

MEMBER HANDBOOK




**KELOWNA DISTRICT
FISH & GAME CLUB**

Version 01012020



RANGE MAP

Club Buildings

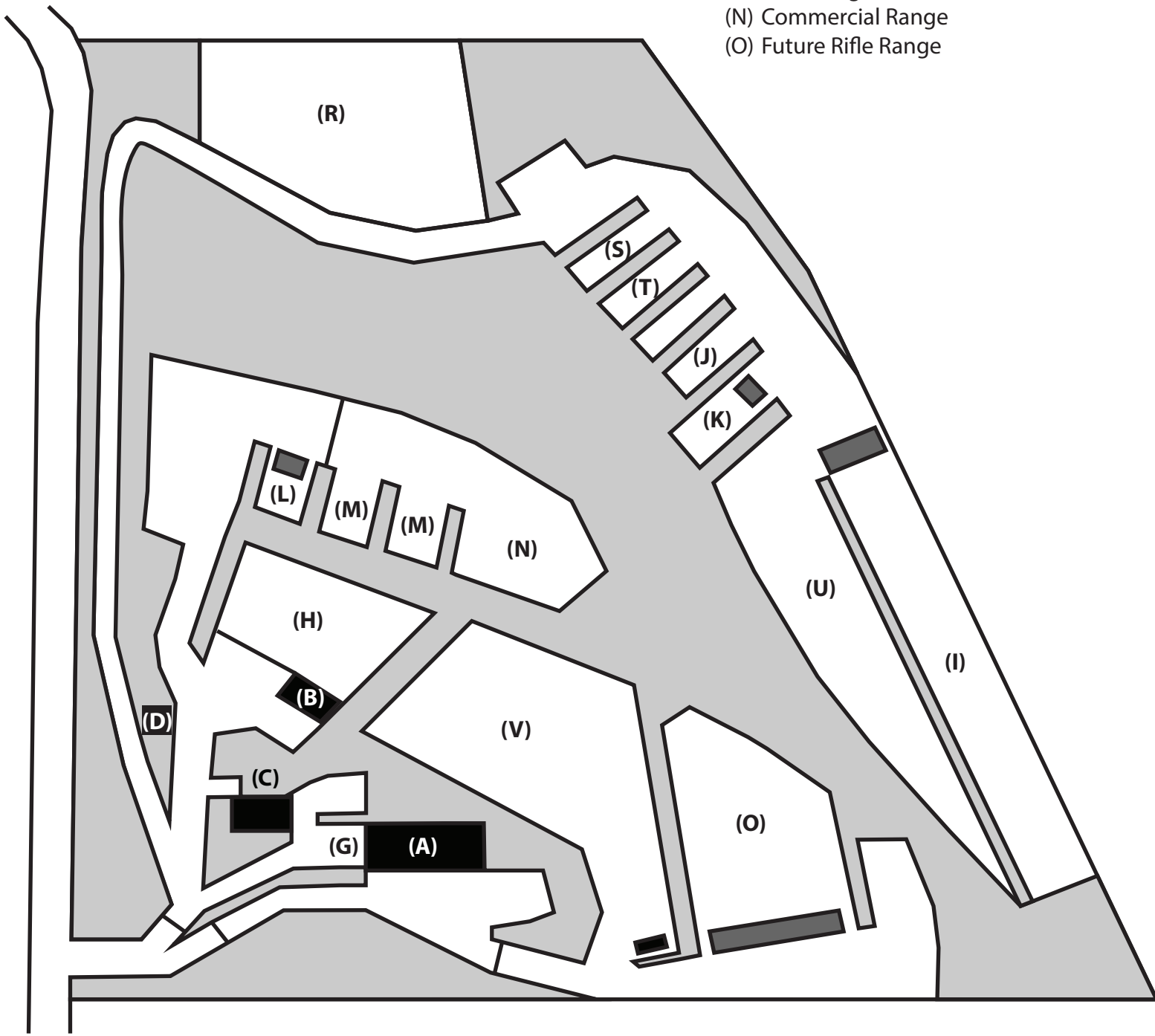
- (A) Main Club House
- (B) Shotgun Club House
- (C) Club Office (Bottom Floor)
- (D) Guest Registration

