gate card. If you let your club membership lapse more than 30 days, your gate card will be turned off and you must contact the club office to renew your membership.

Juniors (younger than 18 years of age) can join ARPC as junior members for \$5. Junior benefits include free access to ARPC gun shows, full auto events and benefits offered to adult members. In addition, junior members can transfer their membership to an adult membership when they turn 18 years of age without paying the initiation fee. Junior members are issued a (non-electronic) membership card and are only allowed access to the club and supervised by an adult club member.

During the year, many training classes are offered at ARPC. Many of these classes are free. However, some will require a fee to pay for instructors, certifications and course materials. The club will always try to keep training fees to a minimum and offer special benefits for members. Several shooting disciplines use ARPC for organized shooting events and most of these have some associated fee to pay for targets, props and sanction fees. Albany Rifle and Pistol Club use all dues and fees collected throughout the year to fund regular services, maintenance and range upgrades.

Access

ARPC is a private club and is normally accessible only to members and their guests. Access to the club is through the main gate using an electronic gate card. ARPC is open Monday through Friday 7am to 9pm and Saturday & Sunday 8am to 8pm. During special events, parts of the range may be open to non-members. Non-members shooting in special events are under the authority of the discipline director in charge of that event.

Members may bring any reasonable number of guests to the club. However, no more than two guests may be shooting at any given time. The member who brings a guest is totally responsible for their guest's actions at all times. Blank guest badges are available in the main clubhouse and each guest must wear a guest badge while on ARPC property. Note: each regular club member is expected to wear his/her membership badge while on ARPC property. ARPC does not have staff at the range on a daily basis.

Facilities and Equipment

ARPC has five major shooting areas: the Main Range, the Indoor 22 Rimfire / pellet gun Range, the Shotgun Range, the North Range and the East Range. The covered Main Range is 100 yards wide and has target points out to 200 yards. The Indoor Range is a 50ft. 22 Rimfire / Pellet (ONLY) Range with 16 firing points. Note: an ARPC Range Officer must be present or check you into the Indoor Range. The Shotgun Range is located just north of the Main Range and has two battery powered trap machines available for member use when events are not taking place (clay birds are not provided). Note: Members must use club provided trap machines and shoot from the specified shooting areas. North Range bays are accessed by the east-west road just north of the Shotgun Range. The East Range has five shooting bays. Both the North and East Ranges are open to all calibers of firearms and members should shoot from within noise control structures where practical. When ranges are operating, please show common courtesy and cooperate/coordinate with other shooters. Members share space on all shooting ranges.

ARPC also has three classroom/clubhouses that are used for various types of firearm training. These clubhouses are located at the Main Range, Shotgun Range and North Range. The Main Range clubhouse also has kitchen and rest room facilities.

At various times during the year, different ranges or portions of ranges are rented for special events, law enforcement training and private trainers. Please watch your club calendar and check the website for special events before planning a trip to the club. All use fees paid by these organizations go back into the general fund to improve our club.

The Executive Board is constantly aware of balancing open member use against events and rentals that take up range space. It is very important to show community support but our first responsibility is to maintain access to individual club members.

SAFETY

Safety is the responsibility of every member and guest at Albany Rifle and Pistol Club. To safeguard members, guests, facilities and equipment, ARPC has established the following rules and procedures:

ALL RANGES

HOURS OF OPERATION: 7AM-9PM Monday through Friday, 8AM-8PM Saturday & Sunday.

1. Always keep firearms pointed in a safe direction.
2. Always keep your finger off the trigger until your sights are on the target and ready to fire.
3. Always keep the firearm unloaded until ready to shoot; ARPC is a "cold" range. All firearms must be unloaded except during use, with the following exceptions:
 - a. Law enforcement officers may carry loaded firearms to the extent required by their organizational written procedures; however, such firearms must be properly holstered or secured and may not be handled except in accordance with their written procedures.
 - b. Concealed firearms may be carried so long as they are neither visible nor apparent. Firearms carried under this provision may not be handled or if used on the range they must be handled according to standard range rules.
 - c. Loaded firearms may be holstered in order to practice drawing from a holster.
4. Uncased firearms must always have the actions open when not in use.
5. No person may go forward of a firing line except during an announced "cease-fire".
6. During a "cease-fire", no uncased firearms may be handled.
7. Eye and Ear protection is mandatory for all members and guests on any ARPC shooting range.
8. Commands of a Range Officer or event discipline Match Directors must be obeyed by everyone on that range.
9. Guest on ARPC property must be accompanied by a club member, who is then responsible for their actions. Members must sign in guests and guests must wear identification badges at all times. During special events competitors are not required to wear club or guest identification badges.
10. No alcoholic beverages or illicit drugs are permitted on ARPC facilities at anytime.
11. Clean up after using a range by removing used targets, picking up empty cartridges, shot shell hulls and sweeping if necessary. Always leave the range in better shape than when you found it.
12. Informal shooting shall not interfere with scheduled events but may be permitted at the discretion of the scheduled event Match Director.
13. Steel core and tracer ammunition is prohibited on all ranges except by Executive Board approval.
14. Shoot only approved targets; no vegetables, fruit, or glass may be used as targets.

