Burlington Rifle & Revolver Club Inc.
BURLINGTON, ONTARIO

# Membership Manual

**This Book Belongs To: _____**


**Mailing Address**
Burlington Rifle and Revolver Club
P.O. Box 91568
Roseland Plaza
Burlington, Ontario
L7R 4L6

**Street Address**
1540 King Road
Burlington, Ontario

**B.R.R.C. Telephone**
905-333-5494


## Introduction

Rules and Regulations of the Burlington Rifle and Revolver Club (Range Burlington), hereinafter known as; the Club.

**The Club reserves the right to amend their rules and regulations as deemed necessary by the Board of Directors (BoD).**

The information contained in this booklet has been created solely for the membership of Range Burlington. It is designed to provide all members with a written source of safe firearm handling procedures as well as the Club Rules and Regulations as set down by the Board of Directors.

Members must obey the **Canada Firearms Act** and the **Criminal Code**, as it applies to firearms. Every member must be aware of their responsibilities concerning storage and transportation of their firearms. It is also the responsibility of each member to remain current with all laws pertaining to firearms.

The Range Burlington Safety Course is mandatory for all new members. It is designed to instruct safe gun handling procedures and range protocols, required by the Club. The course will reinforce the gun handling procedures known as **ACTS** and **PROVE.** It will cover the fundamentals of safe and accurate shooting, but is not intended as a marksmanship course.

# Membership Manual

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## Board of Directors 2024

| | | |
|---|---|---|
| President | David Bot | president@rangeburlington.ca |
| Vice President | Ross McBean | v.president@rangeburlington.ca |
| Treasurer | John Campeau | finance@rangeburlington.ca |
| Board Secretary | Dennis Downs | board.secretary@rangeburlington.ca |
| Safety Director | Steve Shein | safety.director@rangeburlington.ca<br>steve.shein@gmail.com |
| Assistant Safety Director | Ed Perry | eaperry@rogers.com |
| I.T. Manager | Jason Polzer | |
| Membership Secretary | Peter Barbier | membership@rangeburlington.ca |
| | | |
| Non-Director Volunteers: | | |
| Range Warden | Peter Papadopoulos | range.warden@rangeburlington.ca |
| Office Manager | Janet Gangon | manager@rangeburlington.ca<br>Tel: 905-333-5494 |

## Discipline Officers

Questions regarding the different shooting disciplines should be directed to the appropriate League Officer at the specified time.

| | | |
|---|---|---|
| Bullseye | Stewart Attlesey | bullseye.brrc@gmail.com |
| Pistol Skills | Gabriel Nicoletti | nicolettig77@gmail.com |
| IPSC | Mike Grojic | ipsc.brrc@gmail.com |
| Rifle | Steve Preston | rifle.brrc@gmail.com |
| Silhouette | Steve Waite | silhouette.brrc@gmail.com |
| Cowboy Action Shooting | Chad Segers | western.brrc@gmail.com |
| Black Powder | David Gagnon | blackpowder.brrc@gmail.com |
| Juniors | Hank Wall | juniors.brrc@gmail.com |
| Small-Bore/Air Gun | Dan Haggarty | smallbore.brrc@gmail.com |
| PPC | Andre DeLoos | ppc.director@rangeburlington.ca |
| Archery | Peter Sheridan | brrc.archery@gmail.com |
| Advanced Firearm Skills | Steve Shein | advanced.rifle.pistol.brrc@gmail.com |

**Club Lounge/Classroom phone number: 905-637-8033**

# The Acts & Prove of Firearm Safety

## ACTS

**A**ssume every firearm is loaded

**C**ontrol the muzzle direction at all times.

**T**rigger finger must be kept off the trigger & out of the trigger guard.

**S**ee that the firearm is unloaded - **PROVE** it safe.

## PROVE

**P**oint the firearm in the safest available direction.

**R**emove all cartridges.

**O**bserve the chamber(s) or cylinder.

**V**erify the feeding path.

**E**xamine the bore.

## Safety is everyone's business; Think safety at all times!

## Your Firearms Documents

Members are required to carry their Firearms Licence, copies of their registration documents and any required transportation documents to and from the Club. It is recommended that you carry all your firearms documents separate from your firearms during transport. Be aware of your RPAL expiry date.

## Terms and Abbreviations

- ATT Authorization to Transport
- BoD Board of Directors
- BRRC Burlington Rifle and Revolver Club
- CFO Chief Firearms Office
- CFP Canadian Firearms Program (RCMP)
- CSSA Canadian Shooting Sports Association
- IPSC International Practical Shooters Confederation
- PPC Police Pistol Competition

## About the Club

The Burlington Rifle and Revolver Club (Range Burlington) is a non-profit organization, incorporated and registered with the Province of Ontario in 1954.

## Board of Directors

The Club is governed by a Board of Directors, elected each year at the Annual General Meeting (AGM).

## Insurance Coverage

Each member in good standing is insured for liability through the Canadian Shooting Sports Association (CSSA). Membership in the CSSA is mandatory and the fees are part of your membership dues.

## Membership Fees

Membership fees are due on your birth date. The Club provides a spousal/associate membership. The Junior Section has a separate fee schedule.

## Club Security

The Club is monitored by a video security system. A total of twenty-four cameras cover the lounge and range along with ten cameras covering the parking lot and Club property. A card access system records each member's activity while on the premises.

## Security: Member's Responsibility

Swiping Access Card, in and out of all controlled doors is mandatory. If another member's access card is not functioning, there may be a reason. **Do not swipe them in.** If you see someone loitering on Club premises, ask questions as to why they are there. Identify anyone attempting to follow you into the Club and report any suspicious activities to the Safety & Discipline Committee. Report any acts of vandalism or any other inappropriate activity. Reporting such incidents can be done through the BRRC website under the heading: **Safety Violation Reporting and Facilities Issues.** Ensure that all doors are secure before leaving the Club.

## Membership Identification Badges

The club is in the process of issuing all members with a photo I.D. access card. These cards have various coloured borders which indicate the member's volunteer position within the club.

Membership photo cards and I.D. badges must be worn at all times and visible while on club premises.

**Note**: Membership cards may be removed only while a member or a range officer is actively engaged in downrange shooting. Once the member or range officer has completed the course of fire, the membership I.D. must be worn and visible.

Gold shield badges identify a life member of the club and may be worn along with other mandatory photo cards and I.D. badges. In order to receive a life membership in the BRRC, a member must have served for ten years as a board director or safety instructor.

# Membership Manual

## Shooting Discipline Rules

Members are required to follow the rules of each shooting discipline while engaged in that activity.

ISSF policies and best practices will take precedence over BRRC policy during League nights and sanctioned matches while under the supervision of League Officers or certified officials. At no time will BRRC's policies be superseded during non-discipline shooting times.

All steel targets used during any shooting discipline, practice or match, must be approved by the BRRC Board of Directors, prior to being deployed on the range.

All guests must be signed in by the League Officer.

## Shooting Disciplines

There are nine shooting disciplines plus Archery within Range Burlington:

| | | |
|---|---|---|
| - Sunday | Small-Bore/Air Gun | 8:00 am to 12:00 noon |
| | PPC | 6:00 pm to 11:00 pm |
| | Archery | 11:00 am to 1:00 pm (weather permitting) |
| - Monday | Range closed for cleaning | 7:00 am to 11:00 am |
| | Bullseye Pistol | 3:00 to 8:30 pm |
| | Basic Pistol Skills Clinic | 8:30 pm to 10:30 pm every other week |
| | Advanced Firearm Skills | 8:30 pm to 10:30 pm every other week |
| | Range closed for cleaning | 7:00 am to 11:00 am |
| - Tuesday | IPSC | Set up: 3:00 pm to 5:00 pm<br>Shooting: 5:00 pm to 10:00 pm |
| - Wednesday | Range closed for cleaning | 7:00 am to 11:00 am |
| | Rifle | 6:00 pm to 10:00 pm |
| - Thursday | Metallic Silhouette | 5:30 pm to 8:30 pm |
| | Cowboy Action Shooting | 8:30 pm to 11:00 pm |
| - Friday | Range closed for cleaning | 7:00 am to 11:00 am |
| | Black Powder | 7:00 pm to 11:00 pm |
| - Saturday | Junior Section | 8:30 am to 12:00 pm |

## Discipline Descriptions

**Small-Bore/Air Gun Section**

League disciplines include ISSF Air Pistol & Air Rifle, Field Target (CAFTA) Air Pistol and Air Rifle, Multi-positional Hunting Rifle, Multi-positional Sporting Rifle and ISSF Rifle.

