



Confidential - Members Only

Official Member Handbook

for

Oakdale Gun Club
10386 North 10th Street
Lake Elmo, MN. 55042

(This supersedes all previously published handbooks.)



Oakdale Gun Club Member Handbook



OAKDALE GUN CLUB RANGE

This Member Handbook contains the most recent and up to date information at the time it was printed. As with most organizations, rules, regulations and policies are continually being defined and updated. As a member, it is your responsibility to stay informed and updated on any changes that occur. Below, are two excellent resources to help you:

Newsletter

The Bullet-In, the monthly newsletter is available on the website under the member section. The newsletter includes current events, meeting minutes, general articles of interest, free classified ad section for members, OGC Contact List and other advertisements. The monthly newsletter posts the Range Safety Officer (RSO) schedule during open to the public months.

Meetings

Members are encouraged to attend club meetings. General membership meetings are on the second Wednesday of the month in the classroom unless otherwise noted. Board meetings are on the second Wednesday of the month following the member's meeting. Any member may attend a Board meeting to observe. To be on the agenda members need to contact the President and request time.

OGC holds an annual meeting in December with a presentation of annual reports, election of Board members for the upcoming year and vote on By-Law changes.



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Welcome to Oakdale Gun Club

Oakdale Gun Club (OGC) is a member owned and operated non-profit corporation dedicated to promoting the shooting sports, improving public safety and providing its members with a safe, clean and well-managed place to practice their shooting sports. OGC provides valuable community services by offering facilities and range safety officers to support firearm safety programs and sanctioned competitive shooting events.

As you become more familiar with your fellow OGC members, you will find they come from a wide variety of vocational and educational backgrounds and participate in a broad spectrum of shooting activities.

Regardless of whether your interests run to hunting, plinking or serious competition, you will soon find that you and your fellow members share two very important traits, a strong commitment to preserving our 2nd Amendment heritage and a matching commitment to preserving this club as a place to shoot.

The purpose of this booklet is to help you better understand the best practices of the Oakdale Gun Club so that you can both take advantage of the many opportunities we offer and help to preserve and improve our club for future organizations. For more information, go to www.oakdalegunclub.org

Our History

Oakdale Gun Club was founded in March of 1964 by eleven men who desired to provide and promote a safe, organized, rifle and pistol range for the citizens of their community. In June of 1964 we became affiliated with the National Rifle Association and in late 1966 we purchased the land in Lake Elmo where the range is now located.

In September of 1976, at the annual picnic, OGC members celebrated by burning the mortgage. Therefore, it is up to each one of us to maintain the club and properties to ensure that our families and we continue to enjoy our club in the years to come.

In the past 50 years, Lake Elmo has gone from being an outlying rural township to the forward edge of suburban development and we have worked hard to both improve our club facilities and co-exist peacefully with our neighbors. The fact remains that we are constantly challenged to show our best face and prove we are an asset to the community.



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Club Policies

Club policies will be maintained in the Member Handbook. In exceptional circumstances, when failure to act could cause immediate harm or risk to the club, the Board of Directors may develop and implement a new policy. Refer to Bylaw Article XIII: Club Policy Development and Amendment.

Alcohol and Drugs Policy

Alcohol and Drugs are PROHIBITED on Oakdale Gun Club grounds. Any person violating the Oakdale Gun Club's Alcohol and Drug Policy will be immediately escorted off the club grounds.

- You are in violation if you use alcohol or illegal drugs before entering or while on the club grounds.
- You are in violation if you are witnessed to be impaired in any way by alcohol, illegal drugs, prescription drugs or marijuana.
- Illegal drugs are defined by the State of Minnesota.
- **Safety is our No. 1 priority. No one will be allowed to jeopardize firearm safety.**

Oakdale Gun Club Confidential Information Policy

Oakdale Gun Club Confidential Information Policy for Board of Directors and all Oakdale Gun Club Membership.

It is the policy of the Oakdale Gun Club that all club membership will not disclose confidential information belonging to, or obtained through their affiliation with, the Oakdale Gun Club to any person outside of membership, or any business and professional associates, unless the Oakdale Gun Club has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Preservation of privileged information: Board members and all club membership shall not divulge, transmit or distribute any confidential or proprietary information outside of the club's membership without Oakdale Gun Clubs authorized disclosure. Any disclosure of the Oakdale Gun Club Confidential and Proprietary Information may put the club at risk. Proven violations may have consequences and will be handled by the Executive Committee.

The following indicates important confidential and proprietary information. This policy may be updated to cover additional information deemed confidential and proprietary. This policy will reside in the Member Handbook.

Bylaws are considered a legal document that dictates how the organization must be governed thus are a confidential document of the club.

The club's financial, legal and security information, insurance policies, tax documents, member issues/discipline, employee records/compensation, the contents of the membership E-Bulletin/Newsletter which contains board and member meetings, contact lists, project info and firearm sales, all policy and procedural manuals, the member handbook, project plans, and contracts.

Marketing tools such as the club's website, club brochures and classroom materials are intended for public viewing and not considered confidential info of the club.

Oakdale Gun Club Board of Directors, dated July 27, 2023



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Personnel

Board of Directors

The management of OGC is comprised of elected members defined as the Board of Directors. Reference the OGC Bylaws: Article VI: Officers, Board of Directors, Executive Committee and Employees.

General Manager

The General Manager (GM) position is responsible for the administration and supervision of the operation of day-to-day functions of “in place” and “in progress” systems and assets of the Oakdale Gun Club. Under general direction from the OGC President and the club’s Executive Committee, the incumbent of this position performs a variety of administrative and operational functions to maintain a safe and efficient operation of the OGC. The General Manager assigns, reviews, and checks for completion of work performed by the member volunteers working at the direction of the OGC. The GM also instructs member volunteers and vendors in range rules and safety procedures.

Parking

Handicapped Accessibility and Other Vehicles

Handicapped parking spaces are next to the Range house and 200, 100, 50, 25 Yard ranges, the trap range and the classroom. Persons with state issued parking permits, vehicle license plates or those requesting and receiving permission from the Board of Directors may use handicapped spaces.

If you choose to use a Handicapped Parking space, note that the parking lots and paths may not be plowed in the winter and that the ground near our ranges may be icy in the cold, also soft and muddy, particularly in the early spring. Members are not to leave ruts, ditches and tire marks if possible. Members may use for short term loading and unloading.

No parking immediately in front of the 25yd and the 50yd at any time.

While open for public shooting, the Handicapped Parking space located on the west side, directly next to the 100yd range will change to “Emergency Vehicles Only”.

