

POLICIES AND PROCEDURES

CONTENTS	PAGE
Preamble	a
Operation of ATV's on Club Property	1
Bore Restrictions on Various Ranges	2
Building Fund (proposed)	3
Signing of Cheques	4
Drinking on Club Property	5
Firearm Safety on Gun Ranges	6
Guests	7
Inventory	8
Keys to Club Buildings	9
Solicitation from the Club	10
Natural Resources	11
Official Representation of DCSC	12
Parking on Club Property	13
Pets on Club Property	14
Purchasing Practice	15 and 15 a
Range Closures	16
Solicitation of Donations	17
Speed Control on Club Property	18
Storage of Club Chattels	19
Erection of Structures	20



DAWSON CREEK SPORTSMAN'S CLUB POLICIES AND PROCEDURES

The purpose of "Policies and Procedures" is to provide direction so that the club can function smoothly in matters of business and in order to provide guidelines for safe operation of the club facilities. It is intended and expected that the "Policies and Procedures" would be revisited from time-to-time to permit necessary changes, that is, to make additions, modification or deletions as required.

Policies and procedures are not meant to be a strait-jacket restricting the club from enjoyment of the facilities, but they are meant to provide a general statement of acceptable practise. Therefore, any policy or procedure may be suspended, exempted, modified or deleted by a majority vote of the members present at any meeting of the club. Normally, such alterations would be temporary and exceptional, since the intent of the "Policies and Procedures" is to provide continual direction.

The club should establish a Standing Committee on Policies and Procedures, charging that committee with the responsibility to review all policies and procedures on an annual basis, to receive recommendations from the membership as issues arise, and to make recommendations to the club as required.

In cases of dispute or quandary, these "Policies and Procedures" should be consulted to assist in resolving the misunderstanding. We recommend that copies of these "Policies and Procedures" be posted in the Clubhouse, at the 400-yard range, at the 100-yard range, at the trap and skeet range, and at Corlane Sporting Goods to permit ready reference by those using the club facilities.



The Issue: Operation of ATVs on Club Property

The Concern: Safety of Club Members and Guests

The Remedy: In general, it is not necessary to operate an ATV on club property. However, during periods of general maintenance of club property or preparation for a major activity, it may be necessary to permit a limited number of ATVs to haul materials to remote sites.

ATVs must be operated in a safe and responsible manner on all club property. Speed must be held below 30 km/hour on all roads and below 20 km/hour off-road on club property. Under no circumstance is an ATV permitted to rut the soil, strip grass from the lawn or degrade the general appearance of the property. Operators of an ATV must be a club member in good standing. Operators seen to be operating an ATV in an unsafe manner or in disregard of the maintenance of club properties are to be immediately removed from the club property and their membership reviewed.

For the purpose of this policy, ATV is interpreted to mean all motorised vehicles.

Adopted: 13 August, 2003



The Issue: Bore Restrictions on Various Ranges

The Concern: Unsafe discharge of firearms

The Remedy: The following regulations apply in day-to-day operation of the various ranges of the Dawson Creek Sportsman's Club gun ranges. Groups that contract to use the range (e.g. RCMP, BC Conservation Officers, etc.) are exempt from these rules, except that they are held responsible for any unnecessary damage to backstops or grounds.

Shotguns with shot only are to be discharged on the trap and skeet range, except when patterning. Patterning of shotguns must be conducted on the 400 or 100 yard ranges only.

Centre fire rifles and handguns as well as shotguns discharging single projectiles may be fired on either the 400 or 100 yard ranges.

Black powder firearms can be fired on the Black Powder Ranger, the 400 yard range, or the 100 yard range.

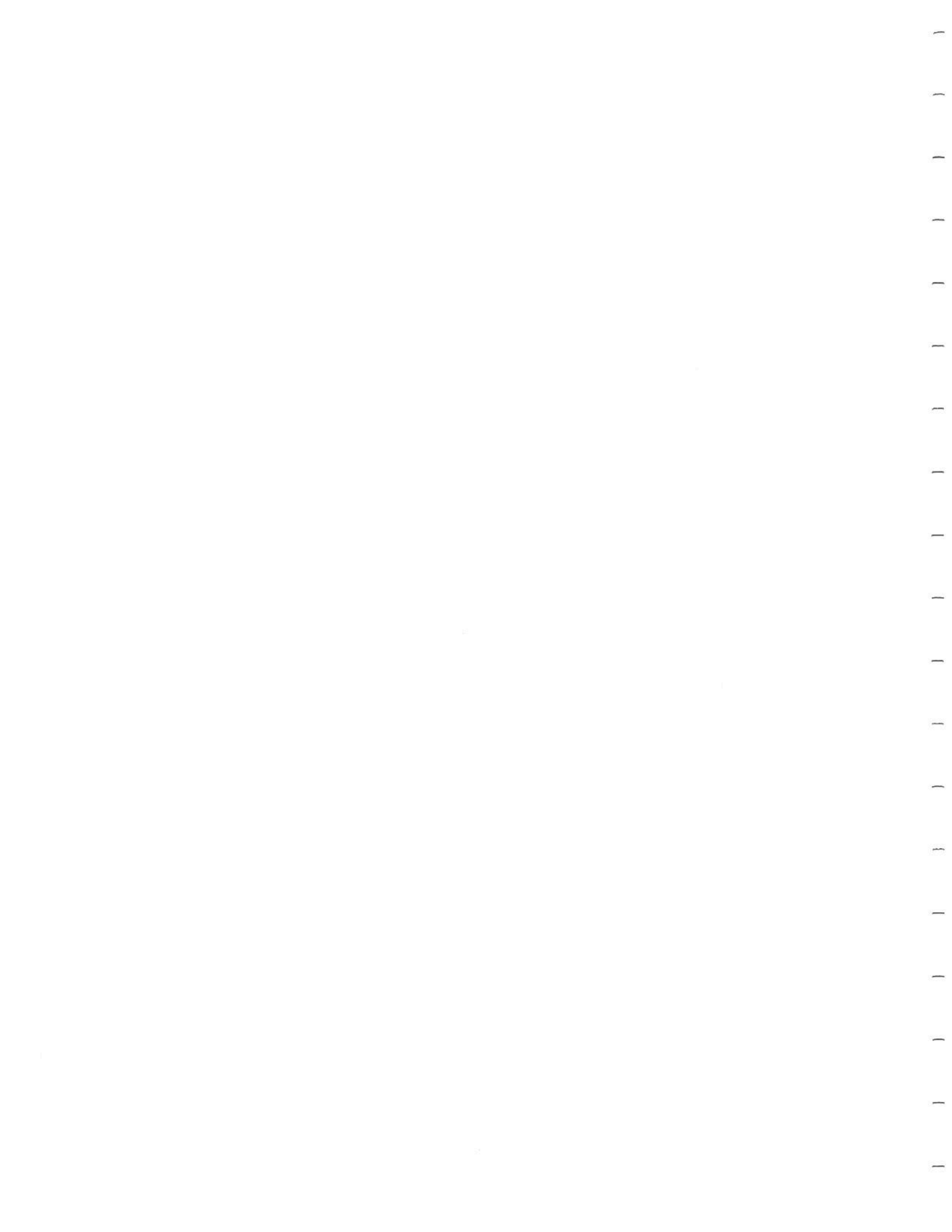
Only handguns and rimfire rifles may be discharged on the pistol range.

Only archery equipment may be used on the archery range.

Pellet guns (air guns) may be discharged on the 400-yard range, the 100-yard range, and the pistol range.

Proposed: October 13, 2004

Adopted: January 12, 2005



The Issue: Building Fund

The Concern: The Need for an Indoor Range

The Remedy: In order to provide funding for an Indoor Shooting Range, the Club will set aside one-half of all incomes, other than grants, for the purpose of building this facility. This policy is in keeping with our previous policy which permitted building of the present Club House.