The small-bore section is for members who are interested in developing their marksmanship skills and/or participating in small-bore target shooting competitions. We practice and compete in the standing, prone and three-position events defined by the rule books of the Shooting Federation of Canada (SFC) and the International Sport Shooting Federation (ISSF) using .22LR caliber rifles and .177 caliber airpistols/rifles with target-grade ammunition. Members of the section compete in the Lakeshore Small-Bore Association (LSBA) matches at home during the winter and travel to the Ontario and Canadian National Championships each summer.

All league practice is on a first come, first served basis, with priority given to those who are shooting matches.

**Rifle Scopes:** Please ensure that all rifle scopes have **parallax** correction.

**Police Pistol Competition (PPC)**

The BRRC PPC Section hosts a practice session every Sunday evening starting at 6:00 pm. This shooting discipline has developed over the years from police firearms training into a sport enjoyed by civilians as well as law enforcement officers. The discipline involves shooting targets from various distances (3, 7, 15, 25 and 50 yards) under time constraints from a variety of positions. The focus of PPC shooting is on accuracy within a defined time allotment for each course of fire.

Several different types of firearms can be used in PPC shooting based on a classification system. Centre fire Revolvers and Pistols only, must be used in this sport.

This discipline takes place downrange and is open to all holster certified shooters. There is a BRRC PPC holster certification course available to the membership. These courses are run throughout the year based on demand.

The PPC Section is active in inter-league competition with many other gun clubs within Southern Ontario.

On the Sunday evening session, there is a cost of $3.00 for BRRC members and $5.00 for guests, to cover the cost of supplied targets.

**Bullseye Pistol**

The Pistol Section meets on Monday evenings, usually starting around 6:00 pm. They shoot the International (ISSF) or Olympic pistol events. ISSF policies and best practices will be followed on leaque nights and matches. All shooting is done one-handed, unsupported, using iron sights against traditional turning targets at fixed distances. All shots are scored 1-10 and are strictly timed. The pistol section also competes in the Ontario Inter-county Handgun League with five other clubs in the region throughout the winter, along with occasional matches with neighboring clubs.

While no official training takes place on Monday evenings, there is plenty of peer coaching and encouragement from other members to help new shooters off on the right foot. For someone who wants to learn how to shoot a pistol safely and competently in a friendly but organized fashion, Monday is the night to attend. To participate, all that is required is a .22 pistol (adjustable sights recommended), safety equipment and $4.00 per night for the cost of targets.

**Basic Pistol Skills Clinic Alternate Monday**

The Basic Pistol Skills Clinic is a fun downrange group shooting discipline. It combines accuracy drills with interesting games and exercises, designed to tighten your groups.

Whether you are a new shooter looking for a bit of help getting started or a seasoned pro needing a gentle push toward tightening up that “A” zone, the Basic Pistol Skills Clinic has something for you.

Each week shooters are introduced to a new combination of drills and games to keep the shooting fun and effective. As shooters participate, the discipline coach will offer feedback if requested.

Requirements:
Center fire or rim fire pistol; any calibre.
100-150 rounds
For semi-auto: 2 magazines minimum are required.
For revolver shooters, speed loaders would be beneficial but not required

**Advance Firearm Skills Alternate Monday**

Learn to shoot on the move, transition from firearm to firearm and improve your speed and accuracy.

**International Practical Shooters Confederation (IPSC)**
**(set-up 3:00 – 5:00 pm , shooting 5:00 – 10:00 pm)**

The BRRC IPSC Section hosts a practice session every Tuesday evening starting at 5:00 pm. IPSC is a dynamic shooting sport where the principles of accuracy, speed and power are balanced in a unique scoring system. Various courses of fire are used, featuring multiple, reactive and penalty targets as well as obstacles throughout the course of fire.

It requires competitors to shoot fast and accurately, often shooting on the move and developing techniques and styles to shave off fractions of a second between shots, during reloads and drawing from the holster. These Tuesday night sessions are open to IPSC Black Badge certified shooters only. Cost of participation is $2.00 for BRRC members and $5.00 for guests.

**Rifle Section**

The BRRC Rifle Section is affiliated with the Ontario Rifle Association and the Dominion of Canada Rifle association, the governing bodies for full-bore target shooting in Ontario. They meet every Wednesday night from 6:00 pm until approximately 10:00 pm with occasional weekend matches and clinics occurring throughout the year. This section promotes the art of small-bore (rim fire) and full-bore (centre fire) rifle shooting at Range Burlington by developing in rifle shooters, the marksmanship skills and confidence to safely advance to a level of competition in the Target Rifle, F-Class, ISU-300, CQB and Service Conditions disciplines.

This is a traditional intra-club shooting league composed of a 6:30pm relay and an 8:30pm relay. Course of fire is 50 rounds of rim fire (.17HMR, .17 H2, .22RF, .22mag) and 25 rounds of centre fire (any caliber, including pistol calibers in a rifle/carbine), in any action, and any sighting device. A variety of hunting-style and match targets are used at distances from 20 to 50m. The cost per relay for league provided targets is $2.00. Starting in 2014, an optional ORA-styled CQB action league will shoot after 8:00pm on special league nights.

Free coaching is available most league nights. Formal coaching and informal mentoring takes place between 7:30 pm and 8:30 pm and is available to all rifle section shooters. The Rifle section also hosts the Ontario Rifle Association's "Winter Indoor Training Series" on the second Saturday of each month from January to April.

**Metallic Silhouette**

BRRC Metallic Silhouette Section has a practice session every Thursday evening starting at 6:00 pm.

The Silhouette discipline involves shooting at metal cutouts representing game animals at varying distances. Metallic silhouette shooting can be done with various types of firearms usually with modern handguns, or modern rifles. The targets used are rams, turkeys, pigs, and chickens, which are cut to different scales and set at certain distances from the shooter depending on the specific discipline.

**Cowboy Action Shooting**

From single-action to lever-guns and side-by-sides, this group makes the Old West come alive! Cowboy Action Shooting (CAS) was started in California in the early 1980s. Since then, the Single Action Shooting Society (SASS) and CAS has spread around the world in what is likely, the fastest growing discipline in the shooting sports. This a very unique discipline where period dress and scenario based courses of fire, produce a social yet competitive atmosphere.

The Cowboy Action Shooting Section hosts an indoor match usually the first Sunday of each month from November through to April. During the summer months, the Western Section members are engaged most weekends in local, regional and international events.

**Black Powder Section**
The BRRC Black Powder Section meets every Friday evening from 7:00 pm to 10:00 pm. This session is dedicated to our heritage by use of historical firearms. On most Fridays, one may observe and participate in the use of muzzle loading, flintlock and percussion cap rifles & pistols. Some members use black powder cartridges in both long guns and revolvers. The aim on a Friday night is toward recreational shooting with some scheduled competitions from time to time. All members are welcome to come out on a Friday night and enjoy this unique shooting discipline.

**Junior Section**
The BRRC Juniors meet every Saturday from 8:30 am till 1:00 pm. The Junior program is designed for the casual shooter up to and including the most competitive of shooters.

The program starts eight year olds on air pistol only. At age twelve, they are given the option to shoot air pistol or .22 calibre rifle.

The primary purpose of the program is to teach the safe handling of firearms. Once the shooters have successfully completed the safety training, they are coached on the physical and mental aspects of the precision shooting discipline. Over time the junior member will develop the skills required for competition. Once they have reached this level, ISSF policies and best practices may be followed during league training and matches.

The BRRC Junior Program has distinguished itself in the men's and ladies divisions both regionally and nationally for the past several years.

Membership in the Junior Program costs $150.00 annually. This includes insurance coverage through the Canadian Shooting Sports Association.

**Archery Section**
Compound or re-curve bows up to 70 pounds are allowed. Crossbows are allowed, but archers must use special targets and obtain crossbow specific training. Broadhead arrows or bolts are not permitted.