Archery Ranges

- (R) Archery Field Course
- (S) Broadhead Archery Range
- (T) Archery Target Range
- (U) Archery 3D Range
- (V) Archery Field Range

Firearms Ranges

- (G) Indoor Archery & Firearm Range
- (H) Shotgun Sports Range
- (I) Rifle 100 - 200 Range
- (J) Rifle 25 - 50 Range
- (K) Air and Rimfire 25 - 50 Range
- (L) Pistol Range
- (M) IPSC Ranges
- (N) Commercial Range
- (O) Future Rifle Range



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Office Hours:

Tuesday and Thursday
11:00 AM to 4:00 PM

Saturday
9:00 AM to 3:00 PM

Contact Information

Phone: 250.764.7558

Email: info@kdfgc.org

Website: www.kdfgc.org

Address: 4041 Casorso Rd. Kelowna, BC, V1W 4N6

Range Hours

Regular Range Hours

M-F: 9:00 AM to Dusk

Weekends: 9:00 AM to the earlier of Dusk or 5:00 PM

Indoor Range Hours

As posted on schedule at www.kdfgc.org

Range Officer Supervised

As posted on schedule at www.kdfgc.org

Message from the Club

About Us

Founded in 1904, the Kelowna and District Fish & Game Club is a non-profit society with a long history of supporting wildlife conservation, fishing and hunting activities, and shooting sports.

The Club moved to its current location on Casorso Road in the mid-1950s where it operates seven days a week delivering services to its members and the community.

All members are encouraged to attend the Annual General Meeting for a report on Club activities, to select its Board of Directors, and to vote on any special motions.

Volunteers and Donations

There are lots of ways to contribute to the Club beyond paying membership dues. If you would like help with Club activities – from becoming a Club certified Range Officer, to assisting with special events like the Club's annual wild game dinner, to joining the Board of Directors – then please contact the Club Office.

The Club also appreciates monetary donations and donations of good quality firearms and archery equipment to support wildlife conservation and other Club activities, such as its Junior shooting programs. The Club is specially licensed to receive firearm donations. However, it is not a registered charity and, therefore, cannot issue tax receipts for donations.

Member, Guest, and Community Safety

Safety is the Club's top priority. It is essential that all Members understand and follow the fundamental rules of firearm and archery safety as well as obey all range rules and the rules that govern different shooting disciplines.

The Club provides safety and skill training courses for its Members and the public. It also provides Range Officers to supervise shooting at given times during the week. Before using a range, all Members must complete the Club's New Member Orientation Course. For some ranges, additional certification is required before a Member can use them without the supervision of a Club Range Officer.

For more information visit www.kdfgc.org.

We look forward to seeing you at the Club,

KDFGC Board of Directors

Membership Agreement

The Kelowna and District Fish & Game Club has federally licensed indoor and outdoor firearm and archery ranges on its property. Given the inherent dangers in shooting sports, the safety of members, guests, and the community is the Club's top priority.

This membership agreement, when signed by the applicant or their legal guardian, constitutes a binding contract between the Kelowna and District Fish and Game Club and the participant named on the signature page of this agreement ("**Agreement**").

Membership obligations commence when the Agreement is signed by the participant or their legal guardian and is witnessed by a Kelowna and District Fish and Game Club staff member or Director. Full membership rights and privileges are granted after a probationary period and after the applicant's membership is approved by the Kelowna and District Fish and Game Club's Board of Directors.