Snowmobiles, ATV’s, Motorcycles and other motor vehicles not permitted outside of the parking lots, except by special authorization.



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Ranges and Facilities

Oakdale Gun Club owns roughly 62 acres of land in the township of Lake Elmo, in Washington County Minnesota. The ranges, buildings and facilities on this site include:

1. **House** – Offices for Treasurer and General Manager
2. **Air gun Field** – Used for Air gun field target practice and competition. Firearms and live ammunition not permitted on this range. Eye and hearing protection required.
3. **Trap Fields** – All three trap range features regulation 16 through 27-yard shooting stations. Both manual and **hydraulic** target throwing machines are on trap field #1. Special trap training is required before a member may operate the electric trap machine. (See **Member Privileges, Trap Machine**)

Clay targets for public and league shooting are stored on site. Only OGC purchased clay targets are to be used on the electric trap machine. The club does not provide free targets to anyone but members may purchase cases of birds for their own use.

4. **Garage** – Machinery, tools, equipment and supplies are stored in the Garage. The Building and Grounds Director may request a member to have access to this building.
5. **Classroom / Meeting room** - Location for monthly member and board meetings, DNR FAS classes, permit to carry classes and other events. Reservations are scheduled through the Vice President and entered on the calendar.
6. **Restroom Facilities** – Indoor ADA accessible restrooms located next to classroom.
7. **Competition Range** – members range - Designed primarily for NRA Bullseye 2700 Pistol competition and features turning target stands for timed-fire events at 25 and 50 yards. Also used for USPSA Practical Pistol and other events. Only range where full-auto's may be shot. Member only range but may be used for public shooting if need be.
8. **100-Yard Range** – Used for IHMSA Silhouette matches, Cast-Bullet Benchrest matches and many other events. The Silhouette targets are stored in the silhouette house for use by members, with training.
9. **Range House (Marah Building)** – Located just behind the 100-yard range, the range house is accessible to all members. This is the command post during public hours. The storeroom inside the range house is locked and accessible only to club officers, board members.
10. **50-Yard Range** – Located between the 100 and 200-yard ranges. Practical Pistol matches are held on 50 yard range. All centerfire, rim fire and muzzle loading calibers, up to and including 50 BMG (rifle), 50 S&W (handgun) and shotgun slugs. Our 50 Yard range features a fully covered firing line (the rest of the range is uncovered) with 11 firing points, well suited for all types of firearms.
11. **200-Meter Range**- Often called the 218.72-yard range, our longest range is actually 219 yards from the firing benches to the target stands. This range also features several berms for silhouette matches and there is a bunker near the target end, used for target storage between matches and by the target setters during matches.
12. **25-Yard Range** – Used extensively by hand gunners, rim fire shooters and DNR FAS classes. All centerfire, rim fire and muzzle loading calibers, up to and including 50 BMG (rifle), 50 S&W (handgun), and shotgun slugs. Targets may be moved forward (minimum of 10 feet).
13. **Short Range – members range – This range is limited to handguns and rim fire rifles only. No centerfire rifles or shotguns allowed. Targets are portable and may be moved forward for those wishing to “shoot short” (minimum of 10 feet)**
14. **Granary** – The granary is used for storage of some club equipment and supplies.
15. **Archery Range** – For safety reasons, the area previously used for archery is closed for any archery activity until further notice. This area is part of the DNR Hunter Safety field day activity.



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About Your Membership . . .

Oakdale Gun Club Membership Requirements

1. Be at least 18 years of age
2. Be legally entitled to own a firearm.
3. Be a member of one of these organizations: National Rifle Association (NRA), MN Gun Owners Caucus, or Gun Owners of America (GOA).
4. Pay **Annual Dues** as defined in membership section
5. Display **Membership Badge** at all times while on the club property
6. Complete the mandatory **OGC Range Officer** safety-training course
7. Complete the annual **service hour requirement**
8. Comply with all **Safety Rules** at all times
9. Members are not required to check in during public shooting hours; however, check in as a courtesy to obtain range availability information
10. Treat the public and members with courtesy and respect
11. Public shooters pay a premium to use the club. During public hours, public shooters have priority over members
12. Scheduled competitions, range rentals, repair and maintenance take priority over member shooting
13. Keep club facilities clean

Shooting Hours

Ranges are open for shooting at 8:00 AM. Absolutely no shooting permitted before 8 AM. Ranges close for shooting thirty minutes before official sunset. Absolutely no shooting permitted after the posted shooting hours. Shooting hours posted in the Range House, on every range and in the Newsletter.

The shooting end times are determined using data from www.sunrisesunset.com/usa/Minnesota.asp and are in 15-minute increments.

Member Privileges

Members may use any of the non-reserved shooting ranges year-round during the published shooting hours. The Member section of the website, along with the newsletter has the shooting hours, calendar of events and additional member information posted. At times, ranges may be closed for maintenance and scheduled events. Members cannot use the ranges for profitable activities without prior Board approval.

The club owns a variety of equipment such as falling-plate mechanisms and the timed-fire turning-target stands on the Competition Range. Also, several sets of rim fire and large-bore IHMSA Silhouette targets that are locked in the Silhouette storage shed. Members must complete training prior to use of this equipment and in some cases, pay a small annual fee for repair and replacement of the targets. For more information, contact the Chief Match Director.



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Family Members, Guests and Pets

You are the Range Safety Officer for your guests and Family and are not allowed to be shooting at the same time as they are.

Members of your immediate family consisting of your spouse, partner and children may use the club facilities with you. All family members and guests must sign a waiver every time they use the club with you, unless they filled out an annual online waiver from our website. Although, there is no limit to how many immediate family members you bring, you must supervise your family at all times and they must be physically on the same range as you, arrive and leave with you. During “member only” hours, there is no minimum age limit for a shooter (during public hours, all children under 18 years old must show proof of attending DNR FAS).

Children must be well behaved and under control at all times. All children must be directly supervised one on one while shooting. Anyone not shooting or directly supervising, must stay behind the yellow line. All family members must wear hearing and eye protection while on the range. **Reminder:** You are your family’s RSO and are not allowed to be shooting at the same time they are.

During “member-only” hours, you may bring a maximum of three non-family guests at a time. You must supervise your guests at all times and they must be physically on the same range as you, arrive and leave with you. All guests must wear hearing and eye protection while on the range. **Reminder:** You are your guest RSO and not allowed to be shooting at the same time as the guests.

