

Schedule A

Position Description of the President

Role Statement

The President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors of the Association. The President ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

- a) **Agendas:** Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.
- b) **Direction.** Have general charge and supervision over all business of the Association; preside over all meetings of the Association, and all meetings of the Board of Directors; be a member of all committees.
- c) **Representation.** Serve as the Board's primary contact with the public.
- d) **Reporting.** Report regularly to the Board on issues relevant to its governance responsibilities.
- e) **Board Conduct.** Set a high standard for Board conduct and enforce policies and By-laws concerning Director's conduct.
- f) **Mentorship.** Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.
- g) **Succession Planning.** Ensure succession planning occurs for the Board.
- h) **Committee Membership.** Serve as a member on all Board Committees.

Schedule B

Position Description of the Treasurer

Role Statement

The Treasurer works collaboratively with the President and Officers to support the Board in achieving its fiduciary responsibilities.

Responsibilities

- a) Custody of Funds:** The Treasurer shall,
 - i)** have the custody of the funds and securities of the Club;
 - ii)** keep full and accurate accounts of all assets, liabilities, receipts and disbursements for the Club in the books belonging to the Club;
 - iii)** deposit all monies, securities and other valuable effects in the name and to the credit of the Club in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
 - iv)** disburse the funds of the Club as may be directed by proper authority taking proper vouchers for such disbursements;
 - v)** ensure financial statements are reviewed annually in accordance with the By-laws;
 - vi)** shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Club;
 - vii)** have the authority to pay invoices on behalf of the Club with all cheques being approved by two (2) of three (3) designated officers and or by electronic fund transfer (EFT) at the Treasurer's discretion; and,
 - viii)** perform such other duties as may from time to time be directed by the Board.
- b) Board Conduct.** Maintain a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.
- c) Mentorship.** Serve as a mentor to other Directors.
- d) Financial Statements.** Present to the Members at the annual meeting as part of the annual report, the financial statement of the Club approved by the Board together with the report of the auditor or the person who has conducted the review engagement, as the case may be.

Schedule C

Position Description of the Secretary

Role Statement

The Secretary works collaboratively with the President to support the Board in achieving its fiduciary responsibilities.

Responsibilities

- a) Board Conduct.** Support the President in maintaining a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.
- b) Document Management.** The Secretary shall:
 - i) keep a roll of the names and addresses of the Members;
 - ii) ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees;
 - iii) attend to correspondence on behalf of the Board;
 - iv) have custody of all minute books, documents, registers and the seal of the Club and ensure that they are maintained as required by law;
 - v) arrange for appropriate insurance coverage for Directors; and,
 - vi) ensure that all reports are prepared and filed as required by law or requested by the Board.
- c) Meetings.** Give such notice as required by the By-laws of all meetings of the Association, the Board and Board committees. Attend all meetings of the Association, the Board and Board committees.

Schedule D

General Club Rules and Disciplinary Process

Overview

The safety rules are established to ensure no individual is injured while using the Club's facilities and that Club property is protected from abuse or willful damage.

Each shooting Section within the Club has specific rules appropriate for its discipline. These rules are included in the Clubs Bylaws, appendices D through J. It is the Member's responsibility to be familiar with the Bylaws and to obey the safety rules. A copy of the Bylaws is provided on our website for your reference. Safety rules and the discipline process evolve over time and Members should review them periodically to remain current.

This Schedule outlines the current safety rules by Section and summarizes the disciplinary process for Members charged with violating them. It also includes protocols for courtesy which are also necessary to maintain a safe shooting environment.

Purpose of the Discipline Process

The discipline process is to discourage and correct conduct that threatens the safety of persons, disrupts Club activities, and/or damages Club property or equipment.

It will be applied consistently and fairly considering the potential consequences of the conduct in question and any relevant circumstances regarding the violation.

Penalties will be commensurate with the nature of the breach.

Applicability

Members

It is the responsibility of all Members to observe and respect the Club's rules regarding the safety of individuals and proper use and maintenance of Club equipment and property.

All Members are subject to the Club's disciplinary process for violation of the rules.

Members who bring Guests are responsible for signing them in, providing the requested information, completing the necessary waivers, and for their Guest's behaviour while on Club property.

Guests

Guests must follow Club Rules. They are not subject to the Club's discipline process, but are subject to reprimand or expulsion for violating Club Rules.