Proposed: October 13, 2004

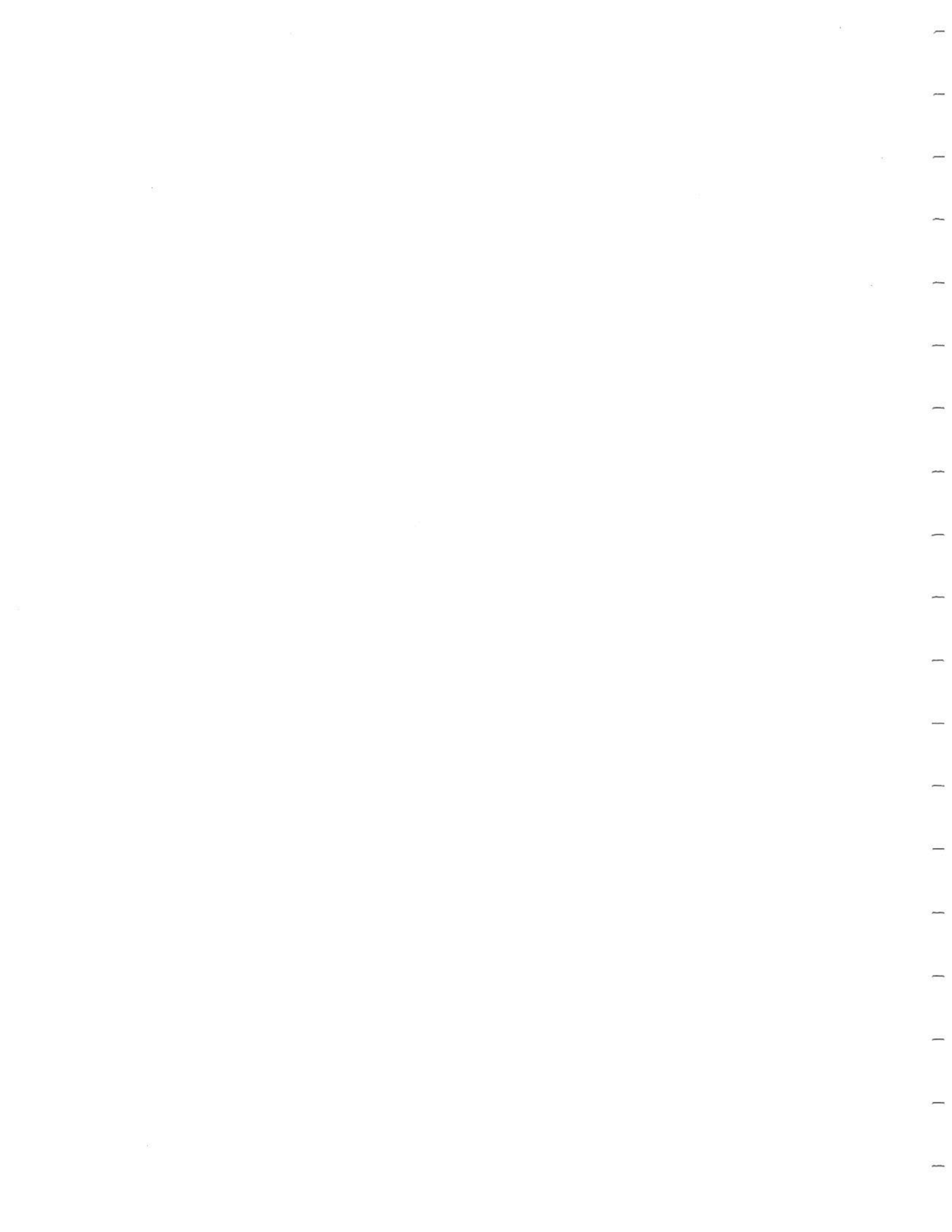


The Issue: Signing of Cheques

The Concern: Accounting Practise

The Remedy: Cheques must be signed by the Treasurer and countersigned by an approved member of the executive. Before issuing a cheque, the Treasurer must receive an invoice. He/she must initial the invoice after drafting a cheque. Before countersigning, the countersigning director must see the invoice, initial it to verify that he/she has witnessed the invoice, and then may sign the cheque. Under no circumstance is a cheque to be issued without a written invoice, except upon approval of the majority of the membership present at a general meeting.

Adopted: 13 August, 2003



The Issue: Drinking on club property

The Concern: Meeting the spirit as well as the letter of the law

The Remedy: Drinking of alcoholic beverage is to be confined to the clubhouse or any designated picnic area on club grounds, except during officially sanctioned club events where drinks are provided at a hospitality bar or other similar facility designated by the club.

Adopted: 13 August, 2003



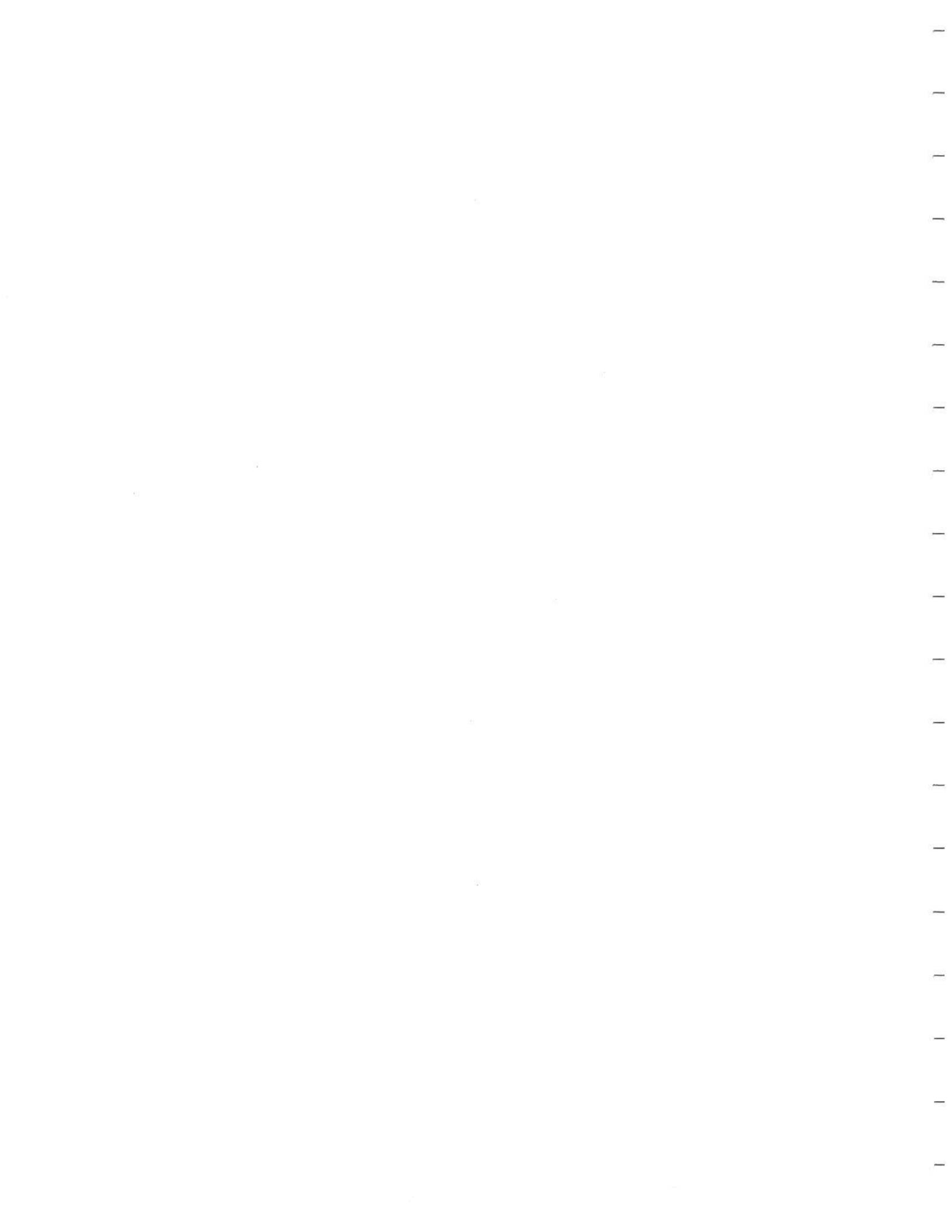
The Issue: Firearm Safety on Gun Ranges

The Concern: Firing Rifles/Shotguns/Handguns in an unsafe manner

The Remedy: Firing at targets on the ground leads to ricocheted bullets. Firing at glass as a target leaves shards on the ground. Firing high-powered rifles at targets intended for .22 or handguns damages such targets. Individuals who are observed to fire at targets on the ground, observed to fire at glass materials, or observed to fire high-powered weapons at targets intended for lower velocity firearms, will be removed from the range and their membership reviewed. If their membership is revoked, they will not be permitted to rejoin the club until they have completed the Canadian Firearms Safety examination and demonstrated to a Committee or no less than three directors that they are knowledgeable of all safety rules required by the club.

For the purpose of this policy, any director may function as the range warden in the absence of all other wardens. In the absence of a director, shooters are encouraged to designate one member as range warden to enforce firearm safety during the time of shooting.