During **open to the public hours**, your direct Family (spouse, partner and children) may shoot for free on all ranges, BUT must give up their shooting lane immediately if needed for the paying public. This includes both the member and their family. While open to the public, the scheduled RSO’s will be controlling the firing line, therefore the member may be shooting at the same time as their family. A member’s guests (non-immediate family members) must pay to shoot on ranges open to the public. However, the guest may shoot for free on a member only range. **You must supervise your family and guests at all times and they must be physically on the same range as you, arrive and leave with you.**

Pets on the club grounds need to be on a leash or under direct control of the owner at all times. Pets left in vehicles must have water and proper ventilation. Pets are not allowed on the firing line. Pets are allowed in the range house provided they are clean, well behaved and quiet. The twenty-acre buffer area to the east of the range house may be used for exercise and training. Pets cannot stray onto the ranges or adjacent property. Owners must clean up after pets. The authorities will be contacted for any abusive or neglectful treatment of animals.

Class III Firearms Rules (full auto-fire only)

1. Must be a member of Oakdale Gun Club.
2. Must personally come before the Board for authorization.
3. This authorization to be renewed each year.
4. Must have authorization by Board, on person with firearm on range.
5. Shoot during legal shooting hours only.
6. Shooting is allowed during public hours but must check in at range building and to LRSO.
7. Use competition range only.
8. Paper targets only.



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9. Firearm must belong to member. Firearm can be shot by member, member's immediate family-under same roof rule, Oakdale Gun Club member, or up to 3 guests.
10. Hand held firearm must be shot with the stock of the firearm firmly on the shoulder. Firearms cannot be fired from the hip.
11. Hand held firearm cannot be loaded with more than 20 rounds.
12. No steel core or armor piercing ammunition and no use of tracers.
13. Can only have one automatic firearm firing on the firing line at one time.
14. Crew served firearms are allowed.

The Board has the right to revoke this authorization at any time.

Membership Renewal and Dues

The Board of Directors sets the annual membership dues and initiation fees with approval of the membership. You must renew your membership and pay the annual dues by the January monthly member meeting. The membership renewal form is available on the member section of the website and published in the November & December newsletter. Membership payments received after the January member meeting are subject to a late fee. **Failure to pay dues by February 1 results in immediate termination of your club membership.**

Badges

Your membership badge provides you the ability to access ranges based on your training. The badge consists of 2 parts

1. the EKEY card. This card works with the security system for access to the range and buildings. This is a thick card with your security number printed on the back side.
2. the badge cover has your name and year printed on it.

When you become a member, you will receive the EKey card and the badge cover for that year.

When you renew your membership, you will receive a new badge cover. This cover is to replace the previous year's cover. Do not throw away your EKey card. Replacement EKey cards are available from the security director. There is a charge for replacement cards. Contact security@oakdalegunclub.org regarding your Badge.

Membership Revocation & Termination

Failure to complete Range Duty

- Any member who schedules Range Safety Officer (RSO) duty or any other range duty and fails to show up are No Shows. In case of an emergency, you need to contact the General Manager at 651-354-5544. No Shows / No Call without prior notification to the GM may have their membership revoked.
- **New Members (First Year)** who do not fulfill the 18 hours of service RSO duty will have their membership terminated.
- Members who do not fulfill the required service hours may present their reason for delinquency and request to appear before the Board before March 1st. Members with delinquent hours for two consecutive years will have their membership revoked.
- A member must pay a fine of \$25 for every service hour not worked. **In addition**, the member must work the missing hours. The missed hours must be completed by the end of first month we are open to the public. The membership will be revoked for members who pay the fine and fail to make up the missing hours by end of first month open to the public. The member must fulfill the required 18 hours of service duty for the current membership year.



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Shooting before or after hours

Members caught shooting before or after hours will receive sanctions up to and including immediate termination of membership. OGC has a conditional use-zoning permit that specifies our shooting hours. Persons who shoot before or after the published shooting hours jeopardize the very existence of the club.

Felony Convictions

Persons not legally permitted to possess firearms not allowed on the club grounds

Illegal Weapons

Use or possession of illegal weapons (i.e. sawn-off-shotguns, illegally modified automatic weapons) on club grounds will result in immediate termination of membership.

Illegal Ammunition

Use of steel core, armor piercing ammunition, green tip, tracers, incendiary, rocket-propelled, and/or explosive ammunition not permitted on club grounds.

Unsafe or Abusive Behavior

Unsafe or reckless gun handling, dangerous horseplay, threatening or abusive behavior towards other members or public shooters will result in sanctions up to and including immediate termination of membership.

Vandalism

Members caught intentionally damaging or theft of club property face immediate termination of membership.

Use of Unacceptable Targets

– See Acceptable Targets Policy

Poaching

No shooting at animals or live birds anywhere on club property. Violation will result in immediate termination of membership.



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Service Hours

All Regular and Senior members are required to support the club operations by completing a minimum of **18 service hours** each year. Members may choose range duty, grounds maintenance, work parties, competition matches and other miscellaneous club events throughout the year to fulfill the service hour requirements after their first year of membership.

New members (First Year) are required to work two Nine Hour days as Range Safety Officers to fulfill the 18 hours of service.

Exemption from Service Hours

- **Rule of 75:** Combination of your age plus years as a member (minimum of 5 years of membership) equals or is greater than 75.
- **Honorary Member:** If you are age 65 or older and have 10 years of membership.
- **Members who have twenty or more years** may choose to be exempt from service hours but still pay dues.
- **Members on active duty** are exempt from service hours.

Exemption from Service Hours

MEDICAL: Members with limiting medical conditions may request a medical exemption from service hours for the current year. Medical requests must be submitted in writing with documentation supporting the claimed medical condition to the Secretary. Limited volunteer work is available for members with physical limitations. Medical exemptions are granted on a one-year basis.

Service Hour Tracking

Members are required to log their service hours on the Service Hour form. Members must complete the date, badge number, last and first name, work description along with start and end time on the form. The General Manager, Event coordinator or Board of Directors must approve the service hours.

Service Hours Opportunities:

Range Safety Officers [RSO]

RSO shift is 9 hours, unless you have prior approval from the General Manager.

OGC must provide range safety officers during public shooting hours for the summer weekends, holidays and during the fall open to the public schedule. Range officers control shooters on the firing line and perform other miscellaneous tasks directed by the General Manager. Your range safety service hours need advance scheduling. Online registration is available through the member calendar on the website. The Vice President prepares and oversees the registration requirements and scheduling. Range Officers are responsible for the safety of the shooters on their range. Members acting as Range Safety Officers must watch ALL shooters on their range, especially while the line is safe. RSO must resist to offer coaching, gunsmith or political advice and must be courteous to all on the range.

