

# Richmond Sportsman's Club

## Policies and Procedures

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## Membership / Board Meetings

The Secretary or other member of the Board of Directors appointed by the Secretary provides an initial draft and request for agenda items from Board and Chairpersons and assists the membership in submitting agenda items.

The President approves the agenda and then the agenda is published and distributed by the Secretary, or other member of the Board of Directors appointed by the Secretary. The agenda for membership meetings shall be made available to members upon an email request.

### Minutes of Meetings and Records

Minutes of Meetings shall be completed within seven days following the conclusion of the meeting and shall be emailed to all board members and available upon email request by any member. The board shall have three days to respond with corrections. Minutes shall be a record of decisions and actions taken during meetings and shall not be a verbatim record of conversations. The original minutes, original source documents and notes shall be maintained by the Secretary until the minutes of meetings have been reviewed and approved, and at that point the notes may be destroyed. Minutes and original documents shall be available for examination by Officers, Directors and Members upon request. Minutes shall be maintained permanently. Meeting agenda and prior cleansed meeting minutes shall be sent to the membership prior to the upcoming meeting.

### Conduct of Board/Membership Meeting: Order of Business

#### Sample Agenda:

- A. Opening of meeting and introductions (President or Chair)
- B. Approve minutes of previous meeting (Secretary)
- C. Reports and discussion. The President calls for reports from the Treasurer, Secretary, and Other Committees.
- D. Old business (President or Chair)
  - a. Unfinished business from previous meetings
  - b. Motions that were tabled from previous meetings.
- E. New business - motions to be made for voting by the board members in board meetings and by members/board members in membership meetings (President or Chair)
- F. Executive Session (President or Chair, if needed)
- G. Adjournment (President or Chair)

## Signature Authority:

Per By-laws Article IV Section 2 the President with the Secretary or Treasurer may sign and execute in the name of the Organization. Accounts, CD's, EFT (Electronic Fund Transfer), Contracts and Federal/State Tax Returns:

- A. Elected President will certify during the first Board Meeting in August that Signature Authority for all bank accounts have been reviewed and appropriate changes made.
- B. All Executives will be notified of their signature authority.
- C. A & B will be read into the minutes of the meeting.

## Membership Access:

Purpose: To establish a standardized procedure for allowing the membership access to the facilities while protecting assets from loss.

All buildings/rooms/structures containing items that are subject to theft will have a locking device to preclude such activity.

- A. Executive Board will determine which members shall be in possession of keys. At any point the Executive Board may revoke key privileges.
- B. 1<sup>st</sup> Vice President & 2<sup>nd</sup> Vice President, will maintain a list:
  - a. Who is in possession of keys.
  - b. Serial number of the key if applicable.
  - c. Reason they have a key.
  - d. Secure keys from members when resigned from the club, their position, and/or no longer have a need for a key.
  - e. Member shall sign acknowledgement of key possession.
- C. Keys will not be loaned to anyone by the responsible key holder.
- D. Keys will not be reproduced or copied.
- E. Lost / replacement keys will be issued at a cost of \$15.00 per key to the member.
- F. Locks will not be changed without first notifying the members that have been issued keys. This will preclude the members from being locked out of the facilities.
- G. Prior to any lock being changed, the 1<sup>st</sup> Vice President & 2<sup>nd</sup> Vice President will present a plan of notification as well as justification to the Board of Directors and

request a vote. No lock change will be made without a consensus approval of the Board of Directors.

- H. If anyone observes a security breach, they will make a report to the 1<sup>st</sup> Vice President & 2<sup>nd</sup> Vice President within 4 hours.
- I. If a security breach is observed, the 1<sup>st</sup> Vice President & 2<sup>nd</sup> Vice President will take whatever steps are necessary to compile a list of what has been taken as accurately as they possibly can. This will be called an “Incident Report” and will be made available to the Board of Directors. Action will also be taken to secure the building, room, or structure that has been compromised. The report will include date and time of discovery.
- J. Gate Keys
  - a. Only Regular/Life Members will be allowed to possess gate keys. The keys are to be kept in the possession of the member who purchased it.
  - b. Cost- Determined by Board of Directors
  - c. Frequency of Key Change – To be determined by Board of Directors

## Members Personal Assets/Property:

No member is authorized to store personal assets on Richmond Sportsman’s Club property without written permission from the Board of Directors. The Richmond Sportsman’s Club will assume no responsibility for theft or damage of unauthorized personal assets stored at the Club.

## Non-club Events and Hall Use:

Virtually all activities conducted on the club premises that are not recurring / posted on the monthly calendars qualify as special events and must adhere to this policy.

A written request stating all the details of the proposed event will be submitted to the board for review and approval using the Event Request Form. (See Appendix)

The written request will contain, at a minimum:

- A. The name of the organization that is proposing the event.
- B. The proposed date of the event.
- C. The start time and the complete time of the event.
- D. The estimated number of attendees.
- E. The scope and the purpose of the event.
- F. The exact ranges/facilities of the Richmond Sportsman’s Club that will be utilized.
- G. The name of the key contact person.