Adopted: September 10, 2003



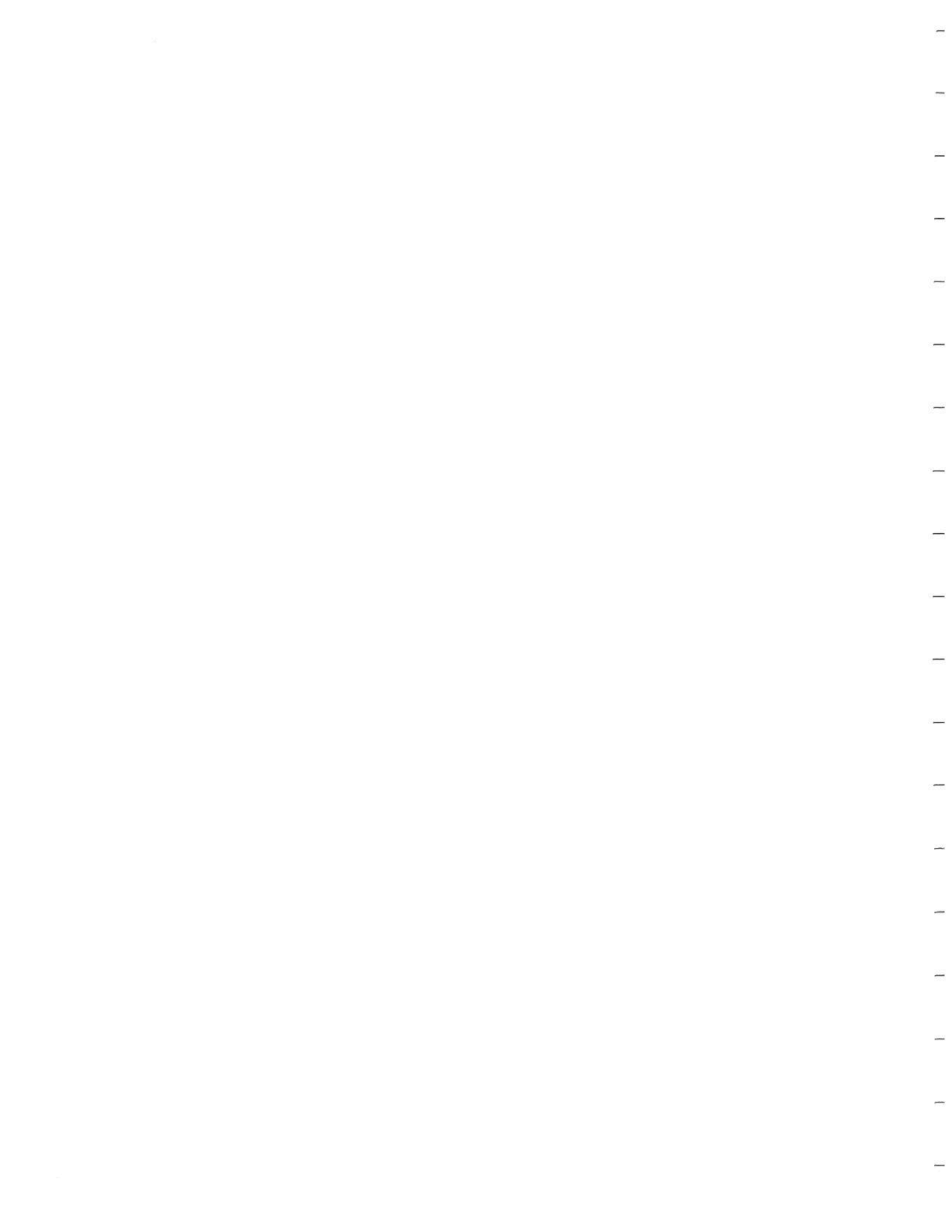
The Issue: Guests

The Concern: Avoiding Membership Fees

The Remedy: Club members may invite guests from out-of-town to accompany them to the club properties. Out-of-town guests are those who live more than one hundred thirty kilometres (130 km) from Dawson Creek. All other guests may use club facilities once in a two-year period, after which they are encouraged to purchase a membership. Members who abuse this privilege of inviting guests to use club facilities will have their membership reviewed to ensure that they are honouring the spirit of this privilege.

Out-of-town gun club members are welcome to use the facilities of the club. They are requested to sign in using their club membership number and the name of their home club.

Adopted: 13 August, 2003



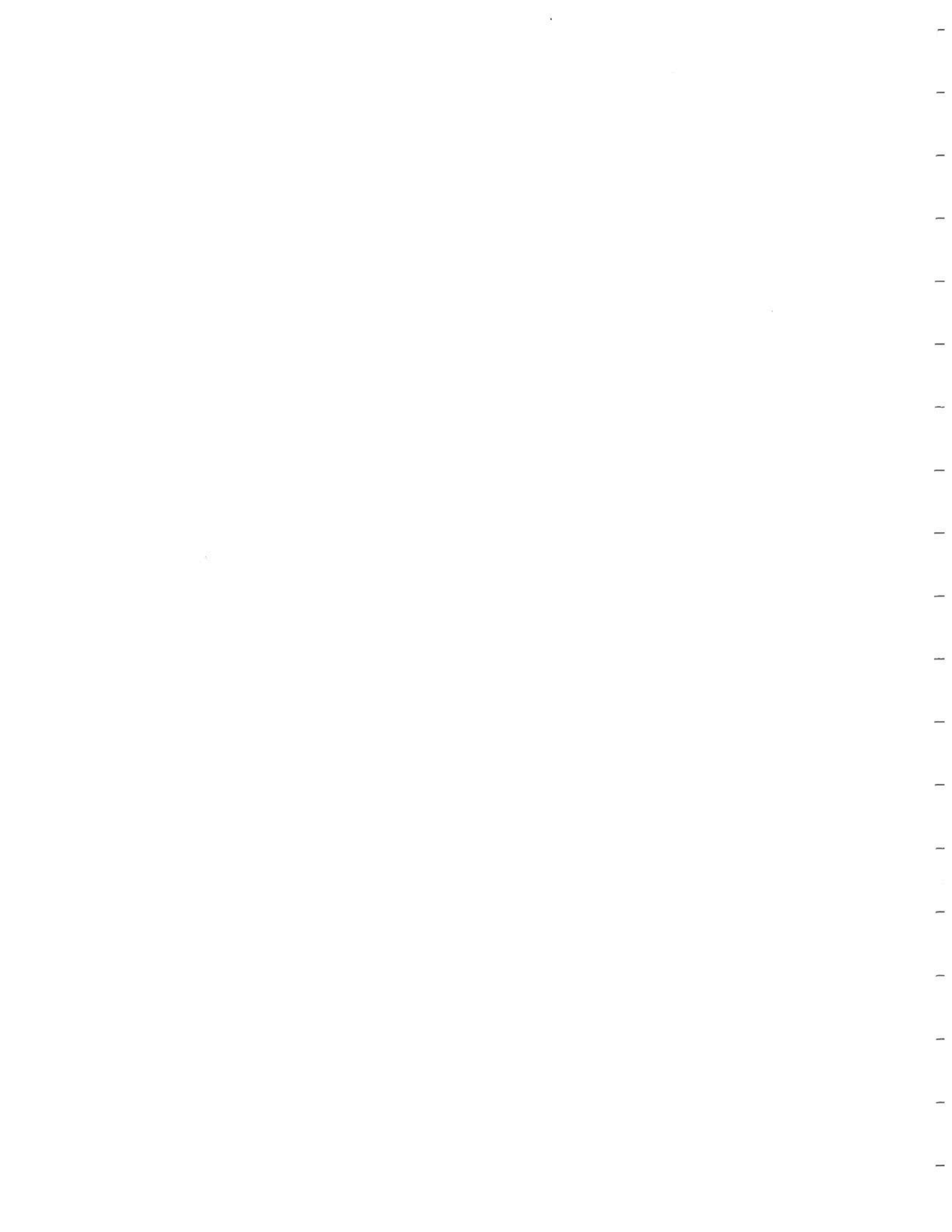
The Issue: Inventory

The Concern: Accounting for Club Property

The Remedy: All club materials must be inventoried and a list of club properties provided for examination by the general membership immediately upon passage of this policy.

Henceforth, all club chattel properties must be inventoried semi-annually, in June and in December, by the appropriate directors and the inventory must be submitted to the club secretary and/or treasurer. The purpose of this inventory is to ensure that there has been no loss or pilferage of club materials or properties, and to permit restocking and/or repair of any properties required for continued operation of the club in a smooth manner.

