

Membership Orientation

Welcome to Albany Rifle and Pistol Club. As a new member you must go through an orientation that will provide you with the policies, procedures and range layout of Albany Rifle and Pistol Club. Your orientation will be in two parts; this written phase and a physical walk through at the gun club. Once you complete both parts of the orientation and pay \$10 for your gate card deposit you will be able to use the club at your convenience. Please take some time to review the following material. Answer the questions at the end of each section and complete the final test at the end of the manual. Bring the final test with you to your scheduled live orientation briefing at Albany Rifle and Pistol Club.

History

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

Organization

ARPC is a non-profit corporation, affiliated with National Rifle Association and several other national shooting organizations. Facilities and equipment have been paid for by membership dues, use fees, gun shows and Pittman-Roberston funds. Membership has grown over the years and now exceeds 1,000 members; however daily use of the club continues to average 10 to 20 members per day. The club is governed by an elected executive board consisting of President, Secretary, Treasurer, Chief Instructor and Executive Officer and operates under the authority of the club's constitution and bylaws. The official membership year begins on the 1st of April. A complete list of club officers, committee chairs, program directors and other important contact information is included in the club's monthly newsletter. The newsletter and club website (www.arpc.info) also contain a calendar of events, current range rules, and other pertinent information. It is a good idea to check the club website prior to taking a trip to the range. The newsletter is put together 15 to 20 days ahead of the mailing schedule; last-minute construction closers and range schedule changes do not get included in the newsletter but are on the website.

Questions:

1. How is Albany Rifle and Pistol Club governed?
2. When does the membership year begin?
3. What are the two places where you can find the ARPC calendar of events?
4. Where can you find the most up to date information about ARPC?
5. What is the website address of Albany Rifle and Pistol Club?

Dues and Fees

Current annual dues are \$60 per year for an individual and \$90 per year for a family. In addition, every new member pays a work bond fee and an initiation fee when they join the club. Work bond fees can be waived from that point forward by completing at least 12 hours for an individual or 18 hours for a family, of approved club work during the upcoming membership year. The work bond fee for an individual is \$75 and \$113 for a family. ARPC has no paid employees and operates through the efforts of member-volunteered labor and hired services. The club uses the work bond fee to pay for hired services. You must complete at least 12 hours (18 for a family) of volunteer work yearly to receive the work bond waiver. Approved club work includes such activities as club work parties (1st Saturday morning of every month), gun show work, range officer time and work at other organized club events. ARPC is closed to all shooting activities during work bond work on the 1st Saturday morning of each month. As a member of ARPC you can choose to pay the work bond fee each year instead of working the required hours for the club. It is your option. In addition every member pays a one time deposit (\$10) for his or her electronic gate card, refundable when you decline club membership. Your yearly work bond hours are printed on the address label attached to your monthly newsletter.

Under family memberships, extra adult members in the same household can acquire electronic gate cards by going through the orientation process and paying the \$10 gate card deposit.

Juniors (younger than 18 years old) can join ARPC as junior members for \$5. Junior benefits include free access to ARPC gun shows, full auto events and benefits offered to adult members. In addition, junior members can transfer their membership to adult membership when they turn 18 years of age without paying an initiation fee. Junior members are issued a (non-electronic gate) membership card and are allowed access with a parent or guardian only. Note: juniors must have parental permission to join ARPC.

During the year many training classes are offered at ARPC. Many of these classes are free; however some do require a fee to pay for instructors and certifications. The club will always try to keep training fees to a minimum and offer special benefits for members. Several shooting disciplines use ARPC for organized shooting events and most of these have some fee associated to pay for targets, props and sanction fees.

Albany Rifle and Pistol Club use all dues and fees collected throughout the year to fund regular services, maintenance and range upgrades.

Access

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

Members may bring any reasonable number of guests to the club; however, no more than two guests may be shooting at any given time. The member, who brings the guest is totally responsible for the actions of their guests. Blank guest badges are available in the main clubhouse, and must be worn by guests while on ARPC property. Note: Each regular club member is expected to wear his/her membership badge while on ARPC property.

Questions:

6. What is the dollar amount of the yearly work bond fee for an individual?
7. An individual club member can have their work bond fee waived if they contribute how many hours of volunteer work?
8. What are the shooting hours?
9. Where can you see how many total work bond hours you have for the year?
10. How many guests can you bring with you to ARPC?
11. How many guests can shoot at one time?
12. Who is responsible for your guests while they are on ARPC property?
13. When does ARPC have a regular work party at the club?