DEFINITIONS:

For the purpose of this Agreement,

- The Kelowna and District Fish & Game Club and its directors, officers, employees, instructors, agents, representatives, other members (full or probationary), volunteers, independent contractors, subcontractors, sponsors, successors, assigns and representatives shall hereinafter be collectively referred to as "**KDFGC**" or "**Club**".
- A rifle, shotgun, handgun, bow, crossbow, or any other device capable of discharging a projectile capable of causing bodily injury or death to a person shall hereinafter be collectively referred to as a "**Firearm(s)**".
- An indoor or outdoor area on Club property that has been approved by the Club and licensed federally for the discharge of a Firearm shall hereinafter be collectively referred to as a "Range(s)". Any natural or man-made feature, building, or equipment on Club property, including but not limited to: firearms and firearm accessories; archery and archery accessories; Ranges; firearm and archery targets; shooting stands and benches; berms; roads, access gates, club houses and offices and shall hereinafter be collectively referred to as "**Club Facilities**".
- Any activity or event that is organized, conducted or sponsored by the Club shall hereinafter be collectively referred to as "**Club Activities**".
- A member is person approved by the Club's Board of Directors as a member and remains in good standing with the Club. A probationary member is a person whose application for membership has been accepted by the Club but has not yet been approved by the Club's Board of Directors. Both members and probationary members are hereinafter collectively referred to as "**Member(s)**".
- A person or persons registered to be on a Range while supervised by an adult Member shall hereinafter be collectively referred to as a "Guest(s)".
- Canadian Firearms Possession and Acquisition License – Non-Restricted ("**PAL**") or Restricted ("**rPAL**") or Prohibited ("**pPAL**")

As a Member of the Club, I agree, without exception, to the following on behalf of myself and my Guests:

- I accept that KDFGC authorized Range Officers, the Range Manager, and Club Directors have the authority at any time to inspect my Firearms for safety, check my Membership Card, temporarily revoke my Membership Card, and/or require I immediately leave Club Property for any breach or perceived breach of this Agreement or other Club policies or rules.
- I accept that the Club has, at its sole discretion and without limitation, the ability to deny, suspend, or revoke my Club membership.
- I accept that until I complete the KDFGC New Member Orientation Course and I am certified by the Club to use a Range unsupervised, I must shoot under the supervision of a KDFGC authorized Range Officer or a Member with the appropriate Range certification.
- I certify that I am physically, mentally, and emotionally fit to participate safely in shooting sports and will inform the Club immediately of any issue that would prevent my safe participation in shooting sports.
- I agree that the Club can record and validate my PAL number, type, and expiry date as well as my name, address, and birth date and can report my membership status and range activity to the appropriate authorities, such as a Chief Firearms Officer, upon their request.
- I agree that the Club can share my name, address, email, and membership status with the BC Wildlife Federation (BCWF) for the purpose of registering me for BCWF membership and receiving communication directly from the BCWF.
- I agree to immediately inform the Club if my PAL is revoked for any reason or that I become the subject of a prohibition order or similar change in status that affects my ability to legally acquire, possess or be in close contact with Firearms or ammunition. I understand that if this happens then my Membership will be immediately suspended pending review by the Club.
- I authorize emergency medical treatment in the event of injury or illness on Club property.
- I agree to compensate the Club for any damage to Club property caused by my actions or those of my Guests.
- I authorize email, text, and phone communication from the Club to myself in relation to my Member status and Club news and events.
- I accept that all Club Membership fees are non-refundable.
- I accept that the Club's policies and rules may change from time to time. The most recent versions are posted on www.kdfgc.org. Notification will be sent of any significant changes.



Included in the Membership Agreement by reference are the following documents. It is required that you read, understood, and agree to the following:

- **Release of Liability**
- **Code of Conduct**
- **Disciplinary Policy**
- **Membership Card Policy**
- **Guest Policy**
- **Privacy Policy**
- **Rifle and Pistol Range Rules**

Note: As part of the membership application process. A copy of this Agreement must be signed by the participant (or by a parent or guardian if the participant is under 18) at the Club Office.

Release of Liability

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS AGREEMENT (hereinafter referred to as the "Release Agreement") BY SIGNING THIS AGREEMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT

PLEASE READ CAREFULLY!