**Supervised Discipline Hours:**

**Sunday:** 11:00 am to 1:00 pm (weather permitting) during the summer months

Crossbow specific times are **Sundays** from 1:00 pm to 3:00 pm the first Sunday of every month

## Please Note:

All members are welcome to visit any of the Disciplines during their scheduled time for a briefing on the sport. You may contact the Directors to arrange participation in any of the various disciplines.

**New Member Restrictions:**

Upon successful completion of the Safety Course, you will receive an Access Card/Photo I.D. Card. Your card will allow you access to the club between the hours of 6:00 am and 12:00 midnight for a period of **three (3)** months from the last day of the Safety Course.

- You are ***not*** permitted to be at the Club between 12:00 midnight and 6:00 am.
- You may ***not*** bring guests to the range until you have completed probation and attended the club on **three (3)** separate occasions and shot from the ports (post probation). This must be done during non-discipline hours. You will be on your honour to comply with this mandate before bringing a shooting guest to the club.
- Failure to comply with these restrictions may terminate your membership.

During the first Board of Directors meeting following your Safety Course, your name will be read into the minutes of the meeting.

Following the **three (3)** month New Member Restriction period, your access card will be automatically updated to allow full 24/7 access to the Club but only if you have completed the observation requirements.

**Managing Your Membership**

It is imperative that you notify the BRRC at accounting@rangeburlington.ca if you have a change of address or contact number.

Non-compliance with the above could affect the status of your membership.

**Note: If you are moving, you must contact the CFO to obtain a short term ATT to transport your restricted firearms from your current residence to your new residence. This must be done prior to moving!**

## Authorization to Transport (ATT)

**Bill C-71**

Effective October 1, 2021, holders of a long-term Authorization to Transport (LT-ATT) for the purpose of target shooting will be allowed to transport restricted firearms to and from a licensed range by a reasonably direct route. However you MUST follow all transportation requirements.

Transportation of restricted firearms and/or prohibited handguns (12(6.1) of the Firearms Act) possessed for the purpose of target practice to and from all shooting clubs and ranges approved under section 29 of the Firearms Act.

If you require an ATT for any other purpose, you must contact the CFO for Ontario through the Canadian Firearms Program. The toll free number is 1-800-731-4000.

The BRRC strongly recommends that every member make themselves fully aware of the requirements and their obligations regarding transportation of restricted and prohibited firearms. This information can be found on the RCMP website at http://www.rcmp-grc.gc.ca/cfp-pcaf

If you are uncertain at any time about whether a short-term ATT should be requested, you should contact the CFO and make an enquiry prior to transporting firearms.

## Health and Safety

Proper eye protection must be worn at all times while on the range. Proper eye protection is defined as glasses with lenses made of impact-resistant glass or polycarbonate plastic.

Range Burlington requires that safety glasses cover the eye socket from the eyebrow to the cheekbone. It is strongly recommended that the glasses be fitted with side shields or constructed with wrap-around lenses.

Hearing protection must be worn on the active range at all times when live fire is in progress.

The Chief Firearms Office (CFO) has defined “the active range” as the area from the double-door range entrance to the backstop.

The wearing of open toed footwear, loose shirts/tank tops and open necked tops is strongly discouraged. Hot shell casings from firearms can become lodged in loose clothing causing a safety hazard.

The Canadian Firearms Program and the CFO, advise that all individuals involved in the operation or use of indoor ranges, make themselves fully aware of the health hazards posed by the lead contamination associated with operating indoor ranges. Be aware that food and drink are not to be consumed in the active range area at any time.

The CFO also strongly recommends thorough hand washing with soap and cool water following any activity in the active range area.

It is also recommended that you change your outer clothing after engaging in any shooting activity.

## Impairment While on Club Property

Range Burlington has a ``Zero Tolerance`` policy regarding impairment anywhere on club property. Impairment is the state of being mentally, emotionally or physically diminished, weakened, or damaged. Impairment can be caused by: sleep deprivation, emotional distress, physical discomfort, drugs, alcohol, etc. A shooter who is suffering an impairment of any kind should not handle a firearm.

This “Zero Tolerance” policy will be strictly enforced!

# BRRC Guest Policy

## General

Guests may only enter the club with a member in good standing. Each member in good standing may bring a maximum of four (4) guests.

All guests (shooting and non-shooting) must be signed in and wear a guest ID badge, clearly visible, while on the premises. Members must complete a **Guest Waiver & Release**, in full, for **each** guest brought onto Range Burlington premises, **each visit.**

**Failure to fully complete the Guest Waiver & Release form will result in a $100 fine to the member and suspension of their membership until the fine is paid in full.**

The Canadian Firearms Program and the CFO Regulations require Range Burlington to record and retain the Firearms License number of every guest who brings a firearm onto BRRC premises.

The **Guest Safety Briefing** must be reviewed by all guests and the sponsoring member. A sample copy of the Guest Waiver & Release/Guest Safety Briefing, is located at the end of this manual.

Members are **100% responsible** for their guest's conduct while on the premises, and for any damage their guests may cause to Club property.

**Guests must not be left unattended on the range**. G**uests are not permitted between 12:00 midnight and 6:00 a.m.**

## Guests During Non-Discipline Hours

Shooting guests may be licensed or unlicensed. Whether licensed or unlicensed, only one guest per member is allowed on the firing line at a time and must not be left unattended on the range.

- A member and shooting guest must share one port at all times, even if there are open ports on the firing line.
- The member must keep his/her guest, whether licensed or unlicensed, under their direct supervision and within arm's reach, at all times while on the firing line.
- All shooting guests 18 years of age and older must pay a $20.00 fee for each visit to the club.
- All shooting guests 17 years of age and under must pay a $5.00 fee.
- A visit is considered complete when the guest leaves the club property.
- A non-shooting guest does not pay the $20.00 fee, so long as they do not enter the active range (firing line)
- BRRC Junior members are club members in so far as they are not required to pay a guest fee but must be under the direct supervision and within arm's reach of a full member while on the firing line.

## Reporting Injuries on BRRC Premises

**Member's Responsibility:** BRRC policy requires that any injury or medical issue involving a member or a guest on club premises, however caused, be reported to a director immediately. It is the director's responsibility to immediately forward any injury report to the Executive Committee of the Board of Directors. Number to call:

**905 848 9895**

**Board of Director's (BoD) Responsibility:** The Canadian Firearms Program and the CFO Regulations require Range Burlington to report any and all personal injuries caused by the discharge of a firearm. The BoD must report such injuries to the local police as soon as possible and must also file a report with the CFO within 24 hours.

### Entering the Range

The first person to enter the range should make sure that the Range Warning Sign is turned down, so that it reads **"Caution Range Open"**. The last person to leave the range should turn the sign up, so that it reads **"Range Closed"**.

### Lounge & Range Area

Smoking in the Lounge, Range and Classroom is strictly prohibited. There is also no smoking within 15 meters of the main door to the range and lounge. Please respect the comfort of your fellow members by keeping the lounge area clean.

To enter the range from the lounge you must use your access card. The double doors create a sound barrier for the benefit of people in the lounge. When entering or exiting the range, before opening the second door, be sure the first door is closed behind you.

A telephone is located inside the lounge, to be used for local calls only.

There are two **Red Emergency Buttons** located under each rear window on the firing line. In case of emergency, press one of these red buttons. Police, Fire and EMS will be notified and the Club doors will be unlocked for their access. A member of the Club Executive must be notified in the event that the red emergency buttons are utilized.

Located halfway down range on the left, there is an emergency exit door behind a bright red steel cover. This is an exit door only and once this door is closed, you will not be able to regain entry to the range.

**Range Maintenance and Cleaning**

The range is cleaned and general maintenance is conducted three times per week on Monday, Wednesday and Friday between the hours of 8:00 am and 11:00 am. During these cleaning and maintenance periods, the Lounge and Range are closed. Only cleaning and maintenance personnel are permitted in these areas, during these times.

**Posted Events**

All special events will be posted on the lounge television monitor as well as the Range Burlington website calendar at www.rangeburlington.ca

Be sure to check both of these information sources regularly for any rule changes or range closures.

This may save you a wasted trip to the Club.

**Safety Zones**

There are two safety zones located in the lounge. One safety zone is for handguns and rifles; the other safety zone is for handguns only. While uncasing or handling a handgun in either Safety Zone, the muzzle must always be pointed toward the wall at the rear of the countertop.