Lead Range Safety Officer

You must attend “Lead Range Safety Officer” (aka RSO) training before signing up for this position. The Lead RSO reports to the General Manager.

The Lead RSO is responsible for the safe operation of all rifle/pistol ranges during public shooting hours. This is a mobile position to oversee all RSO’s and ranges.

The Lead RSO follows the rules in the Lead RSO manual and has the authority to:

1. Deny service to any member of the public or OGC member that does not meet or follow the OGC rules, guidelines and policies.
2. Shut down the entire range in case of emergency



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3. Reassign range officers as needed
4. Open and close individual ranges as needed

Although the Lead RSO has no jurisdiction over the Lead Trap Officer and trap ranges, continued communication is a necessity.

Lead Trap Range Safety Officer

You must attend “Trap Lead Range Safety Officer” (aka TLRSO) training before signing up for this position. The Trap Lead RSO reports to the General Manager.

The Trap Lead RSO is responsible for the safe operation of all trap ranges during public shooting hours.

The Trap Lead RSO follows the rules in the Trap Lead RSO manual and has the authority to:

1. Deny service to any member of the public or OGC member that does not meet or follow the OGC rules, guidelines and policies.
2. Shut down the entire trap range in case of emergency.
3. Reassign range officers as needed.
4. Open and close individual trap range as needed

Building and Grounds Maintenance

The Building & Grounds Director organizes and schedules work parties, improvement projects and maintenance projects for repairs throughout the year. The service hour opportunities are in the monthly newsletter and published on the member calendar on the website.

Gun Shows & Local Events

OGC advertises at selected gun shows and local events. The Marketing Director organizes the events. Friendly and outgoing members staff the OGC booths. The shows are on the member calendar on the website. Contact the Marketing Director for scheduling service hours and questions.

DNR Certified Firearm Safety Classes

OGC typically hosts one DNR Firearm safety class per month, from March through September each year. Contact the Youth Director to volunteer for this event. Instructor certification available from MN DNR.

Competition

Range safety officers are required for Bullseye, Silhouette, Practical Pistol and other competitive events. The events are on the member calendar on the website.

Gate Guards

When we are closed for public shooting, but there is an event on a range or trap range, we need members to be stationed along the driveway to check people driving in to be sure they are attending the schedule event and not at the Club because they think we are open for public shooting. This position is typically 3 to 5 hours long and is basically a sit-down position. Event Directors will coordinate with Vice President to schedule shift service hours.



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Safety Rules and Range Use

General Safety Rules

1. **NO** alcohol beverages or containers allowed on premise without board approval.
2. Smoking is NOT permitted under the covered portion of any range per MN clear air act, 2007.
3. All persons on **All** ranges must wear hearing and eye protection.
4. Firearms must be pointed downrange at all times and racked with the action open.
5. Firearms must be handled in such a manner that a fired shot will not travel over the berm or embankment at the back or sides of the range. Members shooting over the embankment face sanctions up to and including immediate termination of membership.
6. Absolutely no horseplay of any kind permitted on OGC range property.
7. No handling of firearms while the line is '**Safe**'. Everyone must remain behind the Yellow Line on the range while people are downrange no exceptions.
8. A muzzle loading firearm is considered Safe only when there is no powder, ball, or percussion cap in or on the firearm. (See Appendix on Black Powder Safety Reminder)
9. Rapid fire is allowed as long as the shooter shows complete muzzle control.
10. Shotguns fired on any rifle/pistol range must use slugs only. All shotgun patterning must be done at the patterning board located in the trap range. **Exceptions must be approved by board before event.**
11. On **NON-PUBLIC range**, multiple firearms maybe on the shooting bench. Only 1 firearm can be loaded.
12. **Drones** - With drones becoming more popular, no flying drones on OGC property is sanctioned by the board of directors. The pilot is required to have possession of their Federal 107 license. The OGC range is located within the Lake Elmo Airport flight space.

Range Officer Commands

All members must know and follow the range officer commands. During public hours, the Lead Range Safety Officer is the sole authority on the range. During members only hours, members sharing a range must agree on when to use the commands.

1. **"Cease Fire"** – all shooters must immediately cease firing.
2. **"Make the Line Safe"** – All firearms must be safe (unloaded and action open). Shooters must drop magazines. Rubber blocks are provided on most ranges for semi-automatic firearms lacking a bolt hold open latch. **Shooters must step back behind the yellow line.**
3. **"The line is Safe; You may check your targets"** – Persons wishing to check or place targets may go to the target area. All others must stay behind the yellow line. Absolutely **no handling of guns** permitted during this time. New shooters arriving at the range may place their cased firearms on a shooting bench but may not open the case.
4. Person(s) handling guns while the line is safe will be warned and asked to leave the club grounds if the warning is ignored.
5. **"The line is hot. You may handle your firearms"** – The firing range is hot and shooters may case, uncase, handle, load and fire their guns. While the line is hot, no one may step or reach past the firing line.
6. **Loading Magazines when the line is safe.**



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You may load magazines when the firing line is safe under the following conditions;

- a. You have acquired your magazines and ammo when making your firearm safe. *
- b. You may not touch anything on the firing bench when the line is declared Safe.
- c. You must be behind the yellow safe line.

Transporting Firearms

1. All firearms must be unloaded and encased when moving between the shooter's vehicle and the firing line.
 - a. **Exception for Trap shooters may uncase in the shotgun parking lot and safely carry directly to the gun rack on the Trap Range with actions open and muzzle in safe direction.**
2. All firearms must be unloaded and encased when moving between ranges.
 - a. **Exception permitted for certain types of competitions. See "Competitive Events".**
3. New shooters coming onto a range already in use must leave their firearms encased until the range is 'hot'. See "Range Officer Commands"
4. Muzzles must be pointed down range at all times, except when racked, including when uncasing and re-casing your firearms. Racked and tabled guns must have the actions open.
5. Only licensed police officers and persons with a permit to carry may carry in open holsters acting under the terms of a valid carry permit. A holster is considered a case and can only be uncased on the firing line when 'Hot'.
6. Some competitive events such as practical pistol require the use of holsters. Pistols are to remain unloaded except as authorized by the match rules.

Member Target Policy-during member only hours and/or member only ranges.