Ex-members of the Club are not allowed to shoot as a Guest. They must either pay non-member rates where allowed (such as the Clay Target Section) or re-join the Club and/or the appropriate Section.

Categories of Misconduct

The following categories of misconduct are subject to the discipline process:

- 1. Safety Violations:** which include any conduct that could result in the injury of a person.
- 2. Damage, Misuse of property and Negligence:** which includes behaviour that does not endanger persons but may result in damage to property and/or equipment and will be considered vandalism.
- 3. Misconduct:** which is behaviour that does not endanger persons or damage property or equipment but demonstrates lack of respect for Club rules, facilities and other persons which could lead to an undesirable incident.
- 4. Gross Misconduct:** which includes convictions for violent crimes that contravene Provincial or Federal laws. Whether the individual is incarcerated or not, Membership will be immediately revoked.

Range of Disciplinary Measures

Disciplinary measures include but are not limited to the following:

1. Permanent suspension from the Club.
2. Suspension from the Club for a specified period of time.
3. Suspension of guest privileges for a specified time.
4. Requiring the Member to re-take the Club Safety Course at their expense.
5. Requiring the Member to reimburse the Club for the cost of repairing damage to property and equipment.
6. Requiring the Member to make restitution to other persons.

Process

1. All Members are expected to immediately report violations of Safety Rules and acts of vandalism to a Range Officer, Section Executive, or Board Member. The discipline process commences when a verbal or written report of misconduct is received or the incident is recorded on one of the Club's video cameras.
2. The Section Executive will assess the circumstances and make a recommendation to dismiss or proceed with disciplinary proceedings.

3. If discipline is not deemed necessary, the report is filed and no further action is taken. However, the closed report will be reconsidered if further violations are reported on the same Member.
4. The Section may suspend access to the Club for any Member subject to a discipline charge until the case is adjudicated by the Board.
5. The Section will present the case to the Board verbally or in writing with all corroborating evidence.
6. The Board will discuss the case at a regular or special Board meeting (as defined in the Bylaws) to ensure fairness and consistency with similar cases in any of the Sections.
7. A Member found to have violated any of the Club Rules will be subject to the discipline process with potential penalties as defined above.
8. The Member will be notified of the Board's decision, the penalty and the evidence by "written notice".
9. The Member may appeal the decision in accordance with the section on "Appeal"

Appeal

Within 15 days of receiving a "written notice", the Member is entitled to give the Board a "written response", opposing the disciplinary action, providing any evidence supporting their contention, and requesting an appeal. Such "written response" which must be received by the Board within the 15-day period.

The Board shall consider the written submission of the Member and may invite the Member to a hearing for clarification before a final decision is rendered.

General Club Safety Rules

These Rules apply to all Sections of the Club where firearms are used and are supplemented by additional Rules for each Section. Club and Section Rules apply to all circumstances with the exception of the Fishing Section where firearms are prohibited.

1. All Members of the Club and any Guest using a personal firearm must possess and be able to produce the appropriate licenses and proof of membership on request and must obey all relevant federal, provincial and municipal laws relevant to Club activities as well as Club Rules and Bylaws.
2. A Member must complete the Section's safety course before being allowed to shoot without supervision by an experienced Member of that Section.
3. Guests must be supervised by their sponsor or an experienced Member of the Section. The supervisor can not shoot while supervising an inexperienced person.
4. Range "Open/Closed" signs must be used at all times at all ranges. The first person entering the range will "Open" it and the last person leaving will "Close" it.

5. Members, Guests and Clay Target Staff must wear eye and ear protection near active firearm shooting ranges.
6. On the firing line: all firearms and bows must be unloaded until it is the participant's turn to shoot and loaded firearms and bows must always be pointed down range.
7. Off-the firing line: firearms must be unloaded, the chamber empty, actions open and the muzzle controlled so that it always points in a safe direction.
8. Unsportsmanlike conduct such as aggressive physical behaviour, harassment or threats against another individual, arguing with Range Officers will not be tolerated.
9. Unnecessary distraction should not be made on the firing line while shooting is in progress.
10. Members must immediately report violations of safety rules or acts of vandalism to the Club Range Officer, Section Executive, and/or Club Officer.
11. Guest(s) will be allowed to shoot subject to the following requirements:
 - a. Guests must sign-in, provide all requested information, and complete a waiver prior to shooting every time they are on club property;
 - b. Members who sponsor a Guest can not shoot at the same time as their Guest but must oversee their activities to ensure safety practices are followed;
 - c. Guests must pay the non-members rate or any other charge assessed by the section; and,
12. Alcohol can only be consumed after firearms have been safely stored and the member has ceased shooting for the day. Alcohol may be purchased from our LCBO licensed bar and cannot be removed from the licensed area under any circumstances. Service will be controlled and can be denied.
13. Permission to serve alcohol in other areas of the Club may be granted for special events provided approval has been obtained from the Club's Executive and the appropriate licence has been obtained from the LCBO. Alcohol can only be consumed in such approved areas after firearms have been safely stored and the person has finished shooting for the day.
14. Use of illegal and recreational drugs is prohibited.
15. Prescription medication is acceptable unless it impedes the Member's ability to safely handle a firearm (ie. causes dizzy spells, lack of attention, physical fatigue etc.).
16. Children under 18, must be supervised at all times by an adult Member of the Section.
17. Members are responsible for controlling pets they bring onto the property at all times and for cleaning up after them.