Facilities and Equipment

ARPC has 4 major shooting areas; main range, indoor 22 cal. range, shotgun range and north range. The covered main range is 100 yards wide and has target points out to 200 yards. The Indoor 22 cal. range is a 50ft. rimfire only range with 16 target carriers and firing points. Note: an ARPC Range Officer must be present to use the Indoor range. The Shotgun range is located just north of the Main range and is open to members use when discipline shoots are not in progress.

The Shotgun range has two member-use trap machines available for use when shotgun events are not in progress (clay birds are not provided). The north range has 7 covered bays where you can shoot rimfire pistol or rifle, all pistol calibers and shotguns. Center fire caliber rifles cannot be fired on the north range except by Executive Board approval.

ARPC also has 3 combination classroom clubhouses that are used for various types of firearm training. These clubhouses are located at the main range, Shotgun range and north range. The main range clubhouse also has kitchen and rest room facilities.

At various times, during the year, different ranges or portion of ranges are rented to law enforcement and private trainers. We have the responsibility to work with these organizations by providing a training site for community firearm training. Please

watch your newsletter calendar and check the website calendar for special events before planning a trip to the club. All use fees paid by these organizations go back into the general fund to improve our club.

ARPC Range officers can assist you with club spotting scopes and chronographs. Club rifles and special targets are used for discipline matches and available to club members at these events.

Questions:

14. How many major shooting areas are there at ARPC?
15. Where can you find information on special events taking place at ARPC?
16. What kind of firearms can be used in the indoor range?
17. What kind of firearms can be used on the North range ?

Safety

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

All Ranges

1. Always keep firearms pointed in a safe direction.
2. Always keep your finger off the trigger until ready to fire.
3. Always keep the firearm unloaded until ready to shoot. Albany Rifle and Pistol Club is a "cold" range. All firearms must be unloaded except during use, with the following exceptions:
 - a. Law enforcement officers may carry loaded firearms to the extent required by their organizational written procedures; however, such firearms must be properly holstered or secured and may not be handled except in accordance with their written procedures.
 - b. Concealed firearms may be carried so long as they are neither visible nor apparent. Firearms carried under this provision may not be handled or if used on the range they must be handled according to standard range rules.
 - c. Loaded firearms may be holstered in order to practice organized events such as USPSA, Old West, Speed Steel, etc.
4. Uncased firearms must always have the actions open when not in use.
5. No person may go forward of the firing line except during an announced "cease-fire".
6. During a "cease-fire", no uncased firearms may be handled or brought onto the range.
7. Eye and ear protection are required for everyone in the firing area when the range is open to firing.
8. Commands of the Range Officer or discipline Match Director must be obeyed by everyone on that range.
9. Guests on a range must be accompanied by a member, who is then responsible for their actions. Members and guests must wear identification badges.
10. No alcoholic beverages or illicit drugs are permitted on ARPC facilities at anytime.

11. Clean up after range use by removing used targets, putting sand bags away and picking up empty cartridges.
12. Informal shooting shall not interfere with scheduled events but may be permitted at the discretion of the scheduled event Match Director.

Main range Specific Rules

1. When calling or rescinding a Main range "cease-fire";
 - a. First, check with all persons on the firing line, then
 - b. Press the button, which engages the audible and visible status indicators before anyone goes forward to the target points.
 - c. If anyone remain s behind the firing line during the "cease-fire", they must stay behind the yellow line and not handle any firearms.
 - d. Before turning off the "cease-fire" indicators make sure everyone is behind the firing line and that they understand the firing line is going "HOT".
 - e. Pressing the "cease-fire" button, during a "cease-fire", terminates the buzzer and strobe lights.
2. Full-Auto firing is permitted on the Main range :
 - a. Mondays, Wednesdays and Fridays between 10 am and 4 pm.
 - b. Second and fifth Sundays and the first, third and fourth Saturdays of each month between 10 am and 4 pm.
 - c. During a club scheduled full-auto event.

North range

1. Only rimfire, handgun and shotgun cartridges may be fire in the North range bays.
2. Black powder rifles and pistols can be fired at the North range .
3. Pistol caliber full auto may be fired at any time during normal shooting hours.

Indoor Range

1. Only .22 caliber rimfire rifles and pistols may be fired in the Indoor Range. .22LR "Hyper velocity", .22 Magnums and all center fire ammunition are prohibited.
2. Access to the indoor range is restricted to ARPC Range Officers and discipline Match Directors for safety reasons. You must be an ARPC Range Officer or have an ARPC Range Officer present to use the Indoor range.