- H. The names of the person(s) that will be on hand at the event and be orchestrating/directing the event.
- I. A complete and thorough list of club support that is being requested. This is to be very detailed to even include the time that a lock is to be opened and closed or access to a building be provided. This also would include any consumables such as targets etc.
- J. A copy of the necessary insurance policies that might be required.

A responsible person that is authorized to answer questions and make decisions regarding the details of the proposed event must appear before the board. The written proposal will be provided to the board prior to the Board Meeting. The Richmond Sportsman's Club Board of Directors shall make their decision based upon the benefit to the membership. The gain to the community and to the club will be weighed in the decision-making process. The Board of Directors shall establish the compensation that will be charged if appropriate.

If the Board feels they need to have more time, and in fact delays their decision as stated above, they should provide a timely decision, so that any necessary planning can proceed.

After a decision is made, the Board of Directors will take the appropriate action to ensure adequate support is provided by the Richmond Sportsman's Club. If support is required, those personnel that will be involved will be notified as soon as is practicable.

There will be at a minimum of one planning meeting conducted so that support personnel will have a clear understanding of their responsibilities.

The Board of Directors may request the Requesting Party to provide a Critique of the success of the event. This critique should be in writing and include what the Richmond Sportsman's Club needs to do to help improve any event in the future.

## Elections – Procedures:

- A. Nomination Cycle
  - d. During April of each year, at both the Board of Directors meeting and the Membership meeting, the President shall announce that nominations for office will commence during the month of May. In May and June of each year the President shall accept nominations for Directorships and the Executive Officers at the Board Meeting. Nominations shall be closed at the end of the June Board meeting. Once nominations are closed by the Secretary, the Secretary will create a ballot and the Board of Directors shall approve the ballot. Verification and Certification of Candidate

Qualifications shall be accomplished by the Secretary per By-Laws. Persons nominated should verbally accept at the meeting or within 7 days in writing after the June Board meeting. The list of nominees shall be distributed to the membership by newsletter, electronic communication, and the website.

**B. Ballot Production and Dissemination**

- a. Ballots will be distributed according to the By-Laws.
- b. Ballots are required for elections and By-Law changes and shall be produced by the secretary.

**C. Ballot Receipt, Tabulation and Verification**

- a. A Tabulation Committee shall be appointed by the President and shall consist of no fewer than 3 members. The members of the Tabulation Committee shall be an uninterested party (one not running for office) and that committee shall direct the collection, storage, tabulation and verification of ballots to the Secretary.

**D. Announcement of Results**

- a. The announcement of the results of the annual election shall be made at the end of the July membership meeting.

**Taxes, Treasury Account Audit, Business Operations:**

**A. Record Retention Requirements**

- a. All official records of the Richmond Sportsman’s Club shall be maintained at the Corporate Office of the Richmond Sportsman’s Club as established in the current Bylaws. Working papers may be maintained at alternate locations, but the official records shall be maintained by the Treasurer and/or Secretary at the Corporate Office without exception. Listed below are the record retention requirements for the Richmond Sportsman’s Club. Records shall be maintained in paper and electronic form, as dictated by current Michigan and Federal Law.

<b>Type of Document</b>	<b>Minimum Requirement</b>
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Accounts payable ledgers and schedules (from the date returns filed)	7 years
Audit reports	Permanently
Bank Reconciliations	7 years
Bank statements	7 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	7 years
Correspondence (legal and important matters)	Permanently
Correspondence (with members and vendors)	7 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	7 years
Expense Analysis/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	7 years
Invoices-Quotes (from vendors)	7 years

Minute books, bylaws and charter	Permanently
Tax returns and worksheets	Permanently
Volunteer worksheets	7 years

B. Data Storage, Backups, and Data Security

a. Record Retention Requirements and Procedures

- i. As required by document retention standards established above and stored on appropriate media and retained in a fireproof safe in the Clubhouse.

C. Forms

- a. The Richmond Sportsman’s Club shall maintain standardized local forms on an as required basis, and forms generation shall be approved by the Secretary on an as needed basis. Local generation of forms shall be kept to a minimum and standardized forms shall be used to the greatest extent possible.

- i. Appendix A-Membership Application
- ii. Appendix B-Event/Hall Use
- iii. Appendix C-Accident/Injury Report
- iv. Appendix D-Scholarship
- v. Appendix E-Hunter Safety Education Program
- vi. Appendix G-Expense Report

D. Data Control

E. Information Management

a. Information Security

- i. Information security is the responsibility of the Richmond Sportsman’s Club Secretary and Membership Chairperson. The Richmond Sportsman’s Club's primary vulnerability is the general ledger and membership database. The distribution of member information must be kept to a minimum and requests for member lists must adhere to current Michigan law and the Bylaws of the Richmond Sportsman’s Club. Member lists distributed to the Board of Directors must be designed and maintained in such a manner as to not compromise the privacy of the membership.
- ii. Membership list may be shared as appropriate with Board approval.

F. Website Administration

a. Contract Website Host and Administration

- i. The Richmond Sportsman's Club website shall be the primary means of disseminating news and calendars to the membership. The website shall also serve to advertise the Richmond Sportsman's Club locally and provide information for potential new members. The website shall provide calendars, information on key contacts and events, PDF formatted applications and registration forms, as well as downloadable copies of The Richmond Sportsman's Club governing documents and the appropriate IRS forms. The website cannot suffice for notifications required to be delivered by U.S. Mail.