1. Frangible targets such as glass bottles are forbidden on all ranges at all times.
2. Bowling pins are prohibited regardless of the shooting distance.
3. Garbage targets such as fruit and food may be used during non-public hours only. Members must clean up and may be sanctioned or fined for leaving a mess.
4. Non-Explosive metal cans may be used during non-public hours only, except by certain matches. Members are required to clean up after use. Alcoholic beverage containers are not allowed.
5. No explosive targets.
6. Police practice targets having an approximate upper human body shape outline are allowed. Photo realistic paper targets depicting real people or public figures are not allowed. You may view this as an expression of your First Amendment Rights; however, this practice gives a negative impression of the shooting sports.
7. Metal Targets:
Reactionary:
On the Short Range: Reactionary, dueling tree, spring back up, freestanding and resettable, falling plate targets, but not fixed or stationary types of targets can be used. Target to be placed at the longest shooting distance available on that range. Stands must be positioned as close to the berm as possible to remain stable.



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Gongs:

Gong use is acceptable following these specific requirements:

- a. As with the reactionary and swinger targets, all gongs are member owned.
- b. All gongs are to be suspended from existing paper target vertical support uprights using chain. Commercial stands designed for GONGs maybe used.
- c. The shortest distance that a gong can be used is 25-yards (25-Yard and Comp ranges) and at this distance only rim fire ammunition is allowed. At 50-yards (50-Yard and Comp ranges) only centerfire handguns using straight walled handgun cartridge cases are allowed.
- d. Larger diameter gongs may be used on the 100-yard and 200-meter ranges

Silhouette Targets:

- a. Are only to be used during non-public hours or in specific matches.
- b. OGC owned practice silhouettes can be used after brief training from the Chief Match Director. Jacketed rifle bullets are not to be used on ANY of these targets and some shapes are limited to .22 rim fire use only.
- c. Silhouettes need to be placed at grade level, immediately in front of the berms provided. Do not place targets on top of the silhouette berms. If placed at intermittent between berms and the backstop on the range floor will result in bullets striking the ground at a shallow angle, skip over the range backstop and leave the club grounds. Do not fire at the bases of toppled silhouettes. This damages the base and makes the target unusable.
- d. Silhouettes can also be used at grade level equal to the suspended chicken wire paper target hanging plane, where the “berm” is the end of the range backstop.
- e. Reactionary and swinger targets that have support stands or mechanisms must allow for the maximum height of the top of the stand/mechanism/A-frame, etc. to be shorter in height than the top of the intermediate berm directly behind the target.
- f. If the target is a small one and has no swinging or reactionary support mechanisms and it is used with an intermediate berm, the target can be set on the face of the berm provided there is a clearance height area between the top of the target and the top of the berm equal to 2 times the height of the target.
- g. The condition exists that should a member be seen shooting metal targets that appear to be in non-conformance with the policy, the member may be asked to stop shooting. It is suggested that members keep a copy of the most current policy manual with them so that if another member does question the activities, the policy can be reviewed by the two members. Should the member doing the questioning still be unclear as to the conformance to the policy, the shooting will stop until the BOD can study the situation and update the shooter afterwards.



Oakdale Gun Club Member Handbook

Member Target Policy-during public hours:

On ranges open to public shooting:

- a. Only paper bullseye targets are allowed.
- b. Only one target per shooting station allowed, hung on the chicken wire in center of target posts and must be placed directly in front of shooter.
- c. You may use multiple bullseyes on one target. The size of the target must have similar outside dimensions of that of an OGC issued target given to the public shooters.
- d. The scheduled RSO's will enforce the BOD certified targets policy.

Brass Policy

1. Members must police their own spent brass while shooting on that range. Members may only pick up the spent brass that they shot in the amount, quantity and caliber of the ammunition they were shooting while on that range. Once the member leaves that range, that spent brass and any other spent brass is the property of OGC.
2. All other spent brass is to be placed in the yellow brass collection containers on the ranges. Picking up any other spent brass is considered theft of OGC property.
3. The brass that is collected is sorted and then auctioned off for bid. The bidding process is posted in the Bullet-In Newsletter.
4. Duds and questionable ammo should be deposited in the bucket labeled "Duds".

OGC Trap Range Use Policy

The Oakdale Gun Club (OGC) has three trap ranges numbered 1, 2, and 3 from East to West and two manual target throwers. This policy will describe the safety practices, use of the trap ranges for members, and for use when the range is open to the public.

The OGC facility has been rehabilitated or developed with a DNR grant and must be open to the general public at reasonable times and for a reasonable fee and scheduled with the club:

- a. To increase trap range capacity and access to youth trap teams and individual shooters from those teams.
- b. To increase trap range capacity and access for youth in general.
- c. To increase trap range capacity and access for adults.

The ranges are open to OGC membership when the ranges are not scheduled for other functions i.e.; High School League, OGC League, Novice Trap and 4H. Scheduled shooting will be published in the club newsletter.

The Trap Coordinator has full jurisdiction of the trap ranges.



Oakdale Gun Club Member Handbook

SAFETY:

Any member wanting access to the trap houses and target shed must be trained in the use of the target throwing machines, voice callers, manual hand releases and target acquisition from the target shed.

Training also includes safety protocol. Once trained you will also be qualified as a Range Safety Officer (RSO). Training usually takes place in May and April or by special appointment with the trap coordinator, safety and security director, or that person designated to conduct trap training and related safety issues. Training dates will be published in the newsletter. Training is required for each person every three years unless otherwise specified by the trap director/coordinator.

Whenever a trap house is in use, the orange cone must be displayed on the top of the trap house. Prior to walking down to the trap house, all firearm must be unloaded, actions open and placed on the gun rack.

When guns are on the gun rack, firearms actions must be open when not on the firing line. Slide action, semi-auto must have the bolt thrown back. Break actions may be closed when on the gun rack.

When shooting with guests or family, the qualified OGC member is the RSO. Non-trained individuals, members or non-members, are not be allowed beyond the 16-yard line.

When trap field one and/or two is in use, the manual target throwers may not be used. Their locations are too close to traps one and two to be used safely.

Unless shooting doubles, only one shell is allowed in the firearm. Actions must be open until it is your turn to shoot.

When moving between shooting stations, firearms must be unloaded, and actions must be open.

Ammunition used on the trap range shall be limited to target loads only. Shot size no larger than 7 ½ may be used. Heavy hunting loads and steel shot are not to be used.

Recommended maximum shot velocities are:

1290 FPS for 1-1/8 oz. loads

1325 FPS for 1 oz. loads

1350 FPS for 7/8 oz. loads

MEMBERSHIP USE:

Each trap house is locked by way of a “magnetic locking” latch. Your OGC badge will unlock the doors to the trap house by placing it on the card reader located at the side of the two doors to the trap house.

Your badge will be activated for the above use once you have received trap training.

The target thrower in each trap house is built by “Pat Trap.” Trap number 1 is a wobble trap and traps 2 and 3 are standard throwers.