Schedule E – Archery Section

Membership

Any Member can join the Archery Section.

The Section reserves the right to refuse any individual entry in the Section for cause.

Meetings

The annual meeting of the Archery Section to elect Section Representatives shall be held at the Club on the 1st Sunday in April. The time and location will be posted at multiple locations in the club.

The prior year's business will be discussed as well as upcoming events.

Nominations will be made for the two (2) positions of Section Representative, one of whom will be designated the Chairperson and the other the Treasurer.

The Archery Section holds at least three (3) events per year: a Traditional Shoot held in February; a Spring Shoot held in April; and, an Autumn Shoot held in August. Other organized shoots or fun shoots will be posted in the Archery Clubhouse and elsewhere on the Club.

Archery Section Rules

1. The following bow types are permitted: crossbows; compound bows; recurve bows; and straight bows.
2. Handheld crossbows are prohibited.
3. During regular shooting activities a Range Officer must be assigned by mutual agreement of the Members present. If only one member is present, that individual is the Range Officer.
4. Broad head or bodkin tipped arrows are not allowed to be shot at the butts or 3D targets.
5. Using any shooting platform is at the Member's risk. NO CHILDREN under the age of 18 are allowed on the platform.

Schedule F – Fishing Section

Membership

Any Member can join the Fishing Section.

The Executive of the Section reserve the right to refuse any individual entry in the Club for cause.

Meetings

The annual meeting of the Fishing Section to elect Section Representatives shall be held in the Archery Clubhouse on the 1st Monday in April at 8:00 PM unless otherwise posted.

Nominations will be made for the two (2) positions of Section Representative, one of whom will be designated the Chairperson and the other the Treasurer.

Fishing Section Rules

1. Firearms are not allowed.
2. All Members over 18 must have a valid fishing licence issued by the Ontario Ministry of Natural Resources and adhere to the individual species fishing season dates.
3. Only Members of the Fishing Section can fish in the ponds.
4. Only barbless hooks are allowed.
5. A maximum of two (2) trout per member per day can be harvested.
6. Injured fish must be kept and not released back into the pond.
7. All bass, koi, carp, crappie and goldfish must be released, unless injured.
8. Dogs are not allowed in the pond when members are fishing.

Schedule G – Handgun Section

Membership

Any person who is not legally prohibited from being in the vicinity of firearms and is a Member in good standing of the Club can join the Handgun Section provided:

- a) The person is 18 years or older;
- b) Possesses a valid RPAL;
- c) Has been “proofed” by one of the Section’s Safety Instructor’s;
- d) Has taken the required safety course or its equivalent as confirmed by the Section’s Safety Instructors.

The Section Executive reserves the right to refuse any individual entry in the Club for cause.

Individuals who wish to join the Section must:

- a) Pass a Club sponsored safety course;
- b) Complete a three (3) month probationary period commencing with the date the individual signs up for the safety course;
- c) Attend the Section on Monday, Tuesday and Wednesday evenings at least three (3) times each evening during their probationary period to practice under the supervision of an approved Handgun Section Member. The individual will be given a sheet to obtain the date and signature of the approved Member who supervised them. Completion of the sheet is necessary to obtain Membership in the Section;
- d) Successfully complete a qualifying/proficiency target. Consisting of 20 consecutive rounds on an 18” x 18” target shot from the firing line (indoor 20 metres or outdoor 25 yards).
- e) Complete the required signature sheet and qualifying/proficiency target within 6 months of becoming a probationary member.
- f) Attend the Section meetings which are held on the first (1st) Wednesday of each month at 7:00 PM at the Handgun Section Clubhouse;
- g) Be voted in by the Section Members at the section meeting after having completed the probationary period and having presented the necessary signature sheet and the qualifying/proficiency target; and,
- h) Paid Section Membership fees.