G. Website Content Control

- a. The website shall be directly supervised by the Board and shall maintain appropriate content control to project a positive, professional, and family-oriented theme to the public and the membership. Website administrators and content reporters may have access to post on the site as appropriate, but the Board must maintain established standards by closely supervising the site. Content reporters shall provide their content to website administrators as determined by the Board.

H. Social Networking Sites

- a. Social Networking sites and forums may be used to provide interactive forums for the membership and board. Any site using the Richmond Sportsman's Club logo and name must gain the approval of the Board of Directors prior to doing so. The Board of Directors shall review and approve or disapprove of content for these sites.

I. Email Communication with Members

- a. Electronic mail will be used for routine communication with members. It does not replace the legal requirement to deliver certain documents. The Board shall control all bulk or mass emailing.

J. Email Communication as Business Correspondence

- a. Email may supplement physical meetings for urgent business decision making and briefings of Board members, committee chairs and members on routine business issues. In cases where email relating to club business is the means of communication, addressees must include any person who has a decision-making authority on that issue. For example, any issue requiring a Board vote must include all Board members as addressees. Issues including committee chairs or members of special committees must

include those committee chairs. Any action decided by electronic means must be reported at the next Board meeting.

## Finance- Internal controls for finance, accounting, and conduct:

- A. Policy Statement on Conflict of Interest
  - a. See Bylaws Article X Section 3
  
- B. Procurement and Contracting
  - a. Any discretionary non-recurring expenditure shall be approved by the Board.
  - b. The Board of Directors may require more than one bid or estimate prior to considering any procurement or contract for approval.
  - c. The only exempt payments or disbursements that can be made without following the procedures noted above are taxes; fines; levies; assessments; payments on insurance policies previously approved; payments on installment plans or progress payments previously approved; and any occurrence where the Richmond Sportsman's Club is legally bound by contract or by law to make payment.
  
- C. Cash flow and deposits
  - a. Necessary deposit slips and supporting documents will be completed and filed in the Paid Bills and Deposits folder for the current month. Deposits at the banks will be made as soon as possible thereafter.
  - b. Files will be maintained containing the following, but not limited to: Bank Deposit forms attached to a Deposit Reconciliation Form, Paid Bills with check copies attached to the invoice, Banks Statements: Checking, Money Market (Capital Account) and Scholarship Fund.
  - c. Financial data stored in a computer by the Treasurer will be backed up by an off-site entity for retrieval in case of computer failure or natural disaster.
  
- D. Reimbursement of Expenses
  - a. Minor maintenance and routine supplies will come out of petty cash. A receipt must be provided.

- b. Receipts must be provided within 30 days of the receipt date. Receipts older than 30 days will not be reimbursed without Board approval.

E. Event Proceeds

- a. Generally, no participants will receive a free game, round, match etc. Exceptions will be Richmond Sportsman's Club Junior Members. Event fees are enforced for all shooters as stated below. Additional amount may be charged for prize money or awards as determined by the event chairman.
- b. Funds generated by an event shall be placed in an envelope with documentation and deposited into the drop box in The Richmond Sportsman's Club office. The deposit shall be done as soon as it is practical to do so upon completion of the event, but no later than the 5<sup>th</sup> day of the next month. The documentation submitted could include:
  - i. Number of members participating.
  - ii. Number of non-members participating.
  - iii. Total amount collected.
  - iv. Event Sign-In Sheet which includes the waiver of liability for non-members during shooting events.
  - v. **Account** income name.

F. Insurance and Risk Management

- a. The club shall maintain a general liability and casualty insurance policy provided by an insurance company at the recommended levels and types of coverage as approved by the Board of Directors. Insurance policies are reviewed and renewed annually. The Richmond Sportsman's Club shall also maintain a general property/casualty policy as recommended by local brokers and that policy shall be put to competitive bid prior to renewal. The Board of Directors shall act as the primary agents in procuring bids and presenting options to the board. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, member, or other agent of the corporation) against any liability other than for violating provisions of Federal and State law relating to self-dealing.

G. Scholarship Fund Administration

- a. Application- See Appendix

- b. The Richmond Sportsman’s Club maintains a scholarship/grant fund in order to fund academic scholarships to college-bound individuals under the age of 24 who have demonstrated personal characteristics and habits consistent with the statements contained in our Bylaws, Article II, Section 1, Paragraphs (b) (1) and (2).
- c. Periodic contributions to the scholarship fund may be made from the general club revenues as directed by a majority action of the Board of Directors.
- d. TERMS and CONDITIONS
  - i. scholarship is payable upon successful completion of studies and graduation verified by showing transcript and/or diploma to the Richmond’s Sportsman’s Club at a Board of Directors meeting.
  - ii. Annual update must be provided to Richmond’s Sportsman’s Club showing continuing studies in chosen field. Changing major to a non-conservation related field will terminate eligibility
  - iii. Career plan must be attached to the application showing how the degree will be used to support conservation
  - iv. Amounts awarded are: \$2,000 total for a bachelor’s degree, \$1,000 total for an associate degree or diploma/certificate program (e.g., nursing has a diploma and bachelor’s program)
  - v. Main careers are Conservation Officer and the fields of Forestry and Wildlife Biology, Marine Biology. Acceptance of other careers will be determined on an individual basis.