Adopted: 13 August, 2003



The Issue: Keys to Club Buildings

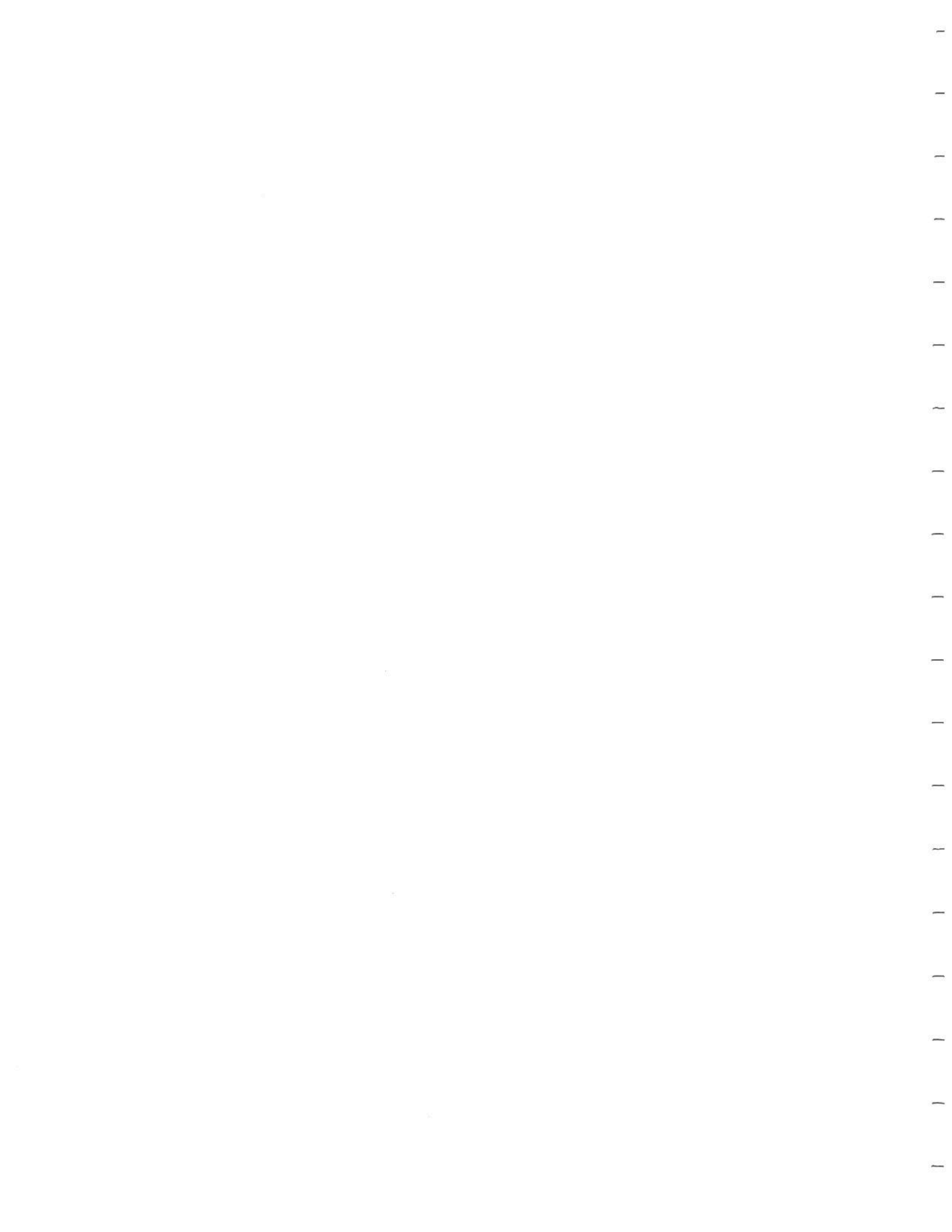
The Concern: Lack of Control

The Remedy: Grounds keeper and Directors are accountable for the use of keys in their possession. A list of keys must be provided immediately upon passage of this policy and kept current. Members holding keys who are not directors must turn in all keys to all buildings or seek special approval from the club. Anyone discovered in possession of a key which is not listed, or anyone discovered to be in possession of a key without authorisation of the director immediately responsible for the usage of the building in question, will have their membership reviewed. L & T Services should be aware of this policy.

Adopted: 13 August, 2003

Amendment: A master list of keys will be held by the secretary and a secondary list of keys will be maintained by the treasurer of the Club.

Adopted: 13 October, 2004



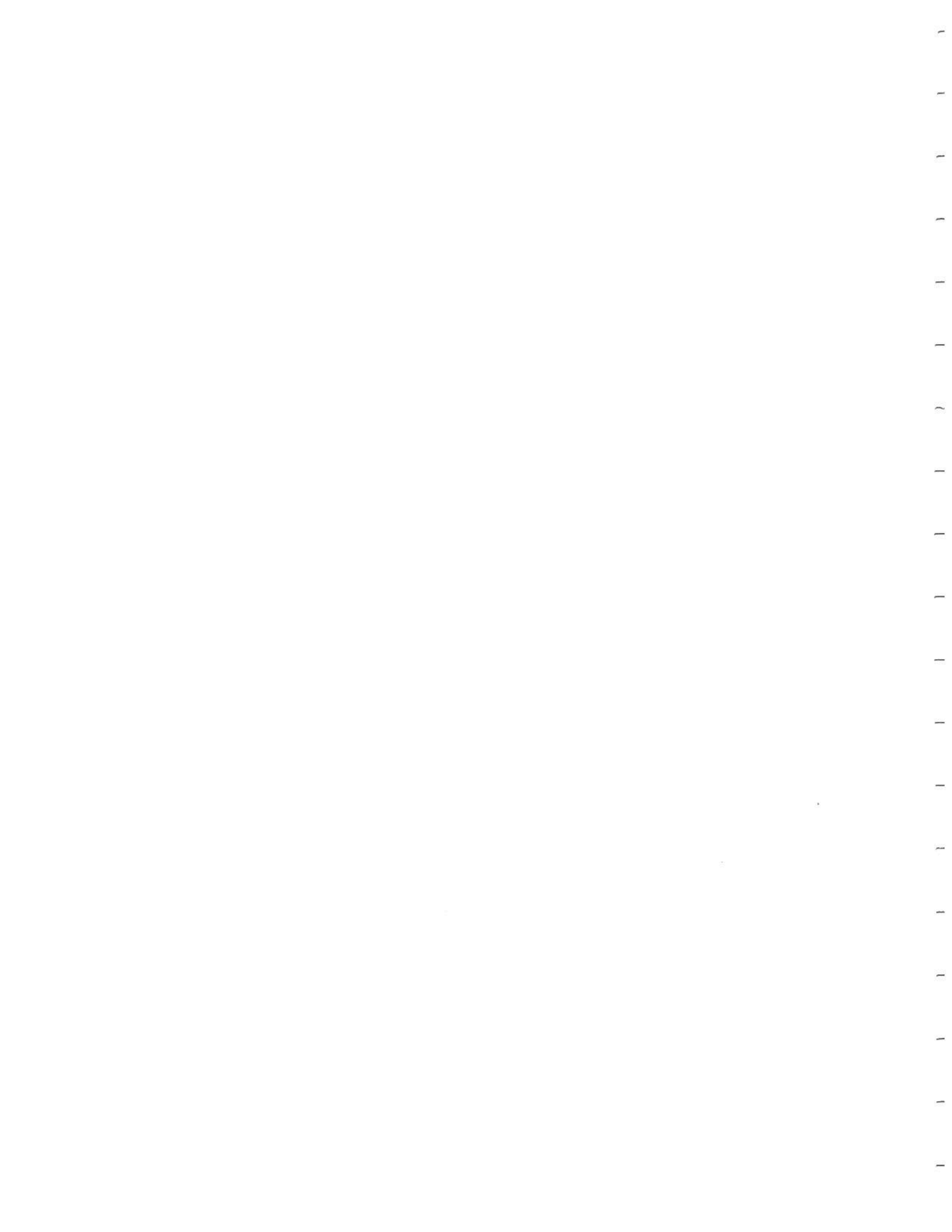
The Issue: Solicitation from the Club

The Concern: Lending Support to Organisations/Individuals

The Remedy: The Dawson Creek Sportsman's Club is a non-profit organisation. The Dawson Creek Sportsman's Club will not lend support to Organisations and/or individuals without approval of the Club.

Generally, organisations which would be exempted would include groups with interests similar to those shared by the Dawson Creek Sportsman's Club.

