

# KEY CITIES CONSERVATION CLUB

P.O. BOX 216 Madison Lake

, MINNESOTA 56002



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# MEMBERSHIP HANDBOOK

1/1/14 edition (2014 1.0)

## **Preface**

This membership handbook is intended to provide necessary information on what can, and cannot be done on the club property. It entails policies, rules and guidelines. Policies are those items that we must enforce as they are in our bylaws, and/or have insurance consequences. Rules are made for the safety of all members and are strictly enforced. Guidelines are items that are common courtesy, and are expected to be followed as members. Please remember that we are a private club and have no "full time staff" that provides services to the property. Tasks are done either by hiring it out, or performed by volunteers. We have many members with various skills, and ask that our members keep abreast of current projects the board and/or the general membership may be developing and hopefully volunteer in those areas in which you may have experience, or an interest in. This membership guide/handbook is for the benefit of all members and is provided to all new members upon sign up for membership. It is also available on our website or a hardcopy will be available at any general membership meeting and/or board meeting.

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## Membership Definitions

There are several types of memberships available for KCCC. The costs for these are posted on our website, and are posted at the club meeting(s). The most common of these is the “regular member” type. This is a yearly membership that comprises of dues, gate key, (this fee is charged for whether the member wants a key or not) and administrative fees (one time charge for new members, or for members that have had their memberships lapse for more than six (6) months) and includes you, your spouse, any children (under 18) and any grandchildren (under 18). Note: All members’ children (listed on the membership application) must be accompanied by their primary member or spouse while on club property.

Life memberships are just that, lifetime members. This type of membership also includes spouses, and children and grandchildren (under 18). This means that if the primary life member dies, the membership for the spouse is still active until that person is deceased. Life memberships DO NOT carry over to their children or grandchildren once they become 18 years. Although these members are “lifetime” members, they still must renew their gate key once a year.

Provisional Memberships are for those that just want to participate in club sanctioned events, such as Adult trap shooting league, 5-stand, Pin Shooting, Archery, Sunday open trap, etc. They are NOT given or pay for a gate key card.

**ALL ADULT MEMBERS MUST DISPLAY THEIR MEMBERSHIP CARDS WHILE ON THE CLUB PROPERTY REGARDLESS OF THEIR TYPE OF MEMBERSHIP.**

Sign-ups and/or renewals are done at the general membership meetings (every third Thursday of the month) one hour (6:00 PM) before the meeting starts (7:00 PM) and directly after the meeting ends, if necessary. Membership meetings are at the club house from May to October, and at the Morson Area VFW in Mankato, MN from November to April. For those that cannot make this meeting, board meetings usually have someone there to offer renewals and new memberships. Please call the person in charge of memberships listed in the newsletter to confirm before coming out to the board meetings, if you cannot make the regular membership meeting.

New members must sign a waiver form and a rules/regulations form and must list their spouse and any children or grandchildren if they wish to be on the club property. Spouses must also sign both the waiver and rules if they want a membership card that allows them to be on the property. Membership cards must be filled out (front and back) and the top half will be given to the member along with a card holder, to be displayed while on club property.

Beginning in 2014, all current members will only have to fill out a membership card. However, if they wish to add a child, or if they have a new spouse that has not signed a waiver or rules/regulations form, then they must do so at the time of renewal.

## Property Access

At present, only members are allowed on the property. The only exceptions are:

- Non members that come to the property with the intent to become a member.
- Non-members that come to the property to attend Youth Day (waivers must be signed)
- Invited guest speakers, presenters, or demonstrators, (i.e. Guest speakers at the Board or General Membership meetings, Youth Day Demonstrations, Savage Arms Day, etc.)
- Service providers (Garbage removal, snow plow, road grader, etc.)
- Club sponsored Firearm Safety Class participants.

Although access to the property for members is 24/7, there are certain limitations to the activities that you may wish to partake in, such as shooting, hunting, camping, etc. These are addressed in other sections of this guide.

Access to the property is generally through the front gate. If for some reason the gate does not work, do not park in front of the gate, or on the road (you will be ticketed by local law enforcement if caught). There is a wildlife management area parking lot just south of the gate, and you can park there if necessary. As our property is adjacent to the wildlife management area, members that access our property through the wildlife management land is legal, but it is **not recommended**. There are shooting ranges, both trap and rifle, between the wildlife management area parking lot and the club house, and there may be shooting in progress. Please, walk down the road to the gate, and follow the driveway into the property.