While uncasing or handling a rifle in the one Safety Zone, the muzzle must always be pointed toward the wall at the rear of the countertop or to the left.

Ammunition, magazines and speed-loaders are strictly prohibited in both safety zones. This includes "dummy rounds", ammunition boxes and spent casings.

Dry firing is prohibited in the safety zones. The only exception to this rule is, when it is necessary to dry fire a firearm in order to make it safe for casing.

There is no cleaning of firearms allowed at the club.

## Always, be safe and look safe!

**Dry Fire Exercises**

Dry fire exercises are strictly prohibited in the lounge, at all times. All dry fire activities are to be restricted to the shooting ports or downrange.

**Firing Lines (Ports & Downrange)**

All shooting must take place from the shooting ports. The exception to this is holster certified shooters, who may shoot downrange under the conditions as specified in the policy; Holster Shooting during Non-Discipline Hours, located on pages 24 to 27 of this manual.

**Green Light & Yellow Line**

When the green ceiling light is on; the firing line has been cleared and the downrange door is open, shooters may go downrange. **No one may cross the yellow lines** on the floor, into the ports, while the downrange door is open. No person shall handle a firearm or anything else in the shooting ports from either side of the ports, while the green light is on and the downrange door is open.

If this rule is violated, all shooters must return to the ports and the line must once again be cleared before anyone will be permitted to go downrange.

When shooters are returning from downrange to the shooting ports, the designated Range Officer must clear the downrange area of all persons before returning to the firing line and closing the downrange door. The Range Officer will give the command: ``Door is Closed; Eyes and Ears; The Range is Hot!``

**Red Light & Yellow Line**

When the red ceiling light is on; the downrange door is closed. Shooters may cross the yellow line into a port and live fire may commence.

**Cease Fire**

The cease fire command should only be used in emergency or potentially dangerous situations. Anyone on the firing line may call a cease fire. The cease fire command should be repeated loudly, several times.

If you hear the **"Cease Fire"** command, you must stop shooting immediately, unload your firearm, make it safe, and step back out of the port, behind the yellow line.

**Firearms and Ammunition**

All firearms must be encased when brought onto Range Burlington property.

All types of firearms may be used at the Club, provided they comply with current laws, and the owner is licensed to transport them. All firearms used at Range Burlington must be in good working order.

**Absolutely no** armour piercing, incendiary, tracer or steel core or steel jacketed projectiles, in any calibre, are permitted on the range. This includes 50 calibre BMG. . All projectiles must not stick to a magnet.

**Uncasing: Shooting Ports & Safety Zones**

During non-discipline hours, all firearms **must be uncased in the shooting ports.** Firearms **must not** be uncased at the rear shelving and transferred to the ports. If a firearm is uncased in the lounge Safety Zones, it must be encased again, before moving it to the shooting ports.

**Four Steps to Uncasing a Firearm**

1. Assume the firearm is loaded
2. Point the firearm is the safest available direction
3. Maintain safe muzzle control at all times
4. Carry out ACTS and PROVE

**Shooting Fundamentals**

There are seven basic fundamentals of accurate and safe shooting:

1. **Grip**
2. **Stance**
3. **Sight Alignment**
4. **Trigger Control**
5. **Breathing**
6. **Follow Through**
7. **Rhythm**

Mastering these fundamentals will ensure that you are on target all the time. Illustrations of proper shooting stance, trigger finger placement and sight picture are located at the end of this manual.

**Shotguns**

When shooting from the ports, only slug type projectiles are permitted.

Number four (#4) shot and larger may be fired downrange during a sanctioned match under the supervision of a Match Director.

**Targets**

Only paper targets may be used during non-discipline hours. **Post one target only**. Cardboard target backers must not exceed 12" in width. The length of a target backer board may be determined by the position of the shooter: example, if the shooter is standing, sitting or prone. Glass, metal, plastic, wood and other non-standard targets are prohibited. Steel gongs are not allowed on the range. Human likeness targets or photographs of individuals are also prohibited.

**You must supply your own targets and staplers**
**Cardboard backer boards are usually available on the range**

**Target Placement**

Minimum target distances:

Handgun – 10 yards (yellow flag)
Rifle – 25 yards (2nd yellow flag)

Targets must be hung at muzzle level, for the position you will be shooting from. Place your target at the distance from which you will be shooting and sight your unloaded firearm at the bullseye. Be sure that when your bullet passes through the target, it will strike the backstop.

The height at which you hang your target will depend on whether you are standing, sitting or shooting from the prone position. Target placement is most critical at the ten (10) meter distance due to the angle of your firearm. Your firearm should always be level when pointed at the bullseye of your target so that your bullet strikes the backstop. Know your target and beyond!

An illustrated Target Placement Guide is located at the end of this manual.

**Firearm Malfunctions: Squib Loads & Misfires**

A squib load occurs when the primer is struck by the firing pin, the primer fires but the powder fails to ignite. In most cases, the bullet will be lodged in the bore of the firearm. Shooters must be aware of the different sound and lack of recoil of a squib load.

If you suspect a squib stop shooting immediately. Unload and prove safe, making sure your bore is clear of obstruction.

**Extreme caution must be used when dealing with a squib load.**

A misfire occurs when the firing pin strikes the primer and the primer fails to ignite the powder.

In the above noted situations you must stop shooting immediately and keep the muzzle pointed downrange with your finger off the trigger. **Wait 60 seconds then PROVE the firearm safe.**

There is a red container on the wall at each end of the firing line made of heavy metal pipe. Discard any misfired or damaged ammunition into these containers.

**Range Officer**

The Chief Firearms Officer of Ontario has mandated that all active ranges must have a Range Officer on duty. During non-discipline hours, when there are more than two people on the range, one will act as a Range Officer. The designated individual is required to wear an orange Range Officer vest.

The Range is used co-operatively during non-discipline shooting hours. When a second member arrives on the Range with another member present, it should be mutually established who will act as the Range Officer (R.O.). The R.O. is responsible to clear the line and range, when and if, a shooter needs to go downrange.

Prior to opening the range door, the R.O. will command shooters to make their firearms safe then stand behind the yellow line. After a visual inspection of every port to ensure firearms are safe, the command the line is clear is given and the range door is opened. After the downrange activity has ceased, the R.O. will visually clear the downrange area, close the range door and make the command, the range is clear, the range is hot, shooters to the line. During this opening and closing of the range door, the R.O. must verify that the red/green lights are consistent with the range commands.

**Range Courtesy**

Do not call a cease fire for the sole purpose of needing to go downrange. If you need to go downrange to collect brass, recover a fallen target, etc. approach the designated R.O. with your request. The R.O. should then take the necessary steps to clear the firing line. Never pick-up or touch another member's firearm without their permission.

Always clean up after yourself, once you are finished shooting. Pull cardboard backers from the target return system. Dispose of targets and waste in the proper containers. Empty brass may be disposed of in the brass containers below the rear benches. Mechanical breakdowns should be reported as soon as possible to the Range Warden.

**Safety Infractions**

If you witness a safety infraction while at the Club please follow the O.A.R. protocol.

O – Observe
Please be sure that you are actually observing a Safety or Club policy violation.

A – Approach and advise.
Please be sure to approach the member with respect.
Please also be sure to be courteous to your fellow member with your advice.

R – Report
Please gather as much factual information as possible. This should include the member's name if possible, date, time and nature of violation. Please forward these details to safety.discipline@rangeburlington.ca in a timely manner.

**Do not escalate the situation. If you feel unsafe, remove yourself from the area and contact Safety Director Ed Perry immediately at 416-832-4145 or eaperry@rogers.com**

# Holster Shooting Policy during Non-Discipline Hours

## General

1. Only full members in good standing, of the Burlington Rifle & Revolver Club, eighteen (18) years of age and over and in possession of a valid R-PAL, may wear a holster on club premises and shoot from a holster during non-discipline hours.

2. Any member who wishes to shoot from a holster during non-discipline hours, must be a certified shooter and actively engaged in an approved holster discipline such as, but not limited to, IPSC, PPC, IDPA, Law Enforcement, etc.

3. Before any member can shoot from a holster during non-discipline hours, that member must be certified to do so by the BRRC Safety Director or Designate.

4. A member will be certified after successfully completing a written exam as well as a practical demonstration of these holster shooting protocols.