ASSUMPTION OF RISKS


I am aware that attending a shooting range and participating in shooting sports, and, more specifically, using Club Facilities and participating in Club Activities, involves many risks, dangers and hazards. These risks, dangers and hazards include but are not limited to environmental hazards (such as noise and lead pollution) and being struck by a projectile. These risks, dangers and hazards can result in serious illness, injury, or death caused by the negligence of other persons or **NEGLIGENCE OF THE CLUB, INCLUDING THE FAILURE ON THE PART OF THE CLUB TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE.**

I am also aware that the risks, dangers and hazards referred to above exist throughout the Club's grounds. **I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH OR PROPERTY DAMAGE OR LOSS RESULTING THERE FROM.**

RELEASE OF LIABILITY AND WAIVER OF CLAIMS

In consideration of the Club permitting my use of Club Facilities, allowing me to participate in Club Activities, for accepting my application to be a KDFGC member, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may in the future have against **THE CLUB** and **TO RELEASE THE CLUB** from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer resulting from either my use of or my presence on Club Facilities and/or participating in Club Activities, **DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE. THIS INCLUDES ANY DUTY OF CARE UNDER THE OCCUPIERS' LIABILITY ACT, RSBC 1996 CHAPTER 337 ON THE PART OF THE CLUB, AND ALSO INCLUDES THE FAILURE ON THE PART OF THE CLUB TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;**
2. This Release Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;



3. This Release Agreement and any rights, duties and obligations as between the parties to this Release Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction; and,

4. Any litigation involving the parties to this Release Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

5. **I AGREE TO HOLD HARMLESS AND TO INDEMNIFY THE CLUB** from any and all liability from property damage and personal injury to any third party, resulting from my use of the Club Facilities and/or participation in Club Activities; AND THAT, this Release of Liability shall be effective and binding upon my heirs, next of kin, executors, administrators, and assigns may have against the Club.

I HAVE READ AND UNDERSTAND THIS RELEASE AGREEMENT AND I AM AWARE THAT BY SIGNING THE MEMBERSHIP AGREEMENT, OF WHICH THIS RELEASE AGREEMENT IS PART, I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE CLUB.

Code of Conduct

The purpose of this Code of Conduct is to help ensure the Club is a safe, friendly and respectful place for all visitors, guests, members, and staff. The Code of Conduct outlines minimum expectations of behavior.

KDFGC requires Members and Guests to behave in a manner that always demonstrates respect and dignity for other persons and their property. Members must not take actions which contravene this Agreement or any Club policies or rules. Depending on the seriousness of the violation, Members or Guests who fail to comply with this Code of Conduct may face disciplinary action, including: verbal or written reprimands, temporary or permanent loss of Club membership, and/or legal action.

All Members and Guests shall conduct themselves in a manner that is not injurious or detrimental to the reputation, interests, congeniality, or good order of the Club.

Members and Guests Shall Not:

- Be abusive or unnecessarily loud or aggressive when communicating with fellow Members or Guests.
- In any way issue threats of harm or violence, be violent, or attempt to be violent towards fellow Members or Guests.
- In any way harass Members or Guests, including criminal harassment, bullying or sexual harassment.
- Act in any way to jeopardize the physical safety of Members or Guests beyond the normal risks associated with shooting sports.
- Use racist, sexist, homophobic, or bigoted language.
- Act in any rude manner, including the use of obscene language, gestures, insults in a hurtful manner toward fellow Members or Guests.
- Use Club, Member, or Guest property unless authorized and in an inappropriate manner.

Members Shall:

- Be welcoming and considerate of other Members and Guests.
- Always be responsible for their Guests.
- Be an ambassador for the Club when out in the community or at other clubs.

Disciplinary Policy

The Club has established the following Member and Guest disciplinary framework for infractions of this Agreement and/or Club rules and policies.