Adopted: September 10, 2003

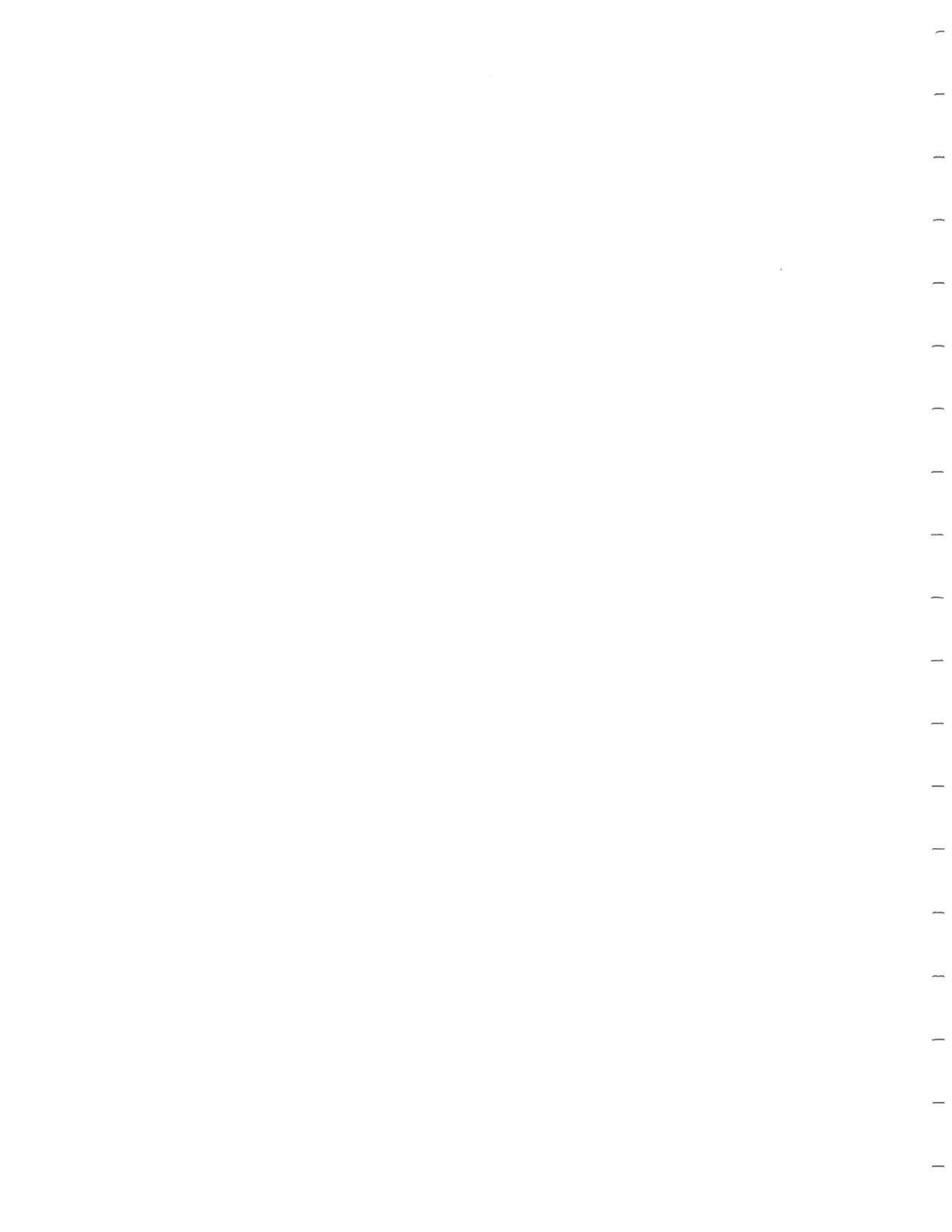


The Issue: Natural Resources

The Concern: Harvesting and/or Removal of Natural Resources

The Remedy: Natural Resources may not be removed from club property except with the explicit approval of the majority of the club membership voting at a general meeting. No digging for the purpose of removal of materials is permitted on club property, except with approval by the membership. No cutting or toppling of trees is permitted on club property, except with approval by the membership. No animals may be shot at or pursued as game on club property, except with approval by the membership.

Adopted: 13 August, 2003



The Issue: Official Representation of DCSC

The Concern: A desire to promote diversity in representation of the DCSC

The Remedy: Individuals representing the Club in an official capacity at any meetings are required to be members who are familiar with Club policies. Members representing the Club in an official capacity must have attended at least three meetings during the previous year in addition to the AGM.

It is the intent of the Club to give opportunity to as many different members as possible to act as delegates on behalf of the Club at the various meetings requiring Club representation.

Delegates should be voted on and approved at a meeting of the Club at least one month prior to the meeting at which they act on behalf of the Club.

Representatives of the Club are expected to report on the meeting at which they represented the Club upon their return from the meeting.

Proposed: October 13, 2004

Approved: February 9, 2005

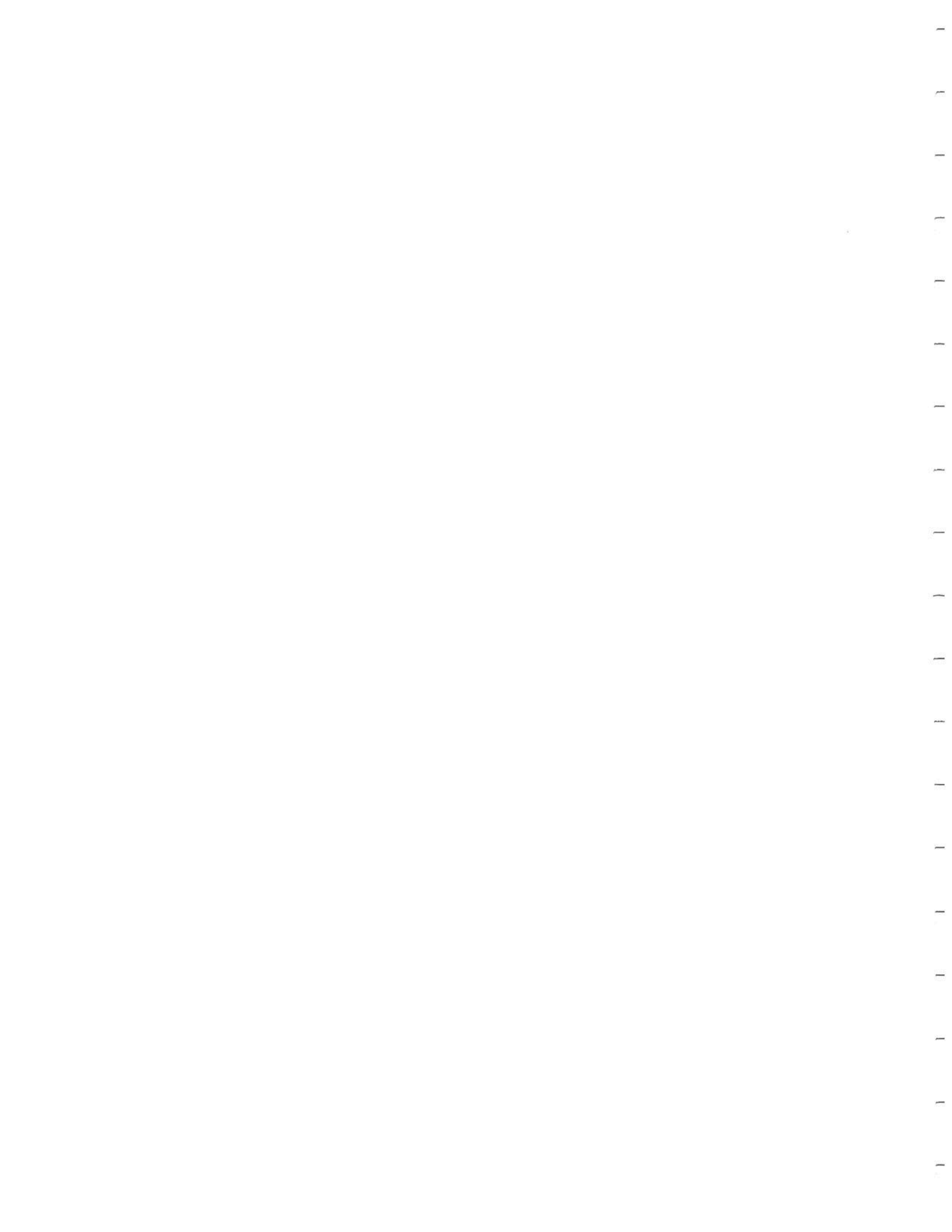


The Issue: Parking on Club Property

The Concern: Maintenance of Club Grounds

The Remedy: In order to maintain the playground and septic field, vehicles may not park on the playground area.

Adopted: September 10, 2003



The Issue: Pets on Club Property

The Concern: Safety

The Remedy: Club members who bring pets to the club property must keep pets restrained in the vicinity of all ranges or during active shooting.

Proposed: September 10, 2003

Approved: February 9, 2005



The Issue: Purchasing Practise

The Concern: Accounting Practise

The Remedy: All assets administered by the various directors belong to the Club. Likewise, all incomes, whatever the source and purpose, are for the common good of the Club. Therefore, all purchases and acquisitions represent the collective agreement of the membership of the Club. In order to facilitate harmony in acquisitions and administration of Club chattels, the following policy is implemented by the Club.

Designated funds from the Regional District are exempt from the provisions of this policy.

All purchases over the amount of \$500 must be approved by the membership of the club at a general meeting. Approval for a purchase is valid for only one month after approval by the membership. If a purchase is not made in that period, approval must be sought again.