“Trap Trained” OGC members may adjust the target throwers speed and elevation. They may convert the machine to throw doubles, straight away, hard right and hard left targets. Authorized repair technicians must perform anything else related to the throwing machines. Any OGC member damaging the machines may be subject to disciplinary action.

When making an adjustment to trap number 1, the machine must be armed. Use extreme caution. Do not walk in front of the machine. Traps 2 and 3 need to be armed before changing to manual from the auto position to set lefts, rights or straightaways, and moved back to the center position before changing back to auto. It is always unwise to walk in front of a machine, armed or not!



Oakdale Gun Club Member Handbook

Shooting handicap targets may be done on any trap field. If any trap field is used for shooting at the 16-yard line, handicap shooting can only take place if two trap fields away.

Wireless callers or corded callers are used to call for a target. OGC membership are the only shooters allowed to use the wireless callers. When the public is shooting, the corded callers are used.

The OGC members using non public trap field(s) are acting as their own RSO. RSO'S.

Targets used in the trap machine must not be bio-degradable as they gum up the machines. The accumulation of Bio-degradable targets in certain areas also affects the PH levels of the soil. To prevent the use of undesirable targets, targets must be purchased from the club. Bio-degradable targets or targets obtained outside the club may be use in the manual throwing machines.

Members using the range must clean the throwing machines and the trap houses, pick up all the trash, flatten all large cardboard boxes and dispose of in the appropriate dumpster. Unplug the motor and the transceiver prior to closing the trap house.

All traps if used for doubles, hard right, hard left, must be returned to throwing single targets when finished shooting.

Remember to shut off compressor.

SCHEDULED USE:

When ranges are scheduled for the high school league, OGC league, Novice trap, 4H, one or all trap ranges may not be available for club use.

Fees for organized shooting shall be determined by the Board of Directors.

Members of the Minnesota High School Clay Target League shooting at the OGC shall be permitted to shoot individually at High School League rates during public shooting times provided they can show membership of Clay target league. A vest, shooting shirt, or an item identifying them as a Clay Target League Shooter is adequate identification.

PUBLIC USE:

During the times the trap range is open to the public, there must be two or three RSO's per trap range conducting the safety aspects of the club; One monitoring the target calls, one keeping score, and the Lead RSO maintaining watch over the range.

The Trap Lead RSO oversees the trap range and surrounding area.

The wireless voice callers are not used for public shooting to maintain a safer environment. It is recommended the RSO monitoring the target calls, use electronically equipped hearing protection to maximize hearing ability. This also minimizes wasted targets due to unintended machine triggering in response to extraneous noises on the line.

TRAP SHOOTING EDIQUETE:

The first shooter (squad leader) should not call for a target until all other shooters on the line have indicated they have rotated to their next shooting position, specifically the shooter should be allowed time to move from station 5 to station 1.

When moving from station 5 to station 1, the shooter should rotate in a clockwise manor to avoid pointing the muzzle into shooters on stations 1, 2, 3, and 4.



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TRAP SET-UP

- 1) ALL GUNS ARE TO BE UNLOADED AND ACTIONS OPEN
- 2) NEVER STAND IN FRONT OF THE TRAP MACHINE. THE TRAP MACHINE MUST BE TURNED OFF AND THE SPRING RELEASED BEFORE ENTERING THE TRAP HOUSE
- 3) THERE ARE TWO SWITCHES AT THE BOTTOM OF THE STEPS TO EACH TRAP HOUSE. PUSH THE ON/OFF RELEASE TOGGLE SWITCH ALL THE WAY DOWN TO RELEASE THE THROW ARM AND LET GO. THE TRAP WILL THROW THE TARGET AND NOT COCK THE MACHINE.
- 4) PUSH THE PUMP MOTOR TOGGLE SWITCH DOWN TO THE OFF POSITION.
- 5) OPEN TRAP HOUSE DOORS USING YOUR BADGE TO ACCTIVATE MAGNETIC RELEASE.
- 6) FIND THE ORANGE CONE AND PLACE IT ON TOP OF THE TRAP HOUSE INDICATING THE TRAP HOUSE IS OCCUPIED.
- 7) LOOK FOR THE POSITION OF THE THROW ARM, IT NEEDS TO BE BETWEEN THE TWO GUARD BARS. IF BETWEEN THE GUARD BARS, THE MACHINE IS UN-ARMED AND SAFE. NEVER ATTEMPT TO LOAD THE TRAP WHEN IT IS COCKED.
- 8) STEP INTO THE TRAP HOUSE AND PROCEDE TO LOAD THE CAROUSEL WITH FOUR CASES OF TARGETS OR THE ANTICIPATED NUMBER OF TARGETS NEEDED.
- 9) PLUG IN THE HYDRAULIC PUMP AND THE VOICE ACTIVATED CALLERS
- 10) STEP OUTSIDE THE TRAP HOUSE AND REMOVE THE RED ORANGE CONE FROM THE TOP OF THE TRAP HOUSE AND PLACE IT ON THE LOWEST STEP OR ON THE GROUND NEAR THE STEPS.
- 11) PUSH THE PUMP MOTOR TOGGLE SWITCH UP TO THE "ON" POSITION.
- 12) PUSH THE ON/OFF RELEASE TOGGLE SWITCH UP TO THE "ON" POSITION.

AT THE END OF THE SHOOTING EVENT

- 1) REPEAT STEPS 1 THRU 7 FROM SET UP DIRECTIONS ABOVE.
- 2) REMOVE ALL TARGETS FROM THE CAROUSEL
- 3) CLEAN ALL DEBRIS FROM THE THROWING MACHINE
- 4) SWEEP THE FLOOR
- 5) REMOVE ALL CARDBOARD AND OTHER TRASH FROM THE TRAP HOUSE.
- 6) UNPLUG THE HYDRAULIC PUMP AND VOICE CALLER
- 7) PLACE ORANGE CONE INSIDE THE TRAP HOUSE
- 8) CLOSE DOORS
- 9) TURN OFF THE INDIVIDUAL VOICE CALLERS AND PLACE THEM BACK ON THE CART ALONG WITH THE HAND-HELD CONTROL.
- 10) RETURN THE CART TO THE CABINET.



Oakdale Gun Club Member Handbook

VOICE ACTIVATED CALLER

VOICE CALLERS FOR TRAPS 1, 2, AND 3 ARE LOCKED IN A CABINET LOCATED IN THE SHED ON THE SOUTH SIDE OF THE TRAP FIELD. THERE IS A SET OF CALLERS FOR EACH FIELD 1, 2, AND 3. OPEN THE CABINET AND PULL THE CALLERS OUT ON THEIR CART TO THE SPECIFIC TRAP. ON EACH CART ARE FIVE CALLERS AND ONE HAND-HELD CONTROL.