Meetings

Handgun Section meetings will be held the first (1st) Wednesday of each month commencing at 7:00 PM unless otherwise posted.

Prior to the Annual General Meeting of the Club, nominations will be made for the Three (3) positions of Section Representatives. These positions will be designated the Chairperson, Co-Chairperson and the Treasurer. These individuals will be elected by majority vote of Section Members

Handgun Section Rules

1. During regular shooting activities, a Range Officer must be nominated by shooters present and must be obeyed at all times.
2. Only the Range Officer can give "Range Open" / "Range Closed" commands.
3. On command to cease fire: all guns must be made safe with magazine removed, chamber empty, and actions open; the gun laid on the shooting bench pointing down range; and, the shooter must step back from the firing line until it is cleared for shooting by the Range Officer.
4. No shooter may go downrange without it being cleared and permission given by the Range Officer.
5. Guns must be pointed down range and Firearm muzzles must be kept below the berm height at all times.
6. Firearms are to be handled in the "Safe Zone" or on the firing line under the red light indicating the range is open. Live Ammunition is **not** allowed at the "Safe Zone" tables.
7. Only shooters or supervisors may approach the firing line.
8. The guest fee is \$10.00 per guest, per visit. The fee payment is to be placed in the fee envelope provided, with the information on the front of the envelope completed, and deposited it in the secure drop box provided.
9. A maximum of six (6) shooters will be allowed at the 25 yard distance. A maximum of four (4) shooters will be allowed at all other shooting distances.
10. Shooters must shoot only at those targets directly in front of them, cross-shooting is prohibited.
11. If a backlog of shooters develops, the Range Officer may place a time limit on all persons using the firing line and introduce a rotation system to allow all shooters equal shooting time.
12. Members are strongly urged to use a buddy system for safety reasons.
13. Club rules will apply for **action shooting events** and the Course of Fire as well as any deviations from standard Rules must be pre-approved by the Section Chairperson and Safety Officer.

14. All practice targets must be stored after use and the range cleaned of any debris.
15. No Steel core or Steel Jacketed projectiles of any calibre are permitted on the Handgun Range.
16. Handguns can be shot into the YELLOW and/or RED areas of the bullet traps.
17. Rifles/Shotguns can be shot into the RED areas of the bullet traps only. Shotguns are restricted to single projectiles (slugs), **shot is not allowed**.
18. Steel targets are permitted providing the target is in good condition, without deformation, and is capable of accepting the impact from the calibre being used.
19. Lights must be turned off and doors locked before leaving the range.

Range hours:

Monday, Tuesday, Thursday and Friday from 9:00 AM to dusk

Wednesday from 9:00 AM to 10:00 PM (under the Lights)

Saturday and Sunday 9:00 AM to 5:00 PM.

Schedule H – Indoor Range Section

Membership

Any individual who is a member of at least one of the Archery, Handgun, or Rifle Sections.

Meetings

The annual meeting of the Indoor Section shall be held prior to the annual general Meeting of the Club. The date, time and location of the meeting will be posted at the Indoor Section.

At this meeting the prior year's business and upcoming events will be discussed and Executives will be elected. Executives will consist of a Chairperson and Treasurer.