#### H. Capital Fund

- a. Defined: Capital expenses are costs related to making changes to improve assets, increase their useful life, or add to the value of these assets. Capital improvements may be structural improvements or other renovations to a building, land, or they may enhance usefulness or productivity.
- b. Source: The Capital Fund is maintained in a FDIC insured financial institution. Funds shall be dispersed in accordance with the annual capital plan as approved by the Board of Directors

#### I. Reserve Fund

- a. Funds set aside to cover future expenses, losses, or claims.
- b. The Richmond Sportsman’s Club Reserve Fund is maintained in a certificate of deposit or other such account as determined by the Board of Directors at a FDIC insured financial institution.

## Membership:

- A. New Member Application-see appendix
- B. Membership Deposit Report-see appendix
- C. Life Member Verification Letter-(to be sent out bi-annually)-see appendix
- D. Membership Packet
  - a. Range rules
  - b. By-laws
  - c. Constitution
  - d. Membership card
- E. Member required to carry membership card while on premises.
- F. Persons on club grounds without a membership card may be asked to leave.

## Membership Chairperson:

- A. Duties
  - a. Provide applications (copy and provide to the Club in plastic holder on wall for new walk in members.) Potential new members are to provide contact information to the membership chair per application.
  - b. Be available for Board meeting 2nd Wednesday of the month to present new member applications. Potential new member will contact Superior Investigation Service for a background check prior to the board meeting. An e-mail will be sent to the chairperson when background check is complete. On rare occasion a bad background will come back. E-mail BOD prior to the board meeting so they can make a decision prior to the meeting. Print a copy of the background check for RSC records and attach to member application. Welcome new member and present new member packet. Once a new member is approved by the board they have 90 days to pay dues or start the membership process over.
  - c. Have a knowledge of Excel as everything is done in this format.
  - d. Deposit collected dues and present report to treasurer.
  - e. Renewal notices for the next year are mailed out by mid June. Chairperson must have membership renewal notices, membership cards, and envelopes printed prior to this deadline. Numbers for printing are the current member totals. Labels and stamps are also purchased.

Address labels are printed from the excel spreadsheet that is current.  
Several hours are spent applying address labels and stuffing envelopes.

- f. Start a new Excel spreadsheet prior to receiving dues renewals. Life membership list stays the same year to year. No need to start a new one.
- g. Check post office box frequently during the next 6 weeks as many renewals will be coming in.
- h. Issue keys to new members.
- i. Keep life membership up to date using a verification letter bi-annually. Life members have to be 65 years old and have been a member for 25 years. Potential life member has to present the BOD a letter stating these facts to be eligible.
- j. Be available to verify membership at the start of leagues.

## Committees:

### A. Refer to By Laws Article 5

- a. Trap
- b. Range
  - i. Collect the money from the Range Vault monthly.
  - ii. Turn in the money to the RSC Treasurer and report the amount at the monthly Board of Directors meeting.
  - iii. Produce a list of BOD approved range rules.
  - iv. Make available to the person selling gate keys copies of the Range Rules.
  - v. Inspect the target frames on a regular bases for possible repair. If repair is needed put together a work crew to make the necessary repairs. This is usually accomplished by the Tuesday Crew.
  - vi. Make sure that there is an adequate number of alligator clip type clothes pins on the target backer to hang targets with.
- c. Scholarship
- d. Tuesday Crew
  - i. Must be a member of the Tuesday Crew.
  - ii. Is selected by the Tuesday Crew to represent the Tuesday Crew at Board meetings.



1. Reports on the activities of the Tuesday Crew and relays maintenance requests from the Board.
  - iii. The Tuesday Crew meets every Tuesday morning to work on various tasks around the club, mainly cleaning the club house.
  - iv. Reports to the BOD about things that the Tuesday Crew has done for the club.
- e. Brick Paver
- f. Handgun- MONDAY EVENING HANDGUN PRACTICE
- i. The course: This is only organized practice! The purpose is to allow handgun owners to learn how to use and handle their firearm safely, with confidence, and hopefully become a better shot with the handguns they own for home protection or concealed carry. Each week we set up a different course of fire. We usually have 3 scenarios with a barricade/source of cover at each station. At the sound of the buzzer, you draw your handgun and fire in order at the pre-determined targets for that station. You then move to the second station and shoot the targets with the pre-determined directions for that station. You then move to the third station and finish the requirements for those targets. We always require a magazine change/reload at one of the stations.
  - ii. The shooting drill is timed so you can see how you compare to other shooters and to see if you are improving throughout the season. Shots that miss the determined kill zone or hit a hostage or bystander are added as a penalty to your overall time. There is a 5 second penalty for missing the determined kill zone, and a 20 second penalty for hitting a hostage. Each person goes through the course 3 times each evening during the season. You are not required to show up every week, just come when you can! The course is different every week.
  - iii. The practice nights are held on Mondays, typically beginning the Monday after Memorial Day. (With increasing popularity, we could begin earlier, in May)
  - iv. Practice nights typically end at the end of August but with increasing interest we've continued into September and even through the second week of October last year. We try to start setting up about 5:30 and begin shooting by 6:00 pm. Towards the end of the season we need to set up earlier and hustle a little more to complete the shoot before dark.
  - v. We typically have a little get together after the last shoot. The last couple of years we held it at the Hamlin Pub. We supplied Pizza and pop.