- 1) PLACE ONE CALLER AT EACH STATION 1, 2, 3, 4, AND 5.
- 2) TURN ON EACH CALLER FIRST.
- 3) TURN ON THE HAND-HELD CONTROL SECOND. THE HAND-HELD CONTROLLER HAS A 2 ½ MINUTE TIMER. IF TIMED OUT SIMPLY PUSH THE ON BUTTON.

OGC Open to the Public

Basic Overview

All members shooting on ranges that are open to the public, must follow ALL RSO commands and “open to public” rules and policies. Including-but not limited to:

- All shooting must be done sitting or standing. No shooting prone or kneeling positions.
- Shotguns may only shoot slugs.
- Targets and target size.
- Handicap parking and all parking areas.
- Children (of members and public) between the ages of 11 and 17 that possess proof of a Firearm Safety Certificate may shoot while under adult supervision. The adult cannot be shooting while the child is shooting.
- Class III full auto-fire is only permitted on the comp range. Refer to CLASS III Firearm Rules section.

Public shooting days are set each year by the Board of Directors. The club is open to the public on weekends beginning the first full weekend in June. The fall public shooting schedule will be determined by the BOD annually. The exact dates will vary year to year, check the OGC website and Newsletter for exact dates. After the closing date, the club will be closed to the public until the next summer.

Income from the public shooting pays for over 50% of our annual operating budget. Therefore, members are to treat public shooters as our guests with respect and courtesy.



Oakdale Gun Club Member Handbook

Shooting Hours

Public shooting hours are from 8:00 AM to 4:00 PM. New public shooters are not allowed on the range after 3:30 PM. Members may continue shooting after the close of public hours if the shooting hours are still active. During public hours, cased firearms are permitted inside the range house.

Fees

The Board of Directors establishes the range fees as follows:

1. Shotgun shooters wishing to use the Trap range pay a flat fee per round of trap consisting of 25 birds. Trap range availability depends on whether qualified and trained Range Safety Officers are available to run the electric trap machines.
2. Public Trap shooters must sign in at the Range house and pay for each round of trap. Trap shooters must have tokens to shoot trap and present the token to the Trap RSO.
3. Shooters receive one free Bullseye target. Additional targets, earplugs and ammunition are available for sale in the Range house.
4. Police Officers and active military are allowed to use the range at no charge, provided they display their proper ID.

Special Events and Range Rental

The OGC range is available for use by military, police, security, and other commercial or volunteer organizations needing a facility for firearms training and qualifications. Requirements, rental costs and available dates may be obtained from the OGC Board of Directors.

Competitive Events

OGC is always open to new ideas for organized events. Club members who would like to sponsor a shooting activity at the range should discuss it with the Chief Match Director and present the idea to the Board of Directors.

NRA Bullseye 2700

The most formal and precise of pistol competitions, Bullseye matches consist of slow, timed, and rapid-fire stages fired at 25 and 50 yards, and use three guns: a .22, a center fire pistol, and a .45 ACP semi-automatic. The Competition Range was built for this sport and all OGC matches are I.S.U. sanctioned.

Handling Rules: Bullseye shooters generally have enclosed boxes in which they transport their pistols. If a shooter is not using a box, the shooter is required to keep the firearms in a zippered rug or case when moving between the parking lot and firing line. Fire arms in transit through the parking lot must be boxed or cased.

IHMSA Silhouette

“Silhouette” is a competitive game based on using a firearm to knock over rows of steel animal shapes: chickens, pigs, turkeys, and sheep. Beyond that, the term encompasses an extremely broad range of shooting sports, ranging from .22’s at 25 yards to Black Powder Cartridge Silhouette, in which shooters use 19th Century buffalo rifles to hit targets at ranges of nearly half a mile.

Due to space limitations, OGC restricts itself to handgun silhouette matches in the .22, Field Pistol, and Centerfire Pistol classes. OGC has hosted state and regional championships and have produced several nationally ranged shooters. All OGC silhouette matches are sanctioned and count towards IHMSA standings.



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Handling Rules: Many silhouette shooters have open boxes in which they transport their pistols. If a shooter is not using a box, the shooter is required to keep the firearm in a zippered rug or case when moving between the parking lot, firing line, and stat house gun certification area. While an unloaded pistol is in a box, it must have the action visibly open. Bolt actions must have the bolt pulled back; single shots must have the barrel pivoted open; falling blocks must have the block in the down position; and revolvers must have the loading gate open or the cylinder swung out. Unloaded, action open guns not in a shooting box may be hand-carried while moving on the firing line to the various shooting positions, and may be hand-carried between the 100 and 200-yard ranges if the club is not open for public shooting.

Movement to any other range or movement while the club is open to the public requires that the pistol be boxed or cased.

USPSA Practical Pistol

Derived from FBI training by way of Jeff Cooper, practical pistol is the “run and gun” handgun sport where speed and agility are as important as accuracy. All OGC practical pistol matches are sanctioned and count towards USPSA standings.

Handling Rules: Pistols must be carried in a case or bag when moving between the parking lot and the “safe area” on the match range, which is where the **unloaded** pistol can be uncased and holstered.

Holstered pistols must remain unloaded until the competitor is told to “load and make ready” by the match official, and must be unloaded immediately upon completion of a match stage. Unloaded pistols may be carried in holsters between ranges **if the club is not open for public shooting**. During public hours, all pistols must be securely cased, when moving between ranges.

MAFTA Air gun

Air gun Field Target competition has some resemblance to silhouette and even more resemblance to hunting.

Handling Rules: No special exceptions have been requested for competitors.

Shotgun

OGC will host formal trap shoots and league competition. On Wednesday and Thursday nights in the summer, the Trap range is open to the public. Novice Trap shooters are welcome on Wednesday nights. Open Trap is on Thursday nights. There is a charge for a round of birds (25) to cover the cost of the targets.

Handling Rules: Competitors generally park in the lot behind the trap range and gun racks are provided on the range. Shot gunners are permitted to carry uncased, unloaded, action open guns with the muzzle pointed in a safe direction between the trap range parking lot and going directly to the trap range gun racks and to carry unloaded action open guns between the trap range shooting positions.

Note: This is only a small example of what OGC offers. Please check the OGC website for updated information.