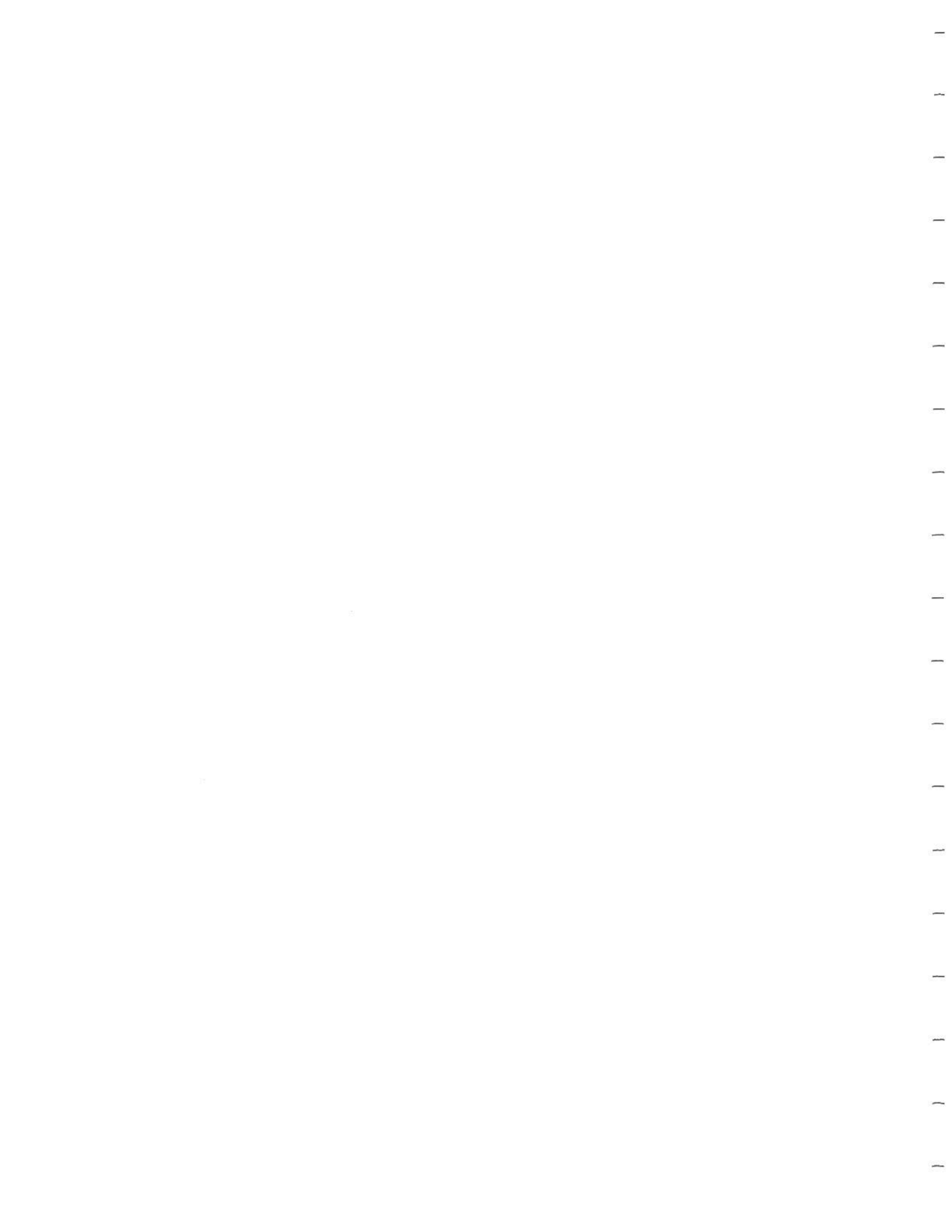
All purchases over \$100 must have the approval of a combination of directors and/or executives which includes at least one executive prior to the purchase.

A common reporting form for all events requiring Club moneys should be filled out and submitted to the treasurer. The purpose of this provision is to ensure that a proper accounting of all receipts is provided to the Club.

A director may be allowed up to one hundred dollars of Club moneys to permit immediate response for minor financial needs. Funds expended from this allowance must be properly accounted at the next meeting following the expenditure.

It is recommended that solicitation of costs be secured from at least two sources prior to each purchase where practical in order to ensure that the club receives value for expenditure of club funds.

Amendment: It is unlikely that large purchases or major expenditures on behalf of the club will require immediate action. Therefore, those making large purchases or expenditures over the amount of \$2,000 are required to obtain approval from at least two consecutive club meetings. It is normally expected that justification for such large purchases will be provided during the presentation.



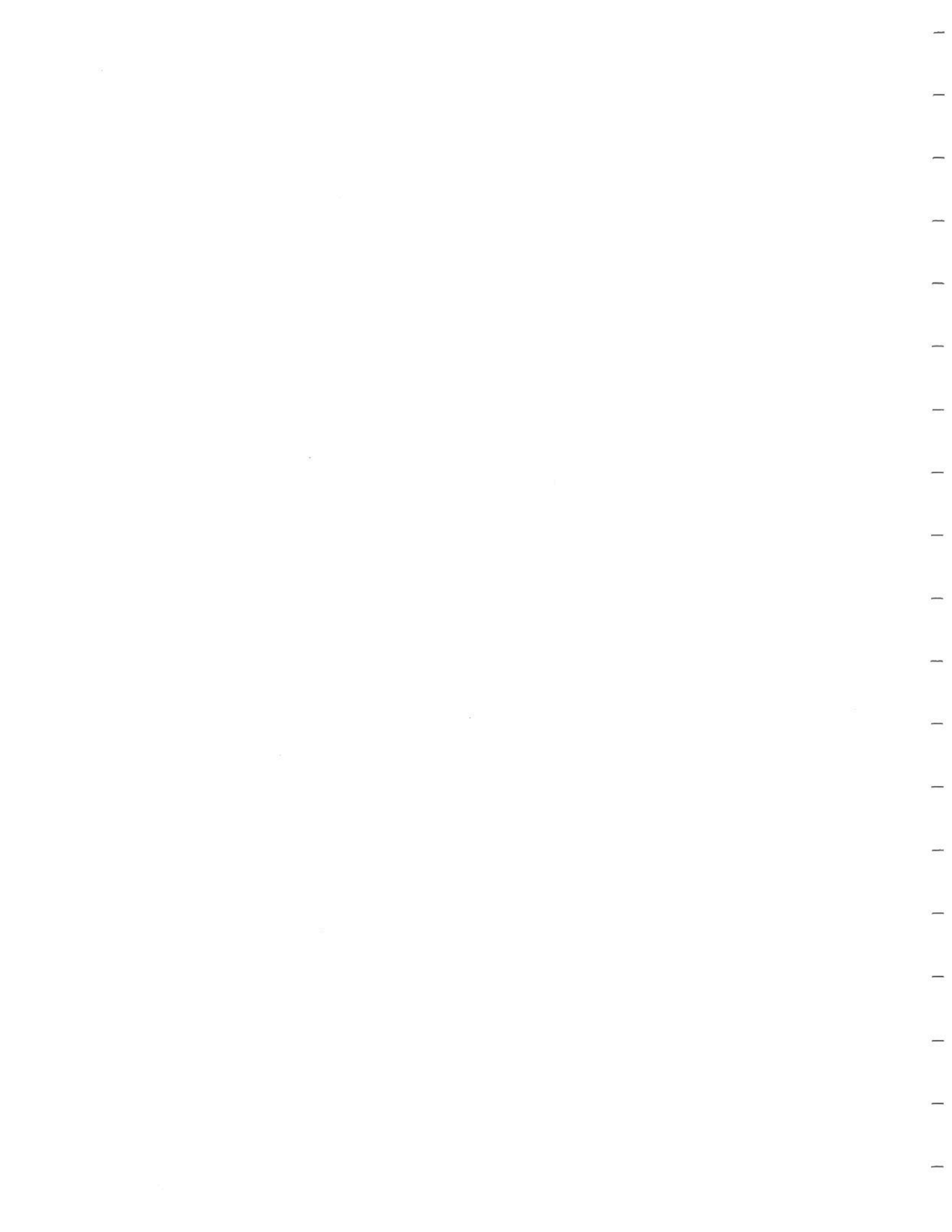
Special circumstances may arise requiring this policy to be circumvented. The means by which this provision may be circumvented is if a majority of directors present and the full executive approve of permitting the request to proceed.

Proposed: October 13, 2004

Adopted: January 12, 2005

Amendment Proposed: March 7, 2005

Adopted: March 9, 2005



The Issue: Range Closures

The Concern: Notification of Club Members

The Remedy: The ranges may not be closed except that the club has approved of such closure in a general meeting at least two weeks prior to the closure.

Individual ranges may be closed for repairs, provided such closure is posted as required in the notification procedure noted in this policy.

It is recommended that individual range closures be held to a minimum period of time.