Questions:

18. True or False? You can go beyond the firing line at anytime.
19. True or False? Firearms can be handled at any time on the Main range .
20. True or False? .22 Cal. rimfire rifles can be shot on the North range .
21. Can you carry concealed handguns while on ARPC property?
22. When calling a "cease-fire" on the Main range , what is the first thing you do?
23. During a "cease-fire" can you bring an uncased firearm onto the range?
24. Can you shoot a 12 gauge shotgun on the North range ?
25. _____ and _____ protection are required for everyone in the firing area when the range is open to firing.
26. Can you shoot .22 magnum rounds on the Indoor range?
27. How do you activate the "cease-fire" lights and buzzers on the Main range ?

More on Range Safety

Check with others present to ensure that a “cease-fire” at that time will not disrupt their shooting. On the main range ALWAYS use the buzzer-strobe system for calling a “cease-fire”. Be ABSOLUTELY certain that no one is down range or behind target frame when terminating a “cease-fire”. Any member can call a “cease-fire” without a Range Officer present.

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

1. Anyone handling firearms during a “cease-fire”.
2. Never allow anyone to point a firearm at another person, loaded or unloaded.
3. Be careful when using sandbags that muzzle blast or cylinder blast from a revolver do not burn or set sandbags on fire.
4. Everyone must wear eye and ear protection; that includes observers as well as shooters.
5. When placing targets down range, make sure there is sufficient safe backstop behind your target. Targets do not get attached to target support timbers (normally painted red).
6. Steel jacketed or steel core ammo can only be shot at paper targets.

During the fire season, special care must be taken to avoid starting fires on the Main or North range with steel jacketed or steel core ammunition. If you notice smoke on any range, during the summer, please notify a Range Officer or the Brownsville Fire Department. The telephone number for the Brownsville Fire Department is located near the telephone at the Main Clubhouse. Please notify any member of the Executive Board as soon as possible when there is a fire on the range.

In the event of any accident or medical emergency notify a Range Officer or call 911 for help. The address of the club is 29999 Saddle Butte Rd. and the address is also located near the phone in the Main Clubhouse. Always notify a member of the Executive Board in the event of an accident or medical emergency at ARPC.

Questions:

28. Can you call a “cease-fire” with no Range Officer present?
29. What do you do if you see smoke on any range?
30. Can you attach targets to target support timbers?
31. Can you shoot steel jacketed ammunition at steel targets?

Answers to the first 31 questions

1. By an elected Executive Board
2. 1st of April.
3. ARPC newsletter and website
4. ARPC website
5. www.arpc.info
6. \$75
7. 12
8. M-F 7am-9pm, Sat-Sun 8am-8pm
9. Address label on your newsletter
10. As many as you wish
11. Two
12. You are
13. 1st Saturday morning of each month
14. 4
15. Newsletter calendar and website
16. 22 cal. rimfire pistols and rifles
17. Pistols, shotguns, black powder and rimfire rifles.
18. False
19. False
20. True
21. Yes
22. Check with everyone on the firing line and at the other range
23. No
24. Yes
25. Eyes & Ears
26. No
27. Push the "cease-fire" button
28. Yes
29. Contact a Range Officer, caretaker or call the fire department
30. No
31. No

Please write down any questions you may have after reading this material and bring them to your physical walk through orientation.

Answer the questions on the final test and bring your answers to the physical walk through orientation. This test will be used to verify to the person giving the physical walk through that you have read the orientation information. We will keep the test on file and you may keep the written orientation for future reference.

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

Name: _____ Date: _____

1. What are the shooting hours at ARPC?
2. Who is responsible for guests brought to ARPC?
3. How many work hours are necessary to waive the yearly work bond fee?
4. Can you shoot a shotgun on the North range ?
5. What is the web site address for ARPC?
6. Are alcoholic beverages allowed on ARPC property?
7. Where do you find the most up to date information on special events at ARPC?
8. Can you call a "cease-fire" without a Range Officer present?
9. How many different ranges are there at ARPC?
10. How do you find out how many work bond hours you worked during the year?
11. Can you handle firearms, on the main range , when there is a "cease-fire" in progress on the main range ?
12. When does ARPC have its regular work bond party?
13. How many of your guests can shoot at one time?
14. Can you carry an uncased firearm onto the Main range during a "cease-fire"?
15. Where can you find contact information for the ARPC Executive Board or Discipline Directors?
16. What two pieces of safety equipment must shooters and observers have when live fire is taking place on a range?
17. How do you start or terminate a "cease-fire" on the Main ?
18. What are the two places where you can find the club calendar?

Signed _____ Date: _____

Email Address: _____

ARPC Card Number: _____