SPECIFIC RULES – MAIN RANGE

1. When calling a main range "cease-fire":
 - a. First, check with all persons on the firing line to make sure they are ready for a "cease-fire" then;
 - b. Press the red (top) button, which engages the audible and visible status indicators before anyone goes downrange and forward of the red firing line.
 - c. If anyone remains behind the firing line during a "cease-fire", they must stay behind the yellow line and not handle any uncased firearms.
 - d. Before turning off the "cease-fire" indicators, by pushing the black (bottom) button, make sure everyone is behind the firing line and that they understand the firing line is going "HOT".
2. All types of firearms are allowed on the main range including pistol, rifle, black powder, shotguns and full autos.
3. The metal plate rack at the south end of the main range is for **PISTOL ONLY**.
4. Full auto firing is permitted on the main range per the current conditional use permit:
 - a. Mondays, Wednesdays and Fridays between 10am and 4pm.
 - b. Second and fifth Sundays and the first, third and fourth Saturdays of each month between 10am and 4pm.
 - c. During club scheduled full auto events.
5. Shoot only at targets attached to target boards or designated shooting targets. Do not shoot target frames, rocks or any other target not approved for use.

SPECIFIC RULES – NORTH & EAST RANGES

1. All parking is on the north side of the road or at the end of the north range road..
2. All types of firearms are allowed on the north / east range including pistol, rifle, black powder, shotguns and full autos.
3. All “cease-fires” are verbal on the north / east range in all bays. All actions should be open when going downrange during a “cease-fire”.
4. Metal targets may be used if a minimum shooting distance of 21 feet is maintained. Steel plate racks are for **PISTOLS ONLY**.
5. Firearms and broadhead arrows are prohibited in the archery area.
6. Keep doors on bay buildings closed at all times and shoot from within the noise control structures when possible.

SPECIFIC RULES – INDOOR RANGE

1. Pellet guns and .22 caliber **RIM FIRE ONLY** firearms can be fired in the indoor range. .22 “Hyper Velocity” and .22 magnum ammunition is prohibited in the indoor range.
2. No one may go downrange of the firing line without Range Officer approval.
3. A Range Officer must check out all firearms taken into the indoor range to make sure they are of the proper caliber. Once firearms have been checked then the Range Officer will give you access to the range..

SPECIFIC RULES – SHOTGUN RANGE

1. When shooting shotguns on the shotgun range make sure all shot falls downrange and not across the north range road berm or the main range berm.
2. Only ARPC clay bird throwers can be used on the shotgun range, no hand throwers are allowed.
3. A “cease-fire” on the main range does not mean there is a ‘cease-fire’ on the shotgun range or visa versa.
4. When shooting other firearms on the shotgun range only shoot at targets attached to the target boards or other approved targets. Do not shoot at target frames, rocks or any other target not approved for use.

MORE ON RANGE SAFETY AND ETIQUETTE

On any range, always check to be certain everyone understands what is happening. On the main range, **ALWAYS** use the buzzer-strobe system for calling a ‘Cease-fire’. Be **ABSOLUTELY** certain that no one is down range or behind target frames when terminating a ‘Cease-fire’.

Guests at ARPC do not always understand firearm handling procedures or range rules, please watch for:

1. Anyone handling firearms during a ‘Cease-fire’.
2. Anyone pointing a firearm at another person, loaded or unloaded, always keep the “Muzzle Up”.
3. Anyone not covering sandbags to prevent muzzle blast or cylinder gap blast from burning or setting sandbags on fire.
4. Anyone attaching targets to targets support timbers (normally painted red) or using unauthorized targets.

If you notice smoke on any range during the summer, please notify a Range Officer or the Brownsville Fire Department. The telephone number for the Brownsville Fire Department is posted near the telephone at the Main Clubhouse. After notifying the proper authorities, call any member of the Executive Board to report the incident, even if the fire is out.

In the event of any accident or medical emergency call 911 for help. The address of the club is **29999 Saddle Butte Rd, Shedd, Or, 97377** and is also posted near the phone in the Main Clubhouse. Once emergency help is notified, please contact a member of the ARPC Executive Board to report the incident.

FINAL ORIENTATION TEST

(Please bring this form with you to the orientation class)

Name _____ Date _____

ARPC Gate Card Number _____ Phone Number _____

Signed _____ Email _____

1. What are the hours of operation at ARPC?
2. Who is responsible for guests brought to ARPC?
3. How many work hours are necessary to waive the yearly work bond fee?
4. What type of cease-fire systems exist on the north and east ranges?
5. What is the web site address for ARPC?
6. Are alcoholic beverages allowed on ARPC property?
7. Can you carry a concealed handgun at ARPC?
8. Can you call a "cease-fire" without a Range Officer present?
9. How many different ranges are there at ARPC?
10. How do you find out how many work bond hours you worked during the year?
11. Can you handle firearms during a "cease-fire" on the main range?
12. When does ARPC have its regular work bond party?
13. How many of your guests can shoot at one time?
14. Uncased firearms must always have the actions open during a cease-fire or when unused, True or False?
15. It is okay to use steel core ammunition on the main range, True or False?
16. What two pieces of safety equipment are mandatory for shooters and observers when at any ARPC shooting range?
17. How do you start or terminate a "cease-fire" on the Main range?
18. Where are the two places you find the club event calendar?