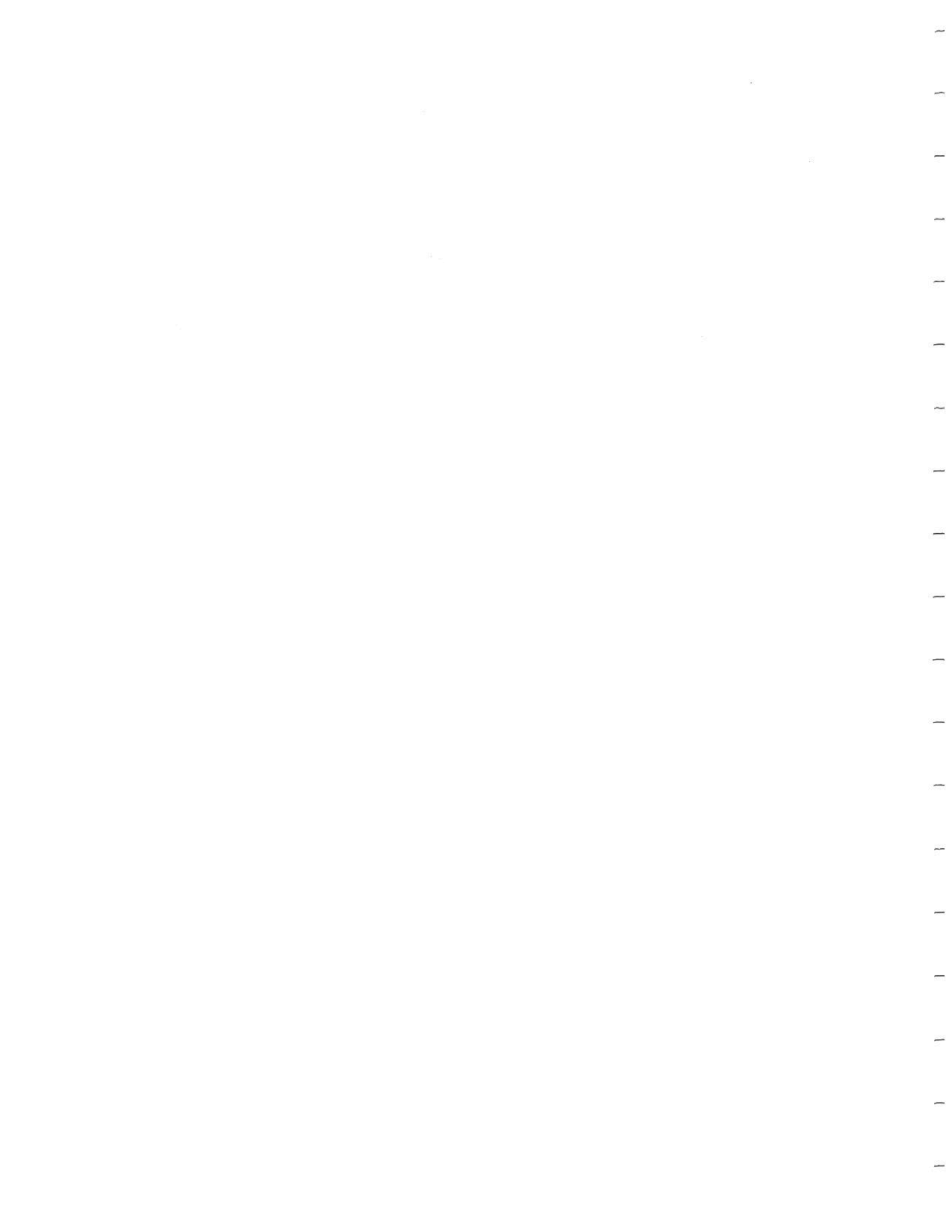
For closure of all ranges to permit preparation for a major club activity, or to permit conduct of such activities, approval must be sought and given by the majority of members voting at a general meeting at least two weeks prior to the general closure. The specific dates and times of the closure(s) must be provided at the time of the vote.

Closures must be noted by posting notice on the sign-in board for the week prior to the closure. Closures must also be posted on the notice board at Corlane Sporting Goods at least one week prior to all closures. Closures should be noted in upcoming newsletters, provided such newsletters are published.

It is recommended that the club provide a sign noting range closure at the junction of RD 3 (Rolla Road) and 210 Road (McQueens Road).

Those requesting and receiving permission for a general range closure are responsible to ensure that all signs noting the closure are removed and that the notification sign at the main entrance and at the junction before Riley's Crossing are again changed to note that the range is open. Failure to return the signs to notify members that the range is open will result in review of future requests from that group.

Adopted: October 13, 2004



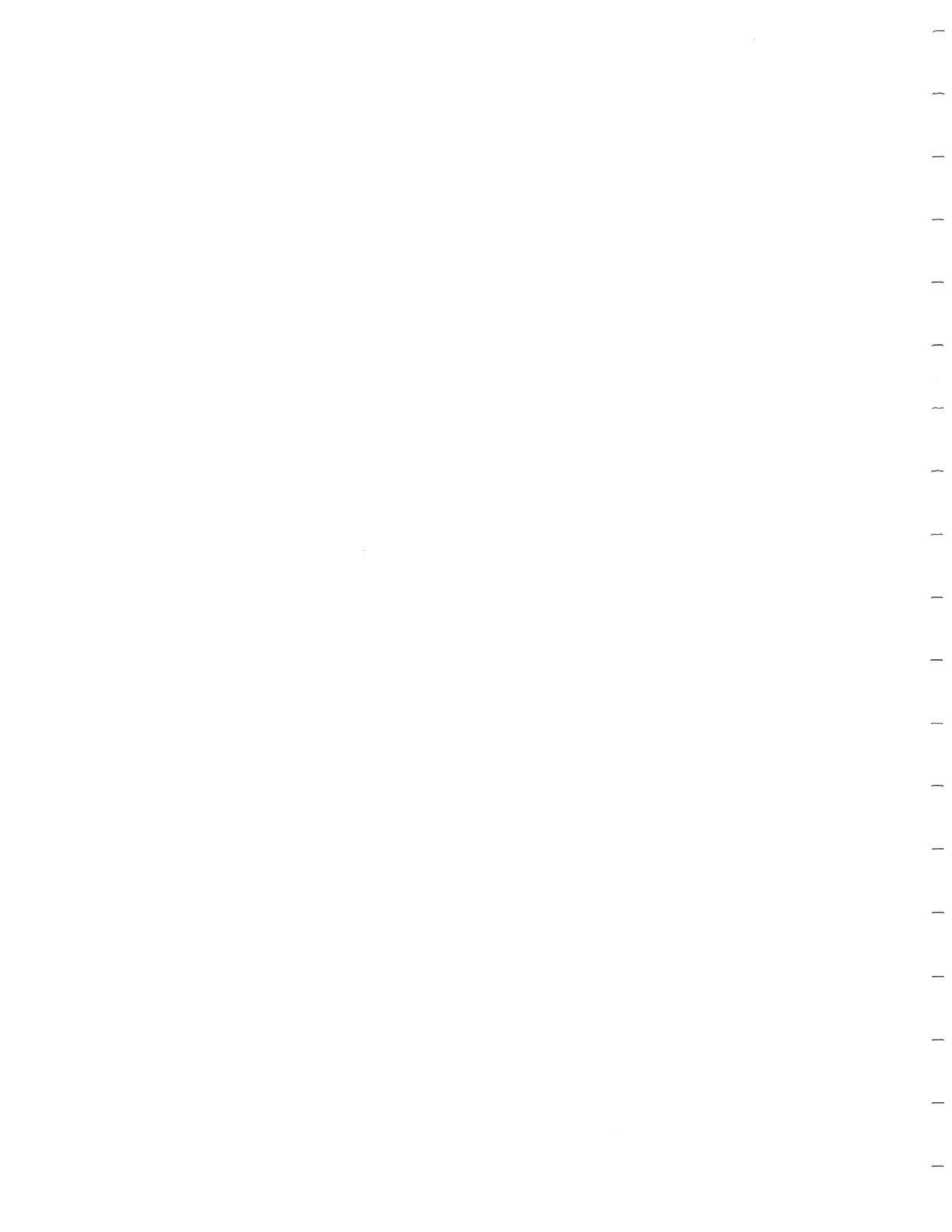
The Issue: Solicitation of Donations

The Concern: Unauthorised Solicitation

The Remedy: No solicitation of donations for the club or in the name of the Dawson Creek Sportsman's Club will be permitted without knowledge of Executive members or approval by the membership of the Club at a general meeting..