## Entrance Gate

The entrance gate is for access by standard and life members (and service providers). They are given/assigned a gate key (renewed yearly) to access the grounds. If you have a gate key card, make sure the gate closes behind you if you are the last one out. There is a sign on the gate with a number to call if there are any issues. If you do not have a gate key, or your gate key card does not work, **do not drive around the gate or dismantle it to gain access**. The phone number on the gate is there to call if there is a problem with the gate. If the person that is on the contact list can, they will come out to assist, but this may not always be possible. If there appears to be a gate issue, most of the time it is because the gate key card has been deactivated (membership or key card key renewal has expired). Check to make sure your gate key is still active before calling on a “gate” issue.

## Gate Key Cards

Gate key cards will be deactivated one year from the month issuance (coincides with regular membership renewals). Life members must renew the gate key card on a yearly basis. It is the responsibility of the holder to make sure their gate key has not been deactivated. Gate key cards are issued with new memberships. Members are requested NOT to allow any other member to use their card. **Allowing non-members to use your gate key will have your membership cancelled.**

## **Club House**

The clubhouse is not open for general use at this time. It is only open during meetings (board, general membership, firearms safety classes, 4 H, etc.), or when there is a club sponsored shooting event, i.e. pin shooting, trap shooting, etc. or any other committee meetings. All other buildings are locked (other than the pump house) and only certain individuals have keys to access them. If there is no one else on the property and you notice any of these buildings open, please contact the President (number is listed in the newsletter) or any board member.

The patio behind the club house is for the members use, including either the charcoal grill or the gas grill. Please keep both clean. If you find the LP\* tank is getting low, then notify the President (see last page for contact info).

\*Note: Please remember to close the tank valve when not in use.

## **Trap Range**

The trap range is open to all members. However, there are scheduled times that it is closed (see range closing schedule posted in the newsletter). The manual throwers that are at the range (and not locked up) are for the members use. You can bring your own clays, or you can reuse any clay targets you find in the field south of the trap house. Any clay targets that do not make the “tall grass” should be picked up and left on the trap house when you are done shooting. This will help the person that cuts the grass. Also put the chairs and tables back on the cement sidewalk if you have moved them on to the grass. This will also help the grounds person when the grass is cut. Please remember to record your number of rounds shot. There is a small box located at the trapper stand just to the north of the trap field. See separate section on trap range rules.

## **Shooting Shelter**

The shooting shelter is also open to all members. This is also subject to range closings (see schedule). The “pistol range” (25 yd facing west of the shelter) is generally for pistols and .22 rifles only. However, if you can shoot center fire rifles, they must be shot into the dirt berm versus the bullet catcher. This also applies to shotguns (the wads and/or sabots clog up the auger when emptying the catcher).

When shooting from the tables, the far left table is for the 200 yd range, the middle one is for the 100, and the right one is for the 50. Please do not cross fire. Shoot only rim fire rifles and pistols into the bullet collectors (if present) and remove your targets when done.

Do not mount your targets on the vertical posts. Spent cartridges may be taken home, discarded in the trash bin (in the parking lot) or left in the box behind the pop machine labeled as such. Please record your shots. The box with the papers to record your shots is located at the entrance to the shelter.

You must wear ear and eye protection whenever you are in the shelter and someone is shooting. Ear protection is provided (located at the shelter entrance) if you forget yours.

There are times that the range may be open, but the 200 yd may be closed. This will also be on the range closing schedule, and there will also be a sign at the shelter entrance to notify you of this. Shooting can only be from 9:00 AM to Sunset.

Semi-automatic firearms that incorporate a “bump-stock” that makes the firearms appear to be fully automatic ARE legal to shoot at the club as long as they are sold (and are legal to sell) as semi-automatic firearms. Fully automatic firearms are NOT allowed, unless approved by the board AND when the Sherriff’s dept. is notified (requirement). We ask that any semi-automatic firearm that experiences “double taps” (malfunctioning mechanism that allows the firearm to fire more than once when the trigger is pulled) to be immediately cased and removed from the shooting area.

## Range Rules

The following are additional rules that should be observed when at the shooting **shelter/range (not the trap range)**

All firearms must be unloaded and encased when moving to and from the parking lot and to and from the firing line. Firearms may be uncased and either put in the rack or on the shooting bench you are using. Do not let them lay on the picnic tables uncased.

While at the shooting benches, muzzles must be pointed down-range at all times. Racked and tabled (shooting bench when not firing) guns **must have their actions open** and verified to be unloaded. All other times, please practice the general rule of “muzzle control”.

Before going down range a shooter must verbally confirm with others on the firing line of their intent to do so and visually verify that all firearms on the firing line have their actions open and are unloaded.

**No handling of firearms is permitted and actions must be open** when others are down range. This “no handling” includes making sight adjustments, removing slings, repositioning sandbags, etc. Gun actions may be closed when it is safe and clear down range and ready to immediately fire at the designated target.