- vi. Who can shoot? Members and Guests/Non-Members can participate. Men and Women are both welcome. Nonmembers and guest who are shooting are required to fill out and sign a waiver form (the same form the club uses for the Turkey shoots. SAFETY is our number 1 rule. Members and guest are expected to show safe and responsible gun handling. Anyone that we feel is being unsafe will be pulled aside for additional instruction or required to leave. We are more than happy to work with less experienced shooters if they ask. This is a very enjoyable "ORGANIZED PRACTICE". We get a lot of help with everyone pitching in a little and helping to set up the targets, patch holes in targets between shooters, tearing down and storing frames and bases, and policing the brass left on the ground.
- vii. Fees: The first time someone shoots, we charge \$20.00. Of that fee, \$5.00 is the amount we charge every week throughout the season. The other \$15.00 of that is described as "Range fee".
  - 1. This puts money on hand up front to purchase supplies for the range, Targets, cardboard, tape, staples, wood for frames, Timer, Batteries, Practice Lasers.
  - 2. Keeps us from raising the weekly fee to say \$6.00 which would require added confusion with making change and require a LOT of \$1 bills. (This actually brings in more than \$1 extra per week overall). C) Helps to cover the cost of our get together after the season ends.
- viii. Targets; The targets are all different situational lifelike scenarios such as burglaries, holdups, hostage situations, and a threat with a gun. The targets are purchased from Law Enforcement Targets, NC. / Action Target [www.letargets.com](http://www.letargets.com) 3411 S. Mountain Vista Parkway, Provo, Utah 84606. I registered an account with them in my name (Rob Pinskey/Richmond Sportsmen's Club). I pay with my credit card and targets are shipped to my residence.
- ix. Cardboard backers needed are 30" X 36". We try to ask if anyone has access to a source for cardboard to keep costs down. I sometimes get cardboard from my old place of employment. Sometimes it is donated and sometimes it is purchased.
- x. Targets and supplies are stored in the storage shed under the High skeet house. Three of us have a key to the master lock, Rob Pinskey, Norm Gibson, and Jerry Hajek.
- xi. All receipts, weekly signup sheets, and monies collected are held by me until after the season ends. At which time I submit an expense report to the R.S.C. with everything related to the

range/shoots... included. After all expenses the net profit for the club amounts to somewhere around \$3.00 or more per shooter per night, depending on how many people shoot throughout the season.

- g. 22 League
- h. Newsletter Editor
  - i. Produced monthly
  - ii. Emailed to members
  - iii. Post to website
- i. District 8/MUCC
- j. Website [www.richmondsportsmansclub.com](http://www.richmondsportsmansclub.com)
- k. Other committees formed as needed

### MUCC Entitlements and Representation:

- A. Representative appointed by President and approved by the Board
- B. Duties- attend meetings and State Convention
- C. Reports – oral/written report to Board of Directors as needed

### League Rules

- A. Determined by league chairman and approved by Board of Directors
- B. Posted to website

### Training required for all Members / Officers and Board who have contact with anyone under 18

- a. Time and place to be determined by the board

## APPENDIX A-Membership Application

Richmond Sportsman’s Club

APPLICATION NO. \_\_\_\_\_

DATE \_\_\_\_\_

9134 BIG HAND ROAD · Columbus, MICHIGAN · 48063(586) 727-1975

Applicant must be 18 years old or older for **Regular Membership** or 10 – 17 years old for a **Junior Membership**.

All members, 18 years old and older, are required to pass a **Background** check by a vendor of choice by the Club (See below). Cost related to background check will be born by the Applicant. If the Applicant fails the background check, he/she will be denied membership, and will be refunded all application costs; except for background check cost. Applicants must pass a background check for any felony convictions.

Purpose of the background check is to protect the numerous youth programs conducted by the Club and/or on the Club Property. This is to protect the Club for general liabilities and insurance purposes.

The Club will not maintain the detailed information, the applicant will have to contact the independent contractor and provide the needed information for the background check. The Club will only receive a pass/fail result in written format, which will be maintained by the Club. If during the length of the yearly membership the Club discovers that a member has occurred a violation of the background criteria, he/she will be removed from the membership and will not be reimbursed any membership fees.

Junior members, under 18 years old, will not be required to undergo a background check.