Oakdale Gun Club Member Handbook

OGC Instructor Reservation Policy

OGC has a long-standing policy prohibiting members from using OGC facilities for compensation without prior OGC Board approval. The OGC Instructor Reservation Policy provides the general framework for approval and use of OGC facilities for compensation by members. The OGC Board has the right to establish new or revised processes if and/or when the Board deems necessary.

Instructor Class Reservation Request Process

An Instructor is allowed to reserve 1 weekend day per month and 1-week day per month. Reservation requests should be submitted via email to VP@OakdaleGunClub.org. Reservation requests are accepted on a "first-come, first-served" basis and will be reviewed in the order received, based on the email time stamp of the email request.

In an attempt to be fair, eliminate confusion, and allow instructors the same opportunity to submit requests, the following defines "requesting schedule":

- In the 1st through 15th of a month - instructor can request dates in that current month and the next month
- In the 16th through end of a month - instructor can request dates in that current month, next month, and month after next

For Example:

- If today was February 4, instructor could submit reservation requests for any open date in February or March.
- On or after February 16, instructor could submit reservation requests for any open date in February, March, or April.
- If today was March 1, instructor could submit reservation requests for any open date in March or April.
- On or after March 16 instructor could submit reservation requests for any open date in March, April, or May.
- Etc. etc. etc.

Instructor Qualifications:

- Instructor cannot be a first year or new OGC member.
- Instructor must be an OGC member in good standing.
- Instructor must have a valid and current Instructor Certificate. Instructor Certificate must be issued from a nationally recognized institution (for example, National Rifle Association).
- Instructor must have valid and current insurance coverage.
- Instructor must be approved by the OGC Board to provide class, instruction, training, etc. for compensation at OGC facilities.
- Each year by February 15th, approved Instructor must provide a copy of his/her valid and current Instructor Certificate to the OGC Chief Instructor.
- Each year by February 15th, approved Instructor must provide a copy of his/her valid and current insurance coverage to the OGC Chief Instructor.
- Failure to provide proof of current instructor certificate and/or current insurance coverage will result in revocation / denial of instructor privileges at OGC facilities.



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Fees:

An "Instructor class reservation" allows the instructor to reserve the classroom for up to 5 hours and a range (Short Range default) for 1 hour. As of August 1, 2013, the per-student Range charge for class increased to

\$20 per non-member student. This increase corresponds to the public fee increase to \$20 that was implemented June 1, 2013. Please note that this range charge applies only to non-OGC members (also known as "the public").

- The TOTAL CHARGE per non-member student is \$30 (\$10 classroom plus \$20 range).
- The TOTAL CHARGE per OGC member student is \$10 (classroom only, no range).
- The minimum "Instructor class reservation" fee is \$50 per class reservation. (Please also reference Minimum Fee and Reservation Cancellation section below.)

Instructors should submit their payment for their classes by the 5th of the following month. Please remember to include your student totals (member and non-member) for your classes with your payment.

Minimum Fee and Reservation Cancellation:

The minimum "Instructor class reservation" fee is \$50 per class reservation. The minimum fee for a class will not be charged if the instructor cancels the class reservation at least 48 hours prior to the beginning of class. Notice of cancellation must be sent via an email to VP@Oakdalegunclub.org to cancel your class – the email timestamp will define the cancellation time.

The Board may choose to waive the minimum fee. If the minimum fee is waived, it would apply to all instructors and to all reservations for the entire month (plus the following 2-months). If the Board chooses to reinstate the minimum fee, the instructors will be provided at least a 2-month notice before the minimum fee charge is reinstated. (For example, if a notice to reinstate the minimum fee was emailed to instructors in June, the 2-month notice would apply to July and August. The minimum fee would become active again starting with September reservations.) This notice of minimum fee reinstatement will be sent via email to the instructor email address on the Member file.

Schedule for Membership Fees

- \$175.00.....Annual membership
- \$ 87.50.....Honorary member 50% of Annual membership
- \$ 87.50.....Board member 50% of Annual membership
- \$ 87.50.....Board advisors 50% of Annual membership
- \$150.00.....New Member initiation
- \$ 50.00..... Late annual membership



Oakdale Gun Club Member Handbook

OGC DISABILITY MOBILITY POLICY ON THE RANGE

People with disabilities may use devices for mobility on the range. This would include travel to and from the parking lots to the ranges.

Also, this will include travel from shooting positions on the range to the respective targets. Person using mobility devices are doing so at their own risk.

Mobility device use will be subject to weather conditions on the range which may be hampered by snow, ice, and mud. Operator should not leave ruts, ditches and tire marks if possible.

Special mobility devices do not include ATV type devices which may pose a safety problem.

A sign will be placed on the shooting bench nearest the path of travel to the targets that states:

“This space must be surrendered to people with disabilities using special mobility to check targets”

Surrendering the bench would apply anytime during shooting hours but when open to the public and the line is full any shooter must wait their turn.

When possible, the range officer (RSO), may assist the disabled person to maintain their targets.

Any person traveling with the disabled person as an assistant while shooting on an open to the public range does not have to pay if they do not shoot. If assistant intends to shoot, they must pay.

Assistants will be considered a guest when helping a member on a range not open to the public.

Gate Guard Procedures August 24, 2020

- Check in with event manager and get his/her phone number in case you need to contact them.
- Ask the Event Manager if the event is members only, public or a combination.
- Get road sign from the Registration (Marah) building).
- Position yourself and sign on main entrance road just after entrance to trap range parking lot. You can remain in your car or bring a lawn chair.
- Assist all in a professional and courteous manner.
- As the sign states, review current membership badge of all who desire to access Club facilities.
- Turn around all visitors who do not provide a current membership badge. No exceptions!
- Inform non-members to visit for open to public dates and other Club information.
- If a non-member is meeting a member to shoot, direct them to park in the trap lot and have them contact the member to meet them there.
- Be aware of irregular or unusual conditions that may threaten safety and/or security for the Club. Immediately contact the Events Manager, General Manager (651-354-5544) and President in case of emergencies or threats
- At the end of shift return sign to the Registration building and report to event manager to get recorded for work time credit.

NOTE: There may be more than one event occurring at the same time so direct members and/or visitors to the appropriate area.



Oakdale Gun Club Member Handbook

Oakdale Gun Club Official Policies

REVISION TABLE

Year	Version	Date	Comments
2017	2017 V1.1	3/25/2017	
2019	2019 V1.0	01/16/2019	
2021	2021 V1.0	03/7/21	Added Membership update, ADA Scooter, and Gate Guard policies from 2020
2024	2024 V1.0	12/21/2023	Update OGC Cover Page with Confidential – Members Only, Update grounds/building picture, Update Table of Contents with added Policy section in handbook, Add 2 policies.