Level III Incident – Extremely Serious

EXAMPLE INFRACTIONS:

- Refusing to follow instructions given by a Range Officer, a Range Manager, or a Club Director.
- Discharging a Firearm which leads to the injury of self or others.
- Discharging a Firearm so the projectile leaves a Range.
- Loading or discharging a Firearm during a Cease Fire or while someone is beyond the firing line at the Range.
- Pointing a loaded Firearm at self or another person.
- Intentionally pointing an unloaded Firearm at self or another person.
- Loading or discharging a Firearm when not on a Range firing line or shooting station.
- Crossing the firing line without the Range being in a Cease Fire condition.
- Allowing Guests or Junior members to handle and/or discharge a firearm without the direct and immediate supervision of an adult Member.
- Intentional damage or destruction of Club property.
- Consuming or being under the influence of drugs or alcohol on Club Ranges.
- Sharing a Membership Card with another person.

SANCTION:

Immediate suspension of Membership and/or Guest privileges. The incident will be investigated by the Range Manager and an incident report submitted to the Club President who can authorize a temporary suspension of membership up to thirty (30) days. If a longer suspension or permanent ban is recommended by the Club President, the incident will be reviewed and voted on by the Board of Directors. A written reprimand will be given to the Member or Guest and the incident report kept on file. Details of a Level III safety violation may also be reported to the RCMP and/or the Chief Firearms Officer.

Level II Incident – Serious

EXAMPLE INFRACTIONS:

- Using Ranges without the appropriate Range certification from the Club.
- Discharging Firearms not approved for the Range on which it is discharged.
- Using ammunition not approved for the Range on which it is used.

- Unintentional pointing of an unloaded Firearm at self or others.
- Unintentional discharge of a Firearm where the projectile damages Club property.
- Members on Range without registering presence at a secure access point(s).
- Guests on Club Ranges without the appropriate Guest Pass.
- Observer type Guests handling or discharging a Firearm.
- Not appointing an acting Range Officer when one or more persons are on a Range.
- Discharging a Firearm at a target unapproved for the Range.
- Discharging a Firearm without maintaining aimed and accurate (on target) fire.
- Using a holster on unapproved Ranges and/or without Club approved certification.
- Using a Range after scheduled operating hours.
- Violation of Club's Code of Conduct.

SANCTION:

Immediate suspension of Membership or Guest privileges for 72 hours. Incident investigated by the Range Manager, an incident report created, and report given to the Club President. Written or verbal warning given to the Member and/or Guest and the incident report kept on file. May be escalated to Level III Incident at the discretion of the Club President.

Level I Incident – Important

EXAMPLE INFRACTIONS:

- Failure to wear ear and eye protection when a Range is in a Live or Commence Fire condition.
- Placing a finger inside the trigger guard while the Firearm is not pointing at a target and ready to fire.
- Crossing the safety line (except to retrieve targets) during a Cease Fire condition on a Range.
- Failure to put an uncased Firearm in a safe condition (no ammunition, no removable magazines, action open, pointing downrange) when placed on a shooting bench.
- Cross shooting at targets on a range.
- Arriving at or leaving a firing line with an unsecured (i.e. unlocked or uncased) Firearm.
- Failure to raise or lower Range flag to indicate the presence of Firearms on a Range.
- Observer type Guests crossing the Range safety line.
- Members on Range without displaying Membership Card.
- Shooting the "No Shoot" area of the target board.

SANCTION:

Coaching of Member or Guest. May be escalated to Level II Incident at discretion of the Range Officer, Range Manager, or Club Director.

Membership Card Policy

All Members are issued a KDFGC Membership Card. These cards are used to identify Members and electronically register their access on Club Ranges. Membership Cards include information about: Member Photo; Member Name; Member Number; Membership Type; Range Authorizations; RFID/Access Number.