After receiving verification of passed background check, Applicant must present fees and application at the next board meeting to be approved for membership. Please notify Jan Frickert, Membership Chair at (810)335-0890 or [jfrickert@yahoo.com](mailto:jfrickert@yahoo.com), with contact information (phone number or e-mail) so upon completion of background check you can be notified. Upon approval you will be invited to the next board meeting. Initials \_\_\_\_\_

For Background Check, please call this number, tell them you are calling to get background check for Richmond Sportsman’s Club. They will ask for the information needed and payment. **\$35 paid at time of background check**

**Superior Investigation Service, L.L.C.**  
**(248) 685-0348**

APPLICATION FOR MEMBERSHIP

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

OCCUPATION/SKILLS \_\_\_\_\_

REASON FOR JOINING R.S.C. \_\_\_\_\_

What sport (s) are you most interested in? \_\_\_\_ Trap Shooting \_\_\_\_ Black Powder Shooting \_\_\_\_ Archery  
\_\_\_\_ Skeet Shooting \_\_\_\_ Handgun shooting \_\_\_\_ Rifle Shooting

Are you a member of the National Rifle Association (NRA) \_\_\_\_ Yes \_\_\_\_ No

Have you been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a Michigan State Game Violation? \_\_\_\_ Yes \_\_\_\_ No

Would you be willing to work on any of the club's various committees? \_\_\_\_ Yes \_\_\_\_ No

This application is for : \_\_\_\_ Regular Membership \$100.00 plus \$60.00 Initiation Fee = \$160.00. \$35 background check fee will be deducted when approved to the club. Example \$100 plus \$60 minus \$35= \$125 total due at meeting when approved.

\_\_\_\_ Junior Membership (10 to 17 years old) \$5.00

I certify that I am a citizen of the United States of America, that I will comply with all rules and by-laws of "Richmond Sportsman's Club".

Applicant Signature \_\_\_\_\_ Print \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Print \_\_\_\_\_

When accepted into membership at Richmond Sportsman's Club, I would be interested in assisting with:

\_\_\_\_ Archery \_\_\_\_ Pistol/.22 Rifle \_\_\_\_ Equipment Maintenance  
\_\_\_\_ Skeet/Trap Leagues \_\_\_\_ Family Events \_\_\_\_ Wild Game Dinner

If you have any other interest or special skills or talents i.e. carpentry, electrical, plumbing, etc., and are willing to use them at the Club, please list \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL R.S.C. USE:

\_\_\_\_ Present at 1st Membership Meeting \_\_\_\_ Approved by Membership \_\_\_\_ Initiation Fee  
\_\_\_\_ Range Key Issued \_\_\_\_ Cash \_\_\_\_ Check \_\_\_\_ Final Payment for Dues

# RICHMOND SPORTSMAN’S CLUB

## Event/Hall AGREEMENT

DATE: \_\_\_\_\_

This lease made on the date above written by and between \_\_\_\_\_ and Richmond Sportsman’s Club 9134 Big Hand Road, Columbus, MI 48063.

Richmond Sportsman’s Club hereby leases to \_\_\_\_\_ on \_\_\_\_\_ for the times of \_\_\_\_\_ to \_\_\_\_\_ for the rental charge of:

- \$400 Hall Rental
- \$200 Cleaning Deposit
- \$100 Board Member on hand
- \$TBD Special Event Insurance Policy

**All monies are to be paid before the said date of rental.**

Richmond Sportsman’s Club agrees to have the hall available for the time listed. The tenant agrees to have the hall cleaned before leaving on the day of the rental. There said the \$200 cleaning deposit will be returned. If the hall is not restored the deposit is non-refundable.

IN WITNESS WHEREOF THE PARTIES HEREUNTO AGREE TO THE TERMS OF THIS LEASE.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
RSC - Representative

\_\_\_\_\_  
Tenant Address

APPENDIX C-Accident/Injury Report

**RICHMOND SPORTSMAN'S CLUB**

9134 Big Hand Rd \* Columbus \* Michigan \* 48063

**ACCIDENT/INJURY REPORT**

Date of Accident/Injury \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Name of Person Involved \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Type of Injury \_\_\_\_\_

Witness(s) \_\_\_\_\_

\_\_\_\_\_

Details of  
Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX D-Scholarship

Richmond Sportsman's Club

Application for Scholarship

Date:

Major course of study:

Name:

Address:

City:

State:

Zip code:

Phone number:

Are you a member of the Richmond's Sportsman's Club?

Is any relative of yours a member of the Richmond's Sportsman's Club?

Please state how you are related to the member?

Have you ever volunteered your time at the Richmond's Sportsman's Club? Explain:

What college(s) have you been accepted to?

What student organization(s) have you participated in?

Do you participate in any target shooting events, archery, pistol, rifle, etc?

Are you or any other members of your family members of the national rifle association?



What community organizations have you participated in?

Did you hold any leadership roles and what were they?

What influenced your choice of study?

What are your goals?

How do you plan to help benefit conservation, wildlife management or the environment?

Note: Make a solid connection between your career and these questions.

The Constitution of The Richmond's Sportsman's Club? States in Article II section 1: As their purpose of the organization, is as follows:

**The object of this organization is to promote, protect and to further advance the cause of conservation in all its phases throughout the state of Michigan and our nation, to work with and for the farmers, and other residents of the states, to generally encourage wildlife propagation and conservation; to encourage expansion of public recreational facilities, and to eliminate pollution of our lakes and streams; to carry on a constant program for better conservation of the woods, waters and wildlife to work for the enacting and enforcement of laws for conservation.**

Please explain as close as you can how your course of study will enhance the purpose of Richmond's Sportsman's Club. (Use a separate sheet of paper and attach)

At the time of the completion of your course of study and a degree is received from an accredited university Richmond's Sportsman's Club must be notified so the candidate will receive his/her proper acknowledgement and awarded from Richmond's Sportsman's Club.