5. Once certified, the member will be issued a blue Photo I.D. card indicating that they are BRRC Holster Certified and are permitted to shoot from a holster at the ports or downrange during non-discipline hours.

6. This card must be worn and visible at all times while they are engaged in holster shooting activities during non-discipline hours.

7. All firearms must be encased when brought into the lounge or range.

8. Cross-draw holsters, shoulder holsters or belt holsters mounted or canted to the rear of the shooter are not permitted.

9. Holstered firearms are not allowed in the lounge during non-discipline hours.

## Holster Shooting Downrange

1. There must be at least two (2) holster certified shooters present at all times to shoot from a holster downrange.

2. The yellow safety chains must be in place from the range door to either side of port six and the port six table must be removed.

3. At all times, one shooter must assume the role as Range Safety Officer (RSO). The RSO may not shoot while the other shooter or shooters are engaged in live fire.
(See Duties & Responsibilities of the RSO below)

4. A Safety Table must be set up under the sign on the south wall of the range by the emergency exit door. A separate ammunition/gear table may be used but must be located in an area well away and clearly distinguishable from the Safety Table.

5. The safety table must be used for the un-casing and casing of firearms, only. No ammunition, magazines or speed-loaders are allowed on the safety table. No dry fire exercises are allowed at the safety table.

6. Only paper targets may be used. Steel or other reactive targets are not allowed.

7. Multiple paper target arrays may be used provided that all rounds hit the backstop.

8. All shooting must take place from behind the yellow, 10 metre line.

9. All shooting must be from a static position. Shooters must not move from the start position once the firearm has been drawn from the holster. One step forward or side to side is allowed in order to practice shooting stance drills.

10. If any other member enters the club and wishes to shoot from the ports, downrange shooting must cease and all members must return to the ports to continue shooting.

## Duties & Responsibilities of the Downrange Range Safety Officer (RSO)

### Entering the Range and Set-up Process:

1. Ensure eye protection is in place prior to entering the range
2. Ensure no food or beverages are on the range
3. Ensure yellow safety chains are in place at port six (6) and table is removed
4. Ensure safety table set up in the correct location
5. Ensure air exhaust fan is operational
6. Ensure range lights are on and re-set

### Uncasing and target set-up:

7. Check that all firearms are uncased at the safety table
8. Check that no ammunition or magazines are on the safety table
9. Check that firearms are holstered from the table in a safe manner
10. Check that targets are hung so that all bullets will hit the back stop
11. Check that the firing line distance is correct
12. Check for walk-on spectators before and during shooting

### Calling the line:

13. Check that all shooters and spectators have proper Personal Protective Equipment (PPE) in place
14. Call: "Eyes and ears! The range is hot!"
15. Call: "Load and holster!"
16. Call: Commence shooting command (verbal, timer or whistle)

### When the shooting is completed:

17. Check that the shooters are finished firing
18. Check, visually and physically, that every firearm on the line is safely holstered
19. Call the line cold/safe. Hearing protection may be removed. Eye protection MUST stay in place at all times

### Casing Firearms:

20. Ensure all firearms are cased at the safety table and that all muzzles are pointing in a safe direction
21. Ensure that no ammunition or magazines are on the safety table
22. Allow a dry fire or hammer drop ONCE for the purpose of casing a firearm

### Leaving the range:

23. Ensure the range is left in a clean condition
24. Ensure that the fans and lights are turned off
25. Remove the chains at port six (6)
26. Replace table at port six (6)

## Holster Shooting from the Ports

1. One of the four BRRC port half-tables must be used when engaged in holster shooting from the ports. The port half-table may be temporarily removed to allow for positional shooting (i.e. kneeling, sitting, prone).

2. All right-handed shooters must shoot starting at Port 11 to Port 8, in that order. All left-handed shooters must shoot starting from Port 1 to Port 4, in that order. If the designated holster shooting ports are occupied, the holster shooter must wait for the required port to be vacated. Holster shooting from the ports does not take priority over other shooting activity.

3. While shooting, the member must remain as close to the port table as possible and the muzzle of the firearm must not be behind any other shooter on the line.

4. Only paper targets may be used and only one target may be posted per shooter. Multiple targets may not be shot from the ports.

5. Targets must be no closer than the minimum 10 meter shooting line.

6. Firearms must be uncased and holstered at the port. Similarly, firearms must be un-holstered and encased at the ports before leaving the range.

7. Shooters are not permitted to leave the port or step behind the rear yellow line with a holstered firearm.

8. Shooters are not permitted to step beyond the forward yellow line at any time.

9. When temporarily moving away from the port, the shooter must leave the firearm on the half-table in an unloaded and safe condition.

10. Positional shooting (i.e. kneeling, sitting, prone) is allowed provided the shooter can do so safely with the target adjusted accordingly, to ensure all bullets hit the backstop.

# Range Safety Committee (RSC)
# Guidelines and Process

**Overview**

This is a description of the guidelines and procedures used by the Burlington Rifle and Revolver Club Range Safety Committee (RSC).

**Principles**

1. In all aspects of Club activities, safety is the responsibility of all concerned.
2. The purpose of the RSC guidelines is to discourage and correct conduct that threatens the safety of persons, disrupts Club activities, and/or damages Club property or equipment.
3. These guidelines will be applied consistently, with due consideration to the potential consequences of the conduct in question, and any pertinent circumstances. Also, the history of the member at the Club will be taken into consideration.
4. Any action taken by the RSC will be administered in accordance with these Guidelines and Process which will be available to all members.
5. The Club Executive (President, Treasurer, Board Secretary, Membership Secretary, Safety Director) are responsible for the administration of these guidelines.

**Guests and Visitors**

1. During off hours shooting, any member who brings guests onto the premises is responsible for the actions of those guests at all times while on Club property.
2. Members must sign in for their guests on each occurrence and follow all Club policies relating to guests.
3. During matches or other events, the Director or designate supervising the event is responsible for the actions of guests participating in the event, and any visitors attending.
4. Guests and visitors are not subject to the RSC guidelines established for members however guests may be asked to leave the Club and/or be banned from the Club for a specified period.

**Range Safety Committee**

A Range Safety Committee composed of members in good standing will be appointed as required by the Executive. The terms of reference of the RSC are:

1. Review all information pertaining to a report that may result in remedial action.
2. Conduct interviews with members facing remedial action, and with any other persons as required to investigate the facts and circumstances of the behaviour in question.
3. At the conclusion of the investigation, apply remedial action measures as decided by the committee, following established guidelines from the Board of Directors.
4. Prepare a report for the Executive including measures applied and/or recommendations for any further action that may be warranted.

## Categories of Misconduct

The following categories have been established to apply remedial action in accordance with the potential consequences of a member's misconduct.

**Safety Violations**

Safety violations are defined as any conduct that could result in injury to persons. Some examples include:

1. Failure to obey range commands.
2. While shooting ports are in use:
   2.1. Handling firearms while the range door is open.
   2.2. Approaching the ports (crossing the yellow line) while the range door is open.
3. Handling firearms outside of the ports, safe areas or other specified zones.
4. Handling ammunition in a safety area.
5. Pointing or sweeping a firearm at any person.
6. Failure to use eye and ear protection when it is required.
7. Failure to supervise a guest or guests in accordance with Club policy.
8. Engaging in horseplay or any similar activity that could lead to a potential safety hazard.

**Damage, Misuse and Negligence**

Damage, Misuse and Negligence is defined as actions that may not endanger persons but may result in damage to property and equipment. Some examples include:

1. Shooting the walls, floor, ceiling, lights, baffles or other parts of the range not intended to be shot.
2. Shooting unauthorized targets, or targets that are improperly placed, supported or arranged.
3. When shooting from a port, aiming at a target that is not aligned with the port in use (cross-firing).
4. Using firearms or ammunition that are not authorized, or that are not appropriate for the targets.

**Misconduct**

Misconduct is defined as behaviour that may not endanger persons or damage property and equipment but demonstrates a lack of respect for Club rules, facilities and other persons. Some examples include:

1. Failure to display proper identification when on the Club property.
2. Using Club facilities while membership is delinquent or while Club privileges are suspended.
3. Having more than one guest on the range at a time, having guests when that privilege is suspended, failure to properly sign in and register guests.
4. Failure to properly dispose of cartridge cases and garbage, secure targets and hangers, replace shooting benches or otherwise clean up after shooting.