Proposed: September 10, 2003

Approved: February 9, 2005



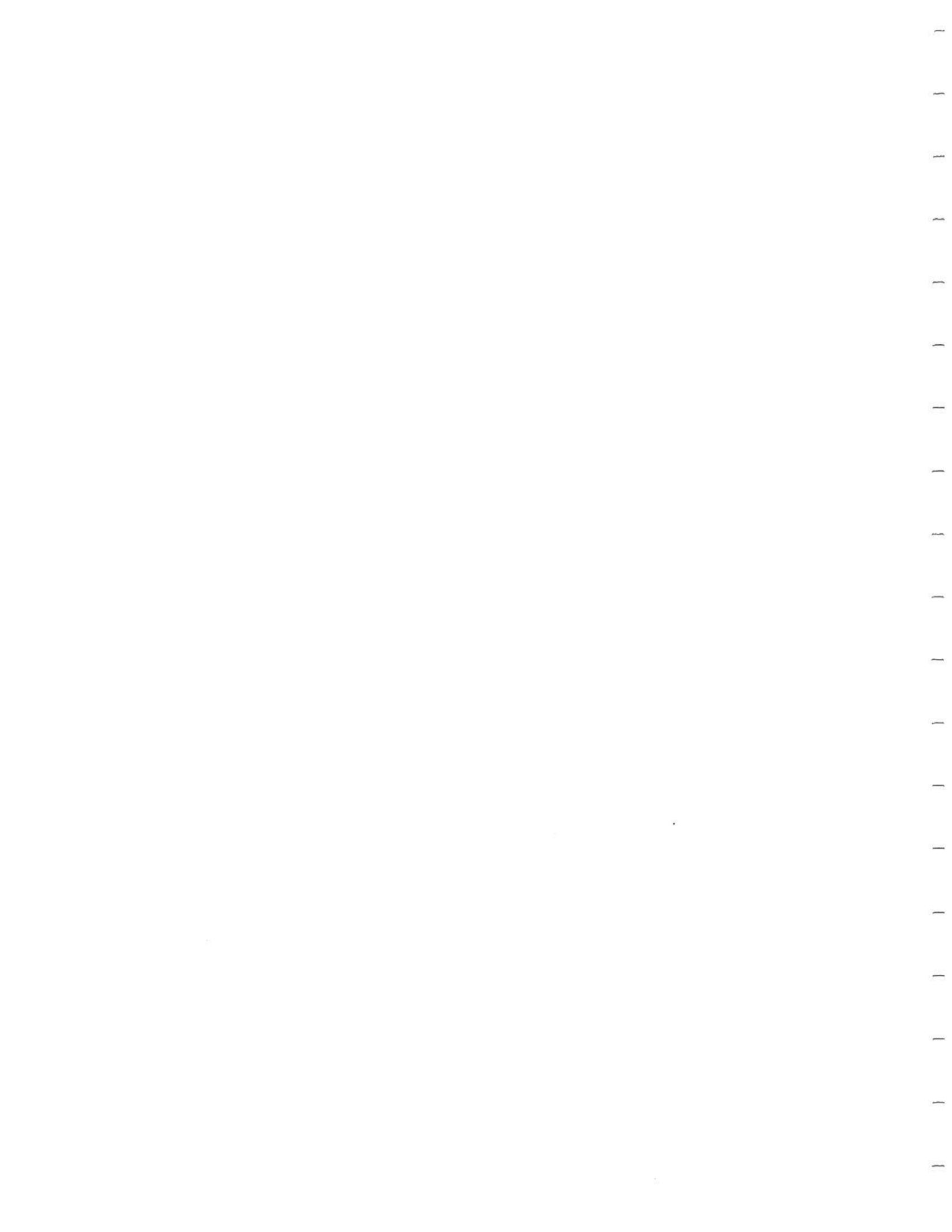
The Issue: Speed Control on Club Property

The Concern: Safety of Club Members and Guests

The Remedy: All vehicles entering club property are restricted to a maximum speed of thirty kilometres per hour (30 km/hour) on all roads on club property and twenty kilometres per hour (20 km/hour) off-road. Pedestrians have the right-of-way on club property at all times.

Proposed: September 10, 2003

Adopted: January 12, 2005



The Issue: Storage of Club Chattels

The Concern: Accounting for Club Chattels Property

The Remedy: All club chattels must be stored on the club grounds, except that special permission has been sought and given by the club at a general meeting. In order for approval of storage of club materials at a location other than club property, a list of specific items must be provided and approved by a majority of members present and voting at a general meeting of the membership. Only those chattels approved may be stored at a site other than club property.

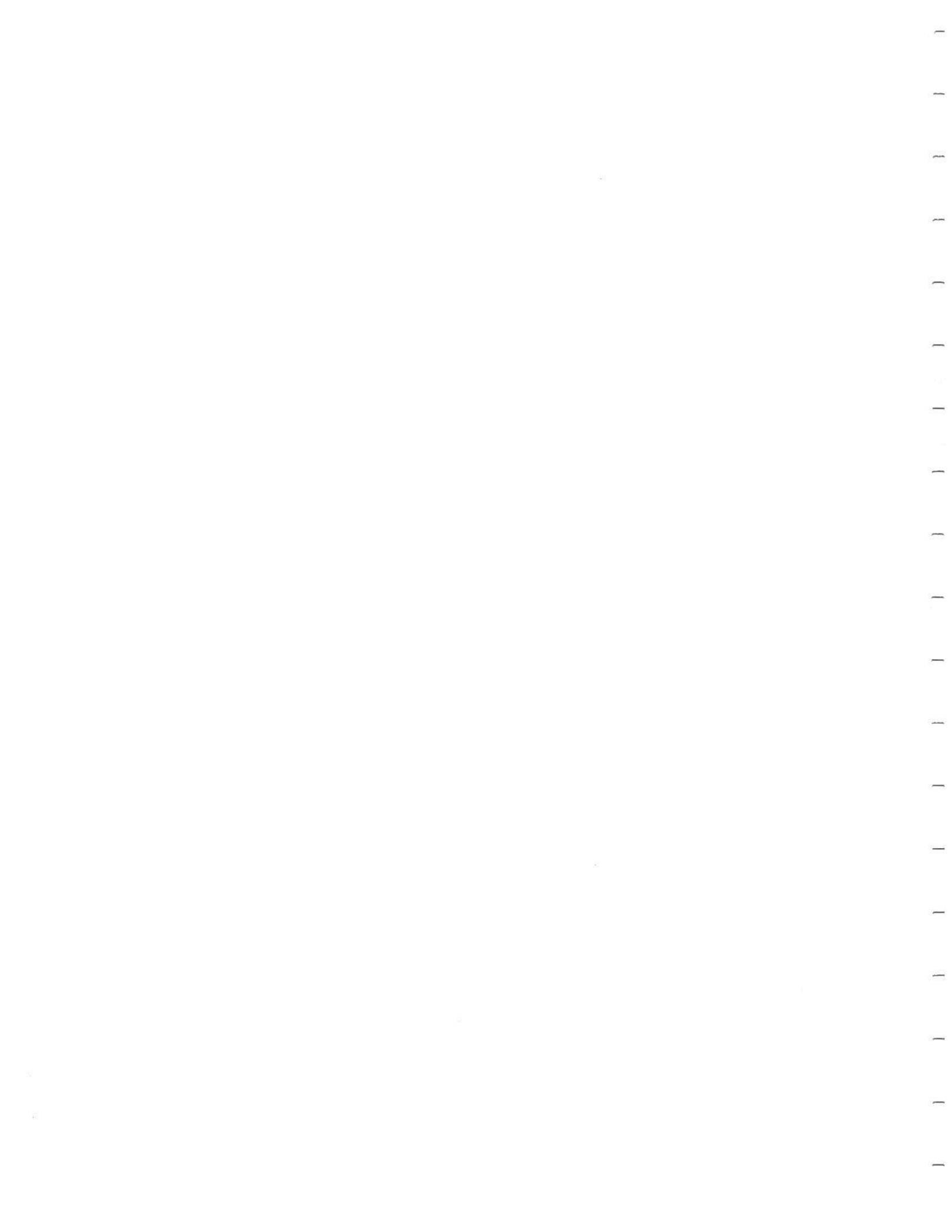
Off-site storage is to be reviewed every six months.

Off-site movement of club chattels is available temporarily for special events with permission of a majority of the members present at any meeting, provided notice of intent to make such request is provided at least one month before the vote.

In the event of an emergency request, three directors may approve temporary transfer of Club chattels. This provision is considered to be exceptional and is not intended to be routine.

Proposed: September 10, 2003

Approved: February 9, 2005



The Issue: Erection of Structures

The Concern: Unauthorised Building

The Remedy: Individuals or groups erecting structures on club property, building additions to existing buildings or structures, or constructing buildings, additions or structures in the name of the club must seek prior approval of the membership before initiating the building project. Materials for such projects may not be removed from the club property without approval of the membership, nor may it be purchased with a view to reimbursement from club funds.

Proposed: September 10, 2003

Approved: February 9, 2005