In order to be considered a candidate for Richmond's Sportsman's Club scholarship the following must be turned in along with this application.

1. Your official high school transcript
2. Three (3) references, one (1) should be from a science teacher

3. Please type all the above information

TERMS and CONDITIONS

- scholarship is payable upon successful completion of studies and graduation verified by showing transcript and/or diploma to the Richmond's Sportsman's Club at a Board of Directors meeting.
- Annual update must be provided to Richmond's Sportsman's Club showing continuing studies in chosen field. Changing major to a non-conservation related field will terminate eligibility
- Career plan must be attached to the application showing how the degree will be used to support conservation
- Amounts awarded are: \$2,000 total for a bachelor's degree, \$1,000 total for an associate degree or diploma/certificate program (e.g., nursing has a diploma and bachelor's program)
- Main careers are Conservation Officer and the fields of Forestry and Wildlife Biology, Marine Biology. Acceptance of other careers will be determined on an individual basis.

Please sign and date below if you have read and agree to the terms and conditions of Richmond's Sportsman's Club Scholarship Program.

Return Application to:

Richmond Sportsman's Club Scholarship  
PO BOX 96  
Richmond, MI 48062

Signed

Dated

## APPENDIX E-Hunter Safety Education Program

MICHIGAN HUNTER SAFETY EDUCATION PROGRAM  
AND  
RICHMOND SPORTSMAN'S CLUB  
PRESENTS  
HUNTER SAFETY EDUCATION PROGRAM

**WHEN:** Registration and first class will be

**ALL CLASSES MUST BE ATTENDED TO PASS PROGRAM**

**WHERE:** Richmond Sportsman's Club 9134 Big Hand Road Richmond, MI 48062  
(Go north on Gratiot 3 miles past 32 mile road to Bauman Road. Turn left-go 1 mile to Big Hand Road-turn right-Club house is down 1 mile on left)

**Who:** Class will be restricted to the first 125 students

**How:** 12 hours of class work including movies, field exercises, demonstrations, range experience and final examination.

**Donation:** \$8.00 per student

**Note:** The Michigan Hunters Education volunteer instructors will provide a light lunch and all material required for the class.

**\*DO NOT BRING GUNS, BOWS, AMMUNITION OR ANY OTHER HUNTING EQUIPMENT TO CLASS**

**PLEASE PRINT**

**NAME: AGE:**

\_\_\_\_\_ **AGE:** \_\_\_\_\_  
(Print) Last Name      (Print) First Name      Middle Initial

**Street Address:** \_\_\_\_\_

**City: STATE: Zip Code:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Students Signature:** \_\_\_\_\_ Male \_\_\_\_\_ Female

**Parent's Signature:**

**NOTE:** Parent's signature denotes consent for child to take this Hunter Education Class and releases Richmond Sportsman's Club from all responsibility of accident to the child mentioned on this registration form.

APPENDIX F- Expense Report

Richmond Sportsman's Club  
Expense

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Address (for reimbursement) \_\_\_\_\_

\_\_\_\_\_

Classification of the Expense: \_\_\_\_\_

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Amount \_\_\_\_\_ Check Number \_\_\_\_\_

Check Issued to: \_\_\_\_\_

Special Notes: \_\_\_\_\_

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**Receipts / Bills Attached in an Enveloped**

## APPENDIX G- Life Member Verification

Dear

We are in the process of updating our membership list at Richmond Sportsmen’s Club. If you would please verify your name and mailing address as a life member of the Club and return this letter to Jan Frickert, Membership Chairperson by August 1<sup>st</sup>.

Please provide an e-mail address if you have one. This is an easy way of communicating information about the Club to our members. If a response is not received, we will remove your name from the membership list. Any questions please contact Jan Frickert (810)335-0890.

Thank you,  
Richmond Sportsmen’s Club

\*\*\*\*\*

**\*Circle here** if all information is correct.

\*Corrections:

\*E-mail address: \_\_\_\_\_

# APPENDIX H- Membership Dues Collected Form

**Membership Dues Collected**

Date Submitted \_\_\_\_\_ Date Deposited \_\_\_\_\_

Business Year 2022/23 2023/24 2024/25

	QTY	Total
New @ \$120		
New @ \$95 prorated (N-J)		
New @ \$70 prorated (F-A)		
New @ \$45 prorated (M-J)		
New MUCC @ \$5		
Regular @ \$95		
Regular MUCC @ \$5		
Junior @ \$5		
New Junior @ \$5		
Life MUCC @ \$5		
Keys @ \$15		
Late fees/ NSF fees		
Total Deposit		
Total MUCC		
Total Operating		
Total Keys		