**Gross Misconduct**

Gross Misconduct is defined as actions or behaviour of such a serious nature that the actions in question could be viewed as a contravention of Provincial or Federal law. Some examples include:

1. Any type of violence.
2. Handling firearms or ammunition while under the influence of alcohol, drugs or otherwise impaired.
3. Abusive language, threats, gestures, harassment or intimidation of other persons at the Club.
4. Lending or exchanging club credentials to non-members or unauthorized persons.
5. Vandalism or theft of Club property.

**Process**

1. The RSC process begins when a report of misconduct is received by the Range Safety Committee. The report may be a range inspection, video recording, telephone call, electronic message, paper form or any other mode or format that indicates a breach of conduct may have occurred.
2. The RSC will conduct a preliminary investigation which may include reviewing card access logs, video recordings, property inspection, interviews and any other activities needed to determine whether further action may be required.
3. If further action is not required the report will be filed.
4. The RSC may suspend card access for all members who may be subject to remedial action, and will secure any information pertaining to the episode.
   *(This is an interim measure and is taken without prejudice to any of the members affected)*
5. The RSC will notify the Executive of the episode and actions taken.
6. The Chairman of the RSC or his designate, will notify all members concerned.
7. The Chairman of the RSC or his designate will arrange a meeting of the Committee as soon as possible to review the information collected and actions taken to date.
8. The Chairman of the RSC or his designate will arrange any interviews or provide any other information required by the members of the Committee.
9. The RSC Committee will present their report to the Executive in a timely manner following their investigation, deliberation and interviews including any remedial action taken.
10. The Executive will review the report and determine if any further action will be taken.
11. The Executive will notify members of any further action affecting them.
12. The Executive will advise the Board of Directors of all remedial actions taken.

**Remedial Measures**

Remedial measures may include any or all of the following and/or any other measures as determined by the RSC or the Executive. The following list is a guideline of measures available to the RSC or the Executive, depending on the severity of the misconduct.

1. Suspension from the Club pending the next Annual or Special General meeting of members, at which time a motion to permanently expel the member will be presented.
2. Suspension from the Club for a specified period.
3. Suspension of guest privileges for a specified period.
4. Requiring the member to re-take the Club Level Safety Course at their expense.
5. Requiring the member to reimburse the Club for the cost of repairing damage to property and equipment.
6. Requiring the member to apologize and/or make restitution to other persons.
7. Requiring the member to properly demonstrate specified procedures to the RSC or the Executive.

**Appeal**

A member may appeal to the Board of Directors, any action taken against them by the RSC.

## Range Safety Rules

1. Firearms Permitted: All types of legal rifles and handguns in centre-fire and rim-fire calibres. Full automatic firearms may not be used at Range Burlington.

2. Ammunition: All types of legal ammunition with the following exceptions: no incendiary, tracer, armour piercing, steel core or steel jacketed ammunition.

3. Shotguns may be used from the ports with solid projectiles (slugs) only.

4. Firing distances: a minimum of 10 meters from the shooting ports to 50 meters at the backstop.

5. Downrange shooters must maintain a minimum of 10 meters from the backstop to minimize backsplash hazard.

6. Targets permitted: paper targets and steel reactive targets. All steel targets must be shrouded to minimize backsplash and be placed at the backstop. Steel targets may only be used during shooting disciplines and under the supervision of a club director.

7. Targets must be hung in such a way that all rounds hit the backstop.

8. Range Safety Lights: there are two lights, **"Red and Green"** in the ceiling at the centre of the Firing Line. When the Red Light is on; it means the Range is **"Hot"** and shooters may approach the ports. When the Green Light is on; it means that the Range has been cleared; no one may step over the **Yellow Safety Line** to approach the ports. These lights, are controlled by the **"Red Door"** on the left of the Firing Line. When the door is closed, the red light is on. When the door is open, the green light is on.

9. There are **two Large Red Buttons** located near the floor, on each side of the Firing Line Area. These buttons are for Emergency use only and when activated, will notify Police, Fire and Ambulance Services. When activated the Club doors will be automatically unlocked to allow access.

10. There is a telephone in the Lounge; **in case of an emergency dial 911**

| | | |
|---|---|---|
| Non-Emergency numbers: | Halton Regional EMS | 905-825-6000 |
| | Halton Regional Police | 905-825-4777 |
| | Burlington Fire Department | 905-637-8207 |

# The Canadian Firearms Program

## Storing Firearms Safely

### Unload and lock your firearms!
Store the ammunition separately or lock it up. It can be stored in the same locked container as the firearms.

### Non-Restricted Firearms
Attach a secure locking device, such as a trigger lock or cable lock (or remove the bolt) so the firearms cannot be fired; or Lock the firearms in a cabinet, container or room that is difficult to break into.

### Restricted and Prohibited Firearms
Attach a secure locking device so the firearms cannot be fired and lock them in a cabinet, container or room that is difficult to break into; or lock the firearms in a vault, safe or room that was built or modified specifically to store firearms safely.
For automatic firearms, also remove the bolts or bolt carriers (if removable) and lock them in a separate room that is difficult to break into.

## Transporting Firearms Safely

### Non-Restricted Firearms
Non-restricted firearms must be unloaded during transportation.

### Restricted and Prohibited Firearms
Unload the firearms; and attach secure locking devices to the firearms; and
Lock the firearms in a sturdy, non-transparent container; **and** remove the bolts or bolt carriers from any automatic firearms (if removable)
Obtain an Authorization to Transport: call 1-800-731-4000

### Leaving Any Class of Firearm in an Unattended Vehicle
Lock non-restricted firearms and locked containers carrying restricted or prohibited firearms in the trunk or in a similar lockable compartment.
If the vehicle does not have a trunk or lockable compartment, put firearms and firearm containers out of sight inside the vehicle and lock the vehicle.
If you are in a remote wilderness area and cannot lock your non-restricted firearms inside your vehicle, unload them and put them out of sight. Attach a secure locking device to the firearms unless they are needed for predator control.

# The Canadian Firearms Program (cont'd)

# Displaying Firearms Safely

## Unload and lock your firearms!

Here are the rules for displaying firearms in your home: Ammunition cannot be displayed with, or accessible to, the firearms.

## Non-restricted firearms

Attach secure locking devices to the firearms; **or** lock the firearms in a cabinet, container or room that is difficult to break into.

## Restricted and Prohibited Firearms

Attach secure locking devices to the firearms; and securely attach them to something that cannot be moved.

For automatic firearms, also remove the bolts or bolt carriers (if removable) and lock them in a separate room that is difficult to break into.
Some rules may be different for firearms displayed away from home – for example, at a gun show. Contact the RCMP Canadian Firearms Program (CFP) for more information.

## Remember

Don't forget to renew your firearms license before it expires.
Contact the CFP within 30 days if your address changes.

It is important to store, transport and display your firearms safely to prevent accidents and deter loss or theft. Protect yourself and others.

The Canadian Firearms Program
1-800-731-4000 (toll-free)
www.rcmp.gc.ca/cfp
CFP 1238 EF (2012/10) V3

# BRRC Code of Conduct

## Principle 1: Upholding the Law

Every member/volunteer will, at all times, abide by the law and respect its intent in the best interests of our organization and its members.

**Laws and Regulations**
Our policies and procedures are designed to ensure compliance with the law. As a member / volunteer, your adherence to these procedures is generally the best way to ensure that our legal responsibilities are fulfilled. Member's/volunteer's are subject to, and are expected to comply with, the laws, regulations and policies of the country they reside in as well as all BRRC safety regulations, rules and policies.

**Violating Laws or Regulations**
You are **not** to take any action that violates any policy or regulation.

**Inside Information**
Through your membership, you may sometimes be privy to confidential information concerning the affairs of other BRRC members or volunteers, and business dealings surrounding the Corporation.

Possession of this information is legal -- the misuse of it is not tolerated. Those who have access to this information should clearly recognize and respect this.

All members, privileged volunteers, regardless of their role are to avoid scrupulously using, sharing, or disclosing non-public information about any BRRC function, action, decision, purchase, etc. except in the legitimate course of doing corporation business.

You may also refer to the Confidentiality Principle for further guidance.
If in doubt, seek guidance from the President or Treasurer.