Indoor Section Rules

1. Targets may ONLY be placed on the provided target backers as in the image below.



2. A "Range Officer" must be appointed and obeyed when more than one person is shooting.

3. No person(s) shall go down range unless the firing line has been cleared by the Range Officer and the signal light has been set to "Range Safe - Green".
4. On command to cease fire: all guns must be made safe with magazine removed, chamber empty, and actions open; the gun laid on the shooting bench pointing down range; and, the shooter must step back from the firing line until it is cleared for shooting by the Range Officer.
5. Any projectile (arrow, bullet, pellet) striking anything but the backstop e.g. Walls, Baffles, Floor or the wall in front of the backstop, is considered unacceptable muzzle/bow control, may be considered vandalism, and dealt with accordingly.
6. The guest fee is \$10.00 per guest, per visit. Place payment in the fee envelopes provided, complete the information on the front of the envelope and deposit it in the secure drop box provided.
7. All bow and firearm shooting must be done from the twenty (20) meter firing line bench with the exception of Tuesday night ODPL and Friday night Archery practice.
8. Members who have passed the club's holster course and have been issued a club level black badge may shoot from between the twenty (20) meter firing line and the five (5) meter firing line if shooting alone or with another holster qualified member.
9. If two or more holster qualified members are shooting one member must act as a "Range Safety Officer" (RSO) whose commands must be obeyed.
10. It is not permitted to shoot forward of the five (5) meter firing line.
11. Archers must stand forward of the shooting line benches. The air handling system may remain in the Off position. Only arrows with field points are permitted. NO hunting style BROADHEADS are allowed. Archers must only shoot arrows into the approved archery targets. Archery targets are stored in the Ladies washroom foyer. Approved targets must be returned to storage after use. Arrows must not be intentionally shot into the rubber backstop.
12. When taking aim, the muzzle of all firearms and the aim point of bows must not exceed the target height to ensure that the target/backstop is the only place that a projectile can impact.
13. Only lead and lead core projectiles with copper jacket may be used on the range. The use of steel core, bi-metal jacket or any other non lead projectiles is strictly prohibited.
14. Lead projectiles may be shot from the 20 meter line e.g. for plinking etc. The use of lead projectiles is prohibited on the range whenever shooting from in front of the line e.g. ODPL, Holster Courses, action shooting.
15. Black powder handguns are permitted on the Indoor Range with the Range Officers permission and may only be shot from the 20 meter line.
16. Clean-ups must be done after all shooting e.g. floors cleaned, garbage picked up, shooting benches wiped off and tables cleared.

17. The indoor range is approved for bows, handguns (all handgun calibers) and rifles chambered in .22LR & .22MAG only. .22 Caliber rifles may only be shot by members holding both Indoor and one of rifle and/or handgun section memberships. Handguns may only be shot by members holding both indoor and handgun section memberships. Bows may only be shot by members holding both indoor and archery memberships.
18. The range is equipped with an air handling systems and signal light system. These systems are interlinked and it is mandatory that these systems be utilized whenever the range is in use (Archery Excepted).
19. The signal light system has three lights and a control switch. There is a Green "Range Safe" light, Red "Range Active" light and a Yellow air handling system "Caution" light.
20. The control switch has three positions, from left to right they are; "Range Safe - Green", "OFF" and "Range Active - Red".
21. When the range is not in use the switch shall be in the middle position "OFF". In this position all lights will be off and the air handling system will be shut down. Note there is a one minute shutdown delay so the air handling system may continue to run for one minute after the system is shut off.
22. When the range is to be used the switch shall be placed in the left position "Range Safe". In this position the Green light will be on. Firearms shall NOT be handled on the range and shooters shall not cross the cease fire line. Shooters may proceed down range and set/retrieve targets, clean up brass etc.
23. To handle or discharge firearms the switch shall be in the right position "Range Active". In this position the Red light will be on. Firearms may be handled and discharged in the safe direction. Shooters may not cross the firing line with the exception of Tuesday night ODPL and Friday night Archery practice or as described above for persons with a valid holster qualification.
24. When the signal lights are switched to "Range Active" the air handling system will automatically start. If for any reason the air handling system does not start up properly the Yellow "Caution" light will illuminate. There shall be NO shooting when the Yellow light is on.
25. If for any reason the Yellow light comes on while you are shooting declare a ceasefire immediately. If it remains on after three minutes, report the issue to the section executives. Do NOT continue to shoot.
26. When the signal lights are switched to "Range Safe" the air handling system will continue to run on for one minute, this is normal.
27. There is only one safe zone, it is in the lounge and it is clearly posted. Ammunition shall NOT be handled in the safe zone.
28. Firearms may only be cased, uncased and handled either in the safe zone or on the firing line under a Red Range Active light.

29. The indoor range is a smoke free facility. While in general smoking is permitted outside there is to be NO smoking within 30 feet of the propane tank or air handling system located at the lounge end of the building.
30. If you see anything you feel is unsafe or that requires the attention of the executive team please email galtindoorsection@gmail.com or call 1-226-218-3317.

Hours of Operation

The Indoor Range is open 24 hours per day, 7 days a week.

The range will be reserved for three Sections, Archery, Handgun and Rifle for different times which will be posted on the bulletin board at the main door of the building.

Schedule I – Rifle Section

Membership

Any member of the Club can join the Rifle Section. However, there is a waiting list and a requirement that new members to the Section take the training course.