## APPENDIX I- Range Rules

### **Richmond Sportsmen's Club Rifle and Pistol Range Policies.**

- Range hours by township regulation are 9:00 am to 9:00 pm. We would prefer that rifle and pistol shooting take place at little later in the morning.
- Targets are to be posted at the backstop not in the middle of the field. This is to prevent possible ricochets over the backstop.
- Fasten targets to the backers, and not on the uprights and crossbars of the target frame.
- No fully automatic fire. Avoid rapid fire that sounds like automatic fire.
- **Target benches have been placed at 100 yards and at 50 yards. Please don't move them. If you absolutely have to move them, then return them to their proper places.**
- Do not shoot at glass targets. Remove all target debris and put it in the dumpster on your way out.
- Limit the number of guests that you bring to use the range to two. In October and November limit your guest to two members of your immediate family. That time of the range sees heavy range use due to sighting in for hunting season. The range is intended for the use of club members and bringing extra people may limit member use.
- On your way out, please drop \$3 (or more) in the range vault for each person using the range. The yellow vault is located on the left side of the roadway across from the dumpster.
- Lock the gate on your way in, and on the way out.
- Do not loan your gate key to anyone. The range is for members only.
- Explosive targets such as Tannerite are prohibited.
  
- Check the club calendar at [richmondsportsmansclub.com](http://richmondsportsmansclub.com) before coming out to the range to be sure that there isn't another event going on that would prevent you from using the rifle and pistol range.

## APPENDIX J- Release of Liability and Hold Harmless Agreement

### Release of Liability and Hold Harmless Agreement

1. The undersigned member, member's guest, landowner or club guest acknowledges receiving permission from the Richmond Sportsman's Club hereinafter (Club) or \_\_\_\_\_ hereinafter ("Landowners") to visit, enter, and use the club facilities and landowners' land known as the Richmond Sportsman's Club in St Clair County, Michigan (hereinafter the "Premises")-for the purpose of sporting clay shooting instruction and instructional clinics, trapshooting, skeet shooting, sport and other target sporting, archery, hunting, fishing and/or any other recreational activity including but not limited to \_\_\_\_\_.
2. Undersigned acknowledges that this grant of permission does not contain any assurance that the Club facility or premises are safe for such purpose either upon the date of entry or at any time in the future.
3. I undersigned also acknowledges that neither the club nor landowner has constituted Undersigned as a business invitee or licensee and that this permission may be revoked at any time in the future.
4. Undersigned acknowledges that in granting permission for the use of said club facilities and premises, the club and landowners assume no responsibility or liability for any injury to or death of Undersigned, members of Undersigned's group or guest of Undersigned caused by the condition of the club facilities or premises, the negligence of the club or landowners or any of their agents or employees and/or the negligence of any other person or persons to whom a similar permission has also been granted.
5. Undersigned understands and assumes any and all risks in connection with the use of the club facilities or Premises for any purpose. Undersigned understand and agrees that the possibility of injury or death exists in dangerous pursuits such as use and shooting of firearms and the other recreational activities herein set forth.
6. Undersigned shall at all times be responsible for his or her own safety while at the club facilities or on Premises. The Undersigned acknowledges all of these dangers and hereby releases the club, the landowners, and all agents and employees of the club or landowners, from any liability for ordinary negligence or failure to make from any other liability resulting from any injury Undersigned may sustain from any cause whatsoever including specifically any injury from use of any firearms or supervision of any use of any firearm by the club, landowner, and/or any agent or servant of either the Club or the landowner.
7. The Undersigned further specifically releases the club, and its officers, agents, members and employees in their official and personal capacities, from any claim whatsoever on account of



first aid, or other medical treatment or service rendered to undersigned during attendance at the club.

8. The Undersigned further agrees to hold harmless and indemnify the Club, its officers, agents, members and/or employees from any claim or personal injury or property damage of any nature or kind whatsoever which occurs while upon the club or landowners' property from any cause whatsoever whether the claim is made by Undersigned or his agents, assigns, fiduciary, estate or under a contract of subrogation or upon a derivative claim.
9. Undersigned agrees that his agreement is intended to be a broad and inclusive as permitted by law, and that if any portion of it is held to be invalid, the balance of it will, notwithstanding, continue in full force and effect.
10. This Release of Liability and Hold Harmless Agreement shall continue in force and effect for as long as Undersigned continues to return to and visit the club facilities or premises.
11. Undersigned agrees that should any property of Club or Landowners be damaged as a result of the use of the Club facilities or property by Undersigned then, it that event, the Undersigned agrees to pay any and all reasonable sums for repair or replacement of said property.
12. Undersigned has been furnished a copy of the rules and regulations governing recreational shooting at the club premises and has read same and agrees to abide by all theme rules and regulations.
13. Undersigned agrees to abide by all CDC Covid-19 protocols concerning the wearing of masks as well as social distancing and hygiene while present at the Club.

**THE UNDERSIGNED ACKNOWLEDGES READING AND UNDERSTANDS ALL OF THE TERMS AND CONDITIONS OF THE RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT.**

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Parent or guardian if under 18 years of age: \_\_\_\_\_

APPENDIX K- Income Sheet

Richmond Sportsman's Club

Income

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Classification of Income (from What?):

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Amount: \_\_\_\_\_

Special Notes:

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(Summary Sheet if any should be attached)

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## APPENDIX L-