You are not to discuss or pass on inside information unless the exchange is necessary for a specific business purpose. Adherence to this practice will reduce the chances of inadvertent release of information sensitive the operation of the Corporation.

**Copyright**
Printed, broadcast, recorded material or software is protected by copyright laws.
(In general, copyright means the exclusive right of the creator of a work to produce or reproduce the work or substantial part of the work, in any form.)
In most cases, the prior approval of the copyright holder is required in order to reproduce such material.
One must always verify and be guided by the specific copyright instructions of the copyright holder, usually outlined inside the publication.
The prior approval of the copyright holder may be required before making copies of such material.

**Presentation Materials**
You are required to follow the specific terms of the licensing agreement issued by the publisher of any computer software program used in the course of business or on a computer owned by BRRC.

**Making Copies**
Care is to be exercised when making paper and electronic copies. Respect any prior approval requests required by the copyright holder.

**Using Software**
Under no circumstances are you to:
Install or use any software not licensed for use by BRRC Corporation on any corporation-owned computer.
Copy software programs licensed to the BRRC Corporation for use by others, except as permitted by the copyright or licensing agreement.

**Safety**
Safety and health in the facility is a joint responsibility of all BRRC members. Directors are responsible for ensuring that members are aware of any potential hazards and are informed in safe practices. Members are responsible for taking all reasonable and necessary precautions to ensure their own safety as well as that of their colleagues.

Board of Director's approval is to be obtained before alcohol can be served on the premises.

**Threatening Members**
You are not to threaten, intimidate, or endanger anyone associated with BRRC, either verbally or through your actions.

**Possession of Prohibited Devices**
You are not to have prohibited devices of any kind in your possession while on the premises.

## Principle 2: Confidentiality

Members have a right to privacy and to the security of their personal information. BRRC will respect and preserve this right.

**Privacy**
Respect for the privacy rights of members is a fundamental principle in firearm ownership.
Complying with the Confidentiality Principle
You are to comply with the **Confidentiality Principle** at all times and respect the confidentiality of member information.

**Sharing Member Information**
If, in your position, you have access to member information, you are to ensure that proper consent is in place before sharing that information with internal sources or outside companies.

**Member Information**
Inquiries you may receive about a Member or requests for Member information, including those concerning former Members, is to be handled in strict compliance with our Confidentiality Principle.

**Protection of Proprietary Information**
Certain information concerning the plans, methods, practices, and activities of BRRC is proprietary and confidential. Member lists and information (e.g., computer/electronic files, paper records) are BRRC property.

**Protecting Confidential Company Information**
You are not to disclose any information about BRRC without the proper authorization. Requests for this type of information are to be forwarded to your President or Treasurer who, if necessary, will direct it to the appropriate sub-committee or administrative function.

**Removing Proprietary Information from Premises**
You are not to remove any proprietary information from the company premises without permission from the President or Range Warden.

**Leaving BRRC**
Should you leave BRRC, you are obliged to continue safeguarding the privacy of both members and volunteers, and to protect the confidentiality of BRRC business indefinitely. Specific information, including names, lists, profiles, data, etc., are not to be used in subsequent situations. Any member or proprietary information you have in your possession is to be returned to the organization when you leave.

**Information Shared with Third Parties**
In the course of regular business activities, BRRC frequently enters into contracts with a variety of outside parties including vendors, suppliers, service providers, etc., often resulting in the exchange of confidential information.

**Sharing Information with Third Parties**
You are to share only that information which is needed to satisfy the conditions of the contract and only with those who need to know. Similarly, you are not to share any confidential information about an outside party (e.g., vendor, supplier, service provider) nor details of the
contract with the outside party except to satisfy the obligations outlined in the contract. Once again, this information is only to be shared with those who need to know.

**Solicitation**
Members should be able to enjoy a recreational environment where others do not unduly solicit them on issues unrelated to their recreational pastime. You are not to solicit Members for non-BRRC -related business on BRRC premises without first receiving written approval from the Board of Directors or the President.

## Principle 3: Fairness

In all our dealings, we strive to treat people fairly, carefully weighing our responsibilities to all stakeholders. Business relationships, whether cooperative or competitive, will be pursued freely, fairly, and openly.

**Equal Opportunity**
BRRC is committed to promoting equal opportunity in all dealings with Members, suppliers, and others. BRRC abides by the non-discrimination or human rights legislation in the jurisdictions in which we participate in our recreational activities. These laws often prohibit discrimination on various grounds, with some examples being race, color, religion/creed, age, gender, marital status, sexual orientation, disability. This is not a complete list and members are required to be familiar with those that apply.

**Non-Discrimination Principles**
Where laws do not prohibit discrimination, or where they allow for differential treatment, BRRC members are still committed to non-discrimination principles and will ensure that they do not operate in a way that simply continues stereotypes or establishes barriers. An example of where differential treatment may be necessary could be where a sound legitimate business need exists and where accommodations cannot effectively address the business need and the individual.

BRRC members will respect the diversity of other members.

**Non-Discriminatory Practices**
You are not to engage in discriminatory practices that are contrary to the principles established for BRRC.

## Principle 4: Corporate Responsibility

It is our duty as a corporate citizen to add value to society while participation in our recreational activity. BRRC takes responsibility for the effects of its actions, both social and economic.

**Political Contributions**
BRRC will make only those contributions permitted by law to a political party, candidate, or campaign and only as an expression of responsible citizenship, not to "purchase" favor or to gain improper advantage.

**Making Political Contributions**
You are not to make political contributions in the name of BRRC unless you are specifically and explicitly mandated by BRRC to do so.

**Becoming Involved in Political Activity**
Should you choose to become involved in political activity, you do so on your own behalf and not as a representative of BRRC. You are not, in any way, to use your affiliation with BRRC in a marketing fashion.

## Principle 5: Honouring Our Trust in You

The funds, property, information, and services entrusted to our care belong to BRRC and its members alone. Using these assets carelessly, inappropriately, or for personal gain is a violation of this trust.

**Misappropriating**
You must not, under any circumstances, misappropriate funds, property, or other assets, or knowingly assist another individual to do so. Similarly, you are not to convert any assets that do not belong to you, or use them for the benefit of yourself or anyone other than the rightful owners. You are not to knowingly assist another in this pursuit.

**Claims to BRRC Expense Accounts**
If you have access to a BRRC account, you are to claim only those expenses that are eligible for reimbursement under BRRC's expenses guidelines. Intentional use of expense accounts for personal purposes represents misappropriation of BRRC funds.

**Electronic Mail/Internet Use**
Internet access and e-mail addresses (Directors) are provided to you as a tool to support the business's needs. All computer equipment as well as the files and data stored on that equipment, including Internet access and any e-mail messages, remain the property of the BRRC.

BRRC reserves the right to monitor logs detailing their Member's Internet usage, electronic mail, and computer files at any time.

**Electronic Mail**
If you have Internet access on a computer, you are required to follow standard BRRC protocols governing IDs, passwords, and security, and are responsible and accountable for any and all activities related to their use. Any observed or suspected security incidents or lapses are to be reported as expediently as possible to the President.

**Using Company Computers**
When representing BRRC in any capacity:

You are not to participate in any online activity, or send or display any material in a manner that can tarnish the image and reputation of BRRC.
You are not to access or download obscene or offensive material of any type.
You are not to violate copyright, trademark, or patent laws, or any other legal right (please refer also to "Copyright" in the section entitled Upholding the Law).

**Reporting of Irregularities and Dishonesty**
Members also share the responsibility for ensuring that honesty and integrity prevail within the premises, and for protecting the rights and assets of other member's and the reputation of BRRC.

You will be protected from any adverse repercussions arising from reporting irregularities.
Dishonest or Illegal Activities by another Member
If you become aware of any dishonest or illegal activities or of any other serious infraction that has occurred on the premises, you are to report promptly, the facts to the President, the Safety and Discipline Chairman.

**Unusual Activities by a Member**
Anything unusual that you might notice about a member's affairs which could affect BRRC should also be promptly reported to the President, to the Safety and Discipline Chairman.

**Complying with Instructions**
You are expected to comply promptly with all instructions received, unless the instruction specifically violates BRRC principles or rules, or could result in an out-of-the-ordinary health or safety risk.

## Principle 6: Objectivity

The judgments we make as members will be independent of personal interests arising from other business dealings or obligations created by social relationships or personal favors.