Meetings

The annual meeting of the Rifle Section shall be held on the first Sunday in April at the Club unless otherwise posted in the Indoor Range bulletin board. At the annual meeting, the prior year's business and upcoming events will be discussed as well as the election of the Executive which shall comprise of a Chairperson and Treasurer.

Rifle Section Rules

1. No restricted or prohibited firearms are allowed on the range.
2. The "Range Open"/"Range Closed" sign must be used. The first person entering the range will "Open" the range and the last person leaving will "Close" the range.
3. If more than one person is using the range, one must be elected Range Officer and must be obeyed at all times.
4. When "Cease Fire" or "Range Closed" is called, all firearms must be made safe (unloaded, magazine removed and action open) and placed in the racks.
5. All persons must be clear of the firing line when personnel are down range.
6. When "range open" is called, all firearms must be pointed down range unless they are in the rack and safe.
7. Shooters must shoot at the target boards specified on each shooting bench. Shooting cross range is strictly prohibited.
8. The right side of the range is exclusively for .22 calibre rim-fire guns. .22 calibre magnum rim-fire guns and .22 calibre centre-fire guns are restricted to the left side of the range.
9. Only targets properly attached to the "interior" of the target boards can be shot at to minimize damage to the supporting frames.
10. Targets or objects must not be placed on top of the target frames.
11. Shotguns are restricted to slugs only, no buckshot or birdshot of any kind on the range.
12. Members must close and lock the gate behind them when entering or leaving the Rifle Section property. The combination is available upon Executive approval.
13. Members are allowed to bring a maximum of two (2) guests at any time and must supervise them at all times.

14. Shooters are expected to clean the range of all debris when they are finished shooting. Removing debris, even if you did not put it there, is appreciated by the Members.

Schedule J- Clay Target Sections (Skeet, Sporting Clays and Trap)

Membership

Any Member can join the Clay Target Section.

The Section reserves the right to refuse any individual entry in the Club for cause.

Meetings

Monthly meetings of the Clay Target Sections take place in the main Club house immediately following the monthly Board of Directors meetings on the third (3rd) Monday of each month (except October).

The annual meeting of the Clay Target Section to elect Section Representatives shall be held at the main Club house following the April board meeting. The time and location will be posted in the main club house.

Clay Target Sections Rules

1. Members must be able to prove they have a valid section membership in order to pay Member's rates. Non-Members will be charged a higher rate as will Members who have failed to pay their membership dues by the due date.
2. Guns with a chamber larger than 12 gauge are prohibited. Only shot shells designated for target or sport shooting with shot sizes 7^{1/2}, 8 or 9 are allowed (some brands may state target or hunting which is acceptable) and not more than 3 dram equivalent.
3. In a clay target station, the muzzle of the shotgun must be pointed in the direction of the shooting area and be outside the cage, through the shooting window.
4. When not at a shooting station all guns must be unloaded and break-action guns must be carried with breech open and pump and automatic guns must have the action open. Break-action guns may be closed when in the gun rack but must not contain a live or fired shell.
5. When the shooter is on the shooting station, ready to shoot but a delay occurs, the gun shall be opened and all shells extracted.
6. When a "yellow flag" appears beside a trap house, the shooters must open their guns, remove the shell(s), clear the shooting stations and place their firearm in the rack until reloading the machines is completed and the flag removed.

7. During the shooting of single targets in skeet and sporting clays, loading two shells may be permitted. However, if a single target is to be presented and the competitor is only allowed a single shot, only one shell can be loaded. This includes the last singles target on any station while shooting skeet.
8. A shooter will not be permitted to use a gun with a release trigger unless the referee and other members of the squad are notified. Guns with release triggers must be marked with designated safety stickers.
9. A shooter must shoulder the gun when shooting (shooting from the hip is not allowed).
10. The shooter must not interfere with the preceding shooter by raising his/her gun to point or otherwise create an observable distraction before the preceding shooter has fired.
11. No person shall go past the firing line while the Club is in operation unless the Range Officer has called a "cease fire", and guns are cleared and open.

Schedule K

Record of Amendments

Amendments to By-laws (specify: date; approver – such as majority vote of the board or majority vote by the membership; statement of the amendment; limitation, if any):

Date – Annual General Meeting held in **Location** – by majority vote the membership ratified the revised By-laws for the Corporation to comply with Ontario's Bill 65.

May 6, 2021– **Galt** – **Revised Bylaws**