- All Members must use their Membership Card to individually register their ingress and egress from Club property and secured Ranges. This is be done by “swiping” your Membership Card at secure access points. Members that do not register their entry onto Club Property and secured Ranges are trespassing.
- Members must always display their Membership Card on their person while on Club Ranges. For safety, Membership Cards can be temporarily stowed during action events, such as shooting an IPSC course of fire.
- All Membership Cards are RFID enabled and secure access points use a RFID reader to record the Member’s access card number and the time and date of their ingress and egress. As required by regulation, this information is saved for six years or longer for reporting purposes.
- Access information is used for Club administration purposes but, as per the Firearms Act, may also be requested by a Chief Firearms Officer (CFO) to validate member participation in target practice or shooting competitions so as to verify a Member’s use of restricted firearms within the previous five years.
- Range authorizations (i.e. an authorization to use a particular Range without supervision) is indicated by coloured pips on the front of the Membership Card: Black (IPSC Ranges); Red (Handgun Ranges); Blue (Rifle Ranges); Green (Archery Ranges).
- Members must not share their Membership Cards.
- Lost or stolen Membership Cards must be reported to the Club Office immediately.
- New and replacement Membership Cards are available at the Club Office along with KDFGC lanyards.



Guest Policy

Except for IPSC Ranges, Adult Members can bring Guests to any Club Range they, themselves, are authorized to use.

All Guests must be at least 12 years old. All Guests must be issued a Guest Pass by the sponsoring Adult Member PRIOR to proceeding to a Range. Guest paperwork and passes are available at the Guest Registration building. With a Guest Pass, the Club's insurance is extended to the Guest.

There are two types of Guests: Shooters and Observers.

Guest Shooters, under the direct supervision of the sponsoring Member, can be on the Range's firing line and shoot Firearms. There is a fee for Guest Shooters. This fee will be refunded if the Guest becomes a Club Member within 30 days of their visit. Guest Shooters must always have their orange Guest Shooter pass visible.

Guest Observers, under the direct supervision of the sponsoring Member, must stay behind the safety line (or at least three feet behind the firing line) at all Ranges. Observers are not allowed to handle firearms at any point on Club property. Guest Observers must always have their orange Guest Observer pass visible.

As per the Canada Firearms Act, Guests do not need to have a PAL to shoot at a Range if they are under the "direct and immediate supervision" of a Club Range Officer or an adult Member with the appropriate PAL and Range certification.

If bringing more than two Guests at one time, the Member must contact the Club Office and arrange for a Club Range Officer to supervise.

Don't forget to return the Guest Pass and Lanyard to the Guest Registration Building when finished. There is a recovery fee if the pass is not returned.

Rifle & Pistol Range Rules

The following safety rules exist for safe and courteous shooting while using the Club's Ranges. In addition to the rules specified here, unique rules and safety recommendations exist for different ranges and shooting disciplines. **It is the responsibility of each member to know the rules that apply to the range and their shooting discipline.**

ACTS and PROVE– The Club stresses the fundamental firearm safety principles of ACTS and PROVE as taught in the Canadian Firearms Safety Course.

- **A**ssume every Firearm is loaded
- **C**ontrol muzzle direction at all times
- **T**rigger finger must be kept off the trigger and out of the trigger guard
- **S**ee that the firearm is unloaded—PROVE it safe

- **P**oint the Firearm in the safest available direction
- **R**emove all ammunition
- **O**bserve the chamber(s)
- **V**erify the feeding path
- **E**xamine the bore for obstructions

However, note that KDFGC's Rifle and Pistol Range Rules require:

1. Uncased firearms must always be pointed down Range.
2. When examining a bore for obstructions, use a rod while pointing the firearm down Range. Or remove the bolt or action and look down Range through the chamber/breech. Never examine the bore by looking down the muzzle of a firearm while at a Range.

RANGE OFFICERS– The Club qualifies and appoints Range Officers ("**Club RO(s)**") who report to the Club's Range Manager. Club ROs can be identified by their membership cards. **ROs have complete control of a Range and its shooters. Their instructions MUST always be followed.**

In most cases, infractions are resolved by a friendly reminder by a RO. However, the Club Range Manager, a Club RO, or a Club Director has the authority to suspend membership immediately for serious or repeated infractions. See the Club's [Disciplinary Policy](#) for more details.