**Payments, Gifts, Entertainment**
Members/volunteers are encouraged to consider the motive behind business gifts and entertainment, and are to ensure that the practice is done only in the spirit of business courtesy and relationship management and in no way creates an environment where one party feels a sense of obligation to the other party. As a guide, a modest value of approximately $100 (or the close equivalent in other currencies) should be applied in assessing what is acceptable to give or to accept.

**Refusing Bribes**
You are not to be involved in any act that could be interpreted as seeking, receiving, or dispensing a bribe, kickback, or questionable payment. It is unethical and generally illegal.

**Your Primary Loyalty**
Your primary business loyalty must be to BRRC. You are to avoid any situation that could result in a conflict of interest or in the perception of one.

**Making Decisions**
Any decision made by you in the course of your duties is to be:

- Made in an objective manner
- Based solely on the best interests of BRRC
- Unaffected by any consideration of personal gain for you or for anyone personally associated with you, including friends and relatives.

**Accepting Appointments**
Before accepting a directorship or similar appointment you are to have the prior approval by the Board of Directors. Assess the potential for conflicts of interest with the directorship of another shooting organization.

## Principle 7: Integrity

Our word is our bond. As representatives of BRRC, we tell the truth in all our communications and do not mislead by commission or omission.

**Telling the Truth**
Members / volunteers should evaluate all communications for which they are responsible, including the advertising of matches, and range closures. Ensure information is true and does not mislead the membership, either directly or indirectly. You are to tell the truth in all communications, making every reasonable effort to avoid errors, omissions, or misunderstandings in statements issued on behalf of BRRC.

**Integrity of Records**
The financial and business records of BRRC are to be maintained with scrupulous integrity and are to reflect accurately all business dealings. Members are to ensure that all transactions, records, agreements, and dealings are recorded in an accurate and timely manner.

**Member / Volunteer Character**
The cornerstone of any firearms related sport is Safety and Trust. BRRC requires members whose integrity is beyond reproach. You are to avoid any conduct or association, either inside or outside of Range Burlington, which could bring your honesty, integrity, or trustworthiness into question, or which could be detrimental to BRRC's security or to its reputation within the community.

## Principle 8: Individual Responsibility

As responsible women and men, we treat each other with respect. Our relationships are based on candor, openness, and our commitment to empower others rather than to exploit them.

**Harassment**
Members have every right to enjoy an environment that is free from harassment. As a result, all BRRC members will take every reasonable measure to ensure that no member is subjected to such abuse. Harassment involves conduct that interferes with a climate of understanding and a mutual respect for the dignity and worth of each person. It undermines the integrity of the relationship, erodes morale, and interferes with the capacity of its victims to enjoy our recreational facility.

Examples of harassment include, but are not limited to:

- Verbal abuse or threats
- Unwelcome remarks or jokes
- Innuendo or taunting about something an individual could consider offensive (e.g., an individual's body, race, colour, attire, age, gender, sexual orientation, ethnic origin, religion, etc.)
- Leering or other gestures
- Displaying pornographic, racist, or other offensive or derogatory pictures or material
- Practical jokes which cause awkwardness or embarrassment
- Unwelcome invitations or requests

Harassment is not tolerated at BRRC and complaints are dealt with promptly and impartially. All complaints are thoroughly investigated in a discreet manner and as confidential as possible. Individuals' names are used only to the extent necessary to investigate and resolve the situation.

BRRC will take whatever measures it deems appropriate and necessary to deal with those parties found to have engaged in such conduct.

**Offensive Behavior**
Under no circumstances are you to engage in behavior which is known, or should be reasonably known to be offensive or harassing.

**Notification of change**
BRRC reserves the right to change these conditions from time to time as it sees necessary and your continued use of the facility will signify your acceptance of any adjustment to these terms. If there are any changes to the “Code of Conduct” and “Confidentially Principles”, they will be announced through the regular BoD minutes or through an update in the Membership Manual.

# BRRC Confidentiality Principles

***Disclosure of information to vendors and some members is required. This disclosure includes what information we collect, how it is used and shared, and how it is protected.***

**Member Notice**
Notice is required for the collection of members' personal information and for its subsequent use or sharing. Typically, disclosure is provided at or around the time of collection of information so that we may verify and supplement the information provided from other sources.

**Ways of Providing Notice**
Members may be provided notice in a variety of ways. For example:

- An application form may be used to collect information and to inform the member of our use of that information. By separately completing and filling out the application form, the member consents to the collection of information and its specified uses.
- When notice is provided electronically because a product or service is applied for via our Web site, the member must agree to the receipt of information in this way.
- Notice may not be explicitly conveyed within applications or web Services. It should be understood that consent is automatic once an application or web service is used.

**When Disclosure is Not Permitted**
There are situations in which the sharing of information with members and non-members of Burlington Rifle and Revolver club is not permitted. Even if the directors / members have access to privileged information for the management of range functions / business, conversations, email, documentation, applications, web forms, forum entries, and member information, should never be shared, or published unless the member or non-member's express consent has been provided through a proper notice.

**When Required by Law**
The types of information we are legally required to disclose most often relate to governmental requirements. In some instances, such as a legal proceeding or court order, we may be required to disclose certain information to authorities. In these cases, only the information specifically requested is disclosed. Moreover, it is our practice to validate the legitimacy of a request before complying.

**When Permitted by law**

We are legally permitted to disclose personal information in certain cases such as

- Returning a cheque due to insufficient funds
- Employing reasonable and legal methods to collect a delinquent payment
- In the case of a medical emergency, or under suspicion of illegal activities.

Others examples include:

- To protect the confidentiality and security of BRRC records.
- To prevent fraud.
- To those companies that provide services for us.

# BRRC EMERGENCY NUMBER

**IN CASE OF INJURY, MEDICAL EVENT,**

**FIRE OR OTHER EMERGENCY INVOLVING**

**IMMINENT THREAT OF PERSONAL**

**INJURY, THREAT TO LIFE OR THREAT TO PROPERTY, CALL:**

## 905 848 9895

***DO NOT CALL*** **THIS NUMBER IF THERE IS**

**A FACILITY MAINTENANCE ISSUE,**

**EXAMPLES OF WHICH ARE NO WATER,**

**NO HEAT, SUPPLY SHORTAGES OR**

**OTHER NON EMERGENCY EVENTS.**

**ABUSER OF THIS SERVICE WILL BE REPRIMANDED.**

This 24/7 number will connect to the executive and safety Committee of BRRC and will be recorded and transcribed automatically.

# EMERGENCY PROCEDURES

**In Case of Fire**

- Cease fire
- In the event of a small fire, use range fire extinguishers
- If unsuccessful extinguishing fire, call the Fire Department via red pull handles
- Evacuate building immediately
- Clear parking lot
- Notify a member of BRRC Board of Directors – 905 848 9895

**Flooding or Power Outage**

- Cease fire
- Box firearms
- Evacuate the building
- Notify a member of BRRC Board of Directors – 905 848 9895

**Medical Emergency**

- Cease fire
- Render first aid
- Call ambulance if required, red pull handle or 911
- Dispatch personnel to parking lot driveway and corner of King Road and North Service Road to direct ambulance.
- Chain open main range door and all interior doors
- Open south side range doors (double doors) to facilitate bringing in a gurney
- Box all firearms if possible
- RANGE IS CLOSED until EMS leaves
- Notify a member of BRRC Board of Directors – 905 848 9895

**Firearm Related Emergency**

- Cease fire
- Render first aid
- Call Police, Fire, EMS via red pull handle or 911
- Dispatch personnel to parking lot driveway and corner of King Road and North Service Road to direct ambulance.
- Chain open main range door and all interior doors
- Open south side range doors (double doors) to facilitate bringing in a gurney
- Box all firearms if possible
- RANGE IS CLOSED until initial police investigation is concluded
- Notify a member of BRRC Board of Directors – 905 848 9895
- A member of the BRRC Board of Directors notifies the CFO's office

**In the event a member goes to the hospital for any reason, an ambulance must be called.**

# PROHIBITED ITEMS

## Prohibited Ammunition:

1. **Steel core**
2. **Steel jacketed**
3. **Incendiary rounds**
4. **Tracer**
5. **Armor piercing**

## Targets:

1. **No steel**
2. **No gong**
3. **No frangible**
4. **No humanoid**