ACTING RANGE OFFICERS– By regulation, when one or more persons are at a shooting range, one person must be designated as an acting Range Officer ("**Acting RO**"). Not all Ranges are continually supervised by Club ROs. **It is necessary to establish who will be the Acting RO when two or more shooters are at a Range.** The Acting RO is responsible for enforcing Range rules and has full authority over the Range and its shooters. Using the Disciplinary Policy as a

guide, the Acting RO must report Level II or III violations to a Club RO, the Club's Range Manager, or a Club staff member at the Club Office.

DRUGS AND ALCOHOL- It is strictly prohibited for anyone to consume or be under the influence of alcohol or any drug, prescription or otherwise, that can impair a Member's or Guest's judgement or reflexes while on a Range.

ARRIVING AT THE RANGE- All Members and Guests MUST register before being on a Range. Members can register by using their membership cards at secure entry points and Guests can be registered by Members at the Guest Registration building. Members are encouraged to back-in to range parking spots. All Firearms must remain cased until on the firing line and cased on the firing line when shooting is complete. (For shotgun sports and IPSC shooters there are designated safe areas for the casing and un-casing of firearms.) Look for indications that other shooters are using the Range (e.g. parked cars, red flag up, Firearms on benches.) **If there is evidence of other shooters on the Range, DO NOT cross the safety line until given permission by the Club or Acting RO.**


EAR and EYE PROTECTION- Ear and eye protection is mandatory at all rifle, pistol, and shotgun Ranges. If there is evidence of other shooters on a Range then put on ear and eye protection before approaching.

RANGE FLAGS- When Firearms are present on a Range, a RED flag must be posted. When the last Member leaves the Range and Firearms are no longer present then the RED flag must be removed and replaced with a GREEN flag. These rules also apply to the indoor range except that the flags are replaced with lights.

UNPACKING YOUR FIREARM- Once given permission by the Club or Acting RO (unless alone), take the cased Firearm to the firing line. Uncase the Firearm with the muzzle pointed down range then place the Firearm on the bench with the muzzle pointed down range at a target board. Whenever a Firearm is on a bench and there is a Cease Fire at the Range the Firearm must be put in a Safe Condition (i.e. its muzzle must be pointed down range, its action open for easy inspection, and empty of any ammunition and removable magazines). Any other manner is unacceptable!

POSTING and RETRIEVING TARGETS- Before proceeding to post or retrieve a target on a target board the Club or Acting RO (unless alone) must issue a Cease Fire command, all Firearms must be checked they are in a Safe Condition, and all shooters must be behind the safety line. If there is no safety line then stand at least 3 feet back from the firing line. During a Cease Fire, nobody can approach the firing line or handle a Firearm for ANY reason. All shooting must be at paper targets posted on approved target boards. No humanoid-shaped targets are allowed.

SHOOTING- Shooting must only occur after the "Commence Fire" command has been given by the Club or Acting RO (unless alone). All shooting must stop immediately after a Cease Fire or Stop command. **Anyone can issue a Cease Fire or Stop command at any time.** All shooting must be aimed and accurate. No shooting from the hip or rapid fire beyond the shooters ability to maintain rounds on their posted target. No cross shooting is allowed. All shooters must shoot at targets posted in the target boards in front of them. Muzzle control must always be maintained. The Firearm must always point downrange at the target board. Fingers must be kept out of the trigger guard and off the trigger unless the shooter is on target and ready to fire.



LEAVING the RANGE. When finished shooting, all firearms must be cased before leaving the firing line. Collect any spent cartridges and used targets. If you are not going to reload the cartridges then you can put them in the spent cartridge container on the Range. Please put any other garbage in the garbage can.

RANGE and FIREARM SAFETY is EVERYONE'S BUSINESS. No Member should overlook an unsafe act. If you see an issue, respectfully remind other Members of the Club's Range and Firearms safety rules. And if you are reminded of these rules, please thank the person doing the reminding. If there is any doubt about proper range procedure, speak to a Club RO or the Range Manager.

EMERGENCY PROCEDURES

In the event of a medical emergency:

- Anyone may call a Cease Fire. The Club or Acting RO will take command of the scene. Anyone with first aid training will be asked to render help to the injured.
- The Club or Acting RO will call or delegate someone to call 911 and calmly give the necessary information to emergency personnel.
- If possible, the Club or Acting RO will or delegate someone to go to the main gate with their Membership Card to get emergency personnel inside the gates and to direct them to the site of the incident.
- If the situation is life threatening and nobody can be found to open the main gate for emergency personnel then the gate may be forced open by any means.
- Report the incident to the Club Office.

Privacy Policy

The Club is committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("**Personal Information**"). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use and disclosure of Personal Information. Our privacy policy is based upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information and Canada's Personal Information Protection and Electronic Documents Act.

1. Introduction

We are responsible for maintaining and protecting the Personal Information under our control. We have designated an individual or individuals who is/are responsible for compliance with our privacy policy.

2. Identifying Purposes

We collect, use and disclose Personal Information to provide you with the membership services you have requested and to offer you additional services we believe you might be interested in. The purposes for which we collect Personal Information will be identified before or at the time we collect the information. In certain circumstances, the purposes for which information is collected may be clear, and consent may be implied, such as where your name, address and payment information are provided as part of the order process.

3. Consent

Knowledge and consent are required for the collection, use or disclosure of Personal Information except where required or permitted by law. Providing us with your Personal Information is always your choice. However, your decision not to provide certain information may limit or stop our ability to provide you with our services. We will not require you to consent to the collection, use, or disclosure of information as a condition to the supply a service, except as required to be able to supply our membership services.

4. Limiting Collection

The Personal Information collected will be limited to those details necessary for the purposes identified by us. With your consent, we may collect Personal Information from you in person, over the telephone or by corresponding with you via email.

5. Limiting Use, Disclosure and Retention

Personal Information may only be used or disclosed for the purpose for which it was collected unless you have otherwise consented, or when it is required or permitted by law. Personal Information will only be retained for the period required to fulfill the purpose for which we collected it or as may be required by law.

6. Accuracy

Personal Information will be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

7. Safeguarding Member Information

Personal Information will be protected by security safeguards that are appropriate to the sensitivity level of the information. We take all reasonable precautions to protect your Personal Information from any loss or unauthorized use, access or disclosure.

8. Openness

We will make information available to you about our policies and practices with respect to the management of your Personal Information.

9. Member Access

Upon request, you will be informed of the existence, use and disclosure of your Personal Information, and will be given access to it. You may verify the accuracy and completeness of your Personal Information, and may request that it be amended, if appropriate. However, in certain circumstances permitted by law, we will not disclose certain information to you. For example, we may not disclose information relating to you if other individuals are referenced or if there are legal, security or commercial proprietary restrictions.

10. Handling Member Complaints and Suggestions

You may direct any questions or inquiries with respect to our privacy policy or our practices by contacting info@kdfgc.org.

11. Additional Information

Cookies: A cookie is a small computer file or piece of information that may be stored in your computer's hard drive when you visit our websites. We may use cookies to improve our website's functionality, and in some cases, to provide visitors with a customized online experience.

Cookies are widely used and most web browsers are configured initially to accept cookies automatically. You may change your Internet browser settings to prevent your computer from accepting cookies or to notify you when you receive a cookie so that you may decline its acceptance. Please note, however, if you disable cookies, you may not experience optimal performance of our website.

Other Websites: Our website may contain links to other third-party sites that are not governed by this privacy policy. Although we endeavour to only link to sites with high privacy standards, our privacy policy will no longer apply once you leave our website. Additionally, we are not responsible for the privacy practices employed by third party websites. Therefore, we suggest that you examine the privacy statements of those sites to learn how your information may be collected, used, shared and disclosed.