If carrying or otherwise handling a firearm on the range, firearm must be unloaded, action open and muzzle pointed downrange or at the ground or sky.

Firearms must be handled and fired in such a manner that a shot **will not** travel over or past the berm or embankment of the range.

The use, or being under the influence of, drugs or alcohol when on the range or handling a firearm is strictly prohibited.

All persons on or near the firing line must wear eye and hearing protection, even if they are not shooting.

Absolutely no horseplay of any kind is permitted on or near the firing lines.

Persons under the age of 18 must be supervised by an adult at all times.

Report any safety violations to any club officer or club board member immediately.

## Trap Range rules

### Shooting events

1. Although recommended, shotguns are NOT required to be encased when transporting from your vehicle to the trap range.
2. All shotguns must be unloaded and verified (actions opened) while transporting from vehicle to trap range.
3. Load your shotgun when at the stations and only just before calling for your clay target. DO NOT load your shotgun and then move to the next station.
4. When at your station, you can put ONE (depending on the shooting event) round in the magazine (or in the barrel of break open type shotguns), but do not close the receiver or the shotgun until it is your turn to shoot.
5. Keep muzzles pointed down field when at the stations. Follow general “muzzle control” rules when moving from one station to the other.
6. Always walk **behind** the other shooters when moving from station #5 to #1, and never in front of them.
7. When the trap house must be reloaded with clay targets, all shotguns must be unloaded (including magazines) and muzzles pointed up.

When using the trap range for personal use, please follow all firearm safety rules. There are manual throwers available for anyone’s use, but please return them to near the duck tower.

The trap range is for shotguns with shot shells only. DO NOT fire pistols, rifles, muzzleloaders, or slugs. The shooting shelter/range is made specifically for these types of firearms.

## Archery Range

The archery range is also open to the members. It is located north of the club house. Proceed on the road leading north through the woods until you get to the clearing where the back stops are located. Please check the calendar on the website or newsletter for any closings that may be scheduled. There are no time restrictions for shooting at the **archery** range.

## Personal Property

Personal property shall not be left on club property. There have been instances where personal property was used for a specific project, and was kept on the property until that project was done, but that happens on a rare occasion and is acceptable. There have been personal items left on the property without the knowledge of anyone on the board or any of the officers of the club, which were not part of a project, such as deer stands, trailers, etc. These items must not be left on the property. Any such item that is found unattended, will be noted in the newsletter, and if within a reasonable amount of time the item is not removed or claimed, it will be discarded or appropriately dealt with. Any personal items that you bring on the club property must also leave with you. **DO NOT** leave deer stands\*, camping trailers,

boats, decoys, targets, etc. unattended for any extended length of time, including overnight. Due to the number of members in the club, we cannot allow deer stands, boats, decoys etc. to be left on the property, as all hunting is on a first come, first served basis (see separate item listing).

\*Note: Through much discussion, we have opted to allow deer stands to be left overnight, but only during the deer season. However, it must have some form of identification on it.

## **General Etiquette**

One of the biggest issues we have is people not cleaning up after themselves. The club is OUR'S, so keep it clean. Also, if you see something that should be repaired, removed, is missing, or damaged, please report it. Pick up any garbage you see, pull a weed, sweep the sidewalks, pick up empty shell casings, etc.

## **Other items:**

**Bird Feeders** – Bird feeders are maintained by volunteers. We try to feed them during the winter months, as they (the birds) can generally take care of themselves during the rest of the year.

**Hunting** – Although any member is allowed to use the property for hunting, please be aware that we have many members, and hunting is on a first come first served basis. As on any personal or public property, you should have a current license for the game you are hunting. There is a wildlife management area adjacent to our property and it is well marked. Feel free to access the WMA, but be aware of the hunting regulations pertaining to public lands versus private lands.

If you are deer hunting and want to use a deer stand, then that deer stand is designated as private property. See separate item on Personal Property in this guide. If you are duck hunting, the same applies to decoys and boats.

ALWAYS REMEMBER THAT WE HAVE A SHOOTING RANGE OPEN TO SHOOTERS EVEN DURING THE HUNTING SEASONS. MAKE SURE YOU ARE AWARE OF WHERE YOU ARE ON THE PROPERTY AND AVOID HUNTING AROUND OR BEHIND THE RANGE(S)

**Dogs** – Dogs are welcome to be on the property. Several members bring them out for exercise and training. This is especially appreciated during those months when they are not allowed to be off leash on public lands. Remember that the WMA is public, and do not let your dog off leash during those months when it is not allowed. To be courteous to the other members, if your dog decided the middle of the parking lot, or any other area where people normally gather, is a good place to relieve itself, we ask that you please remove any “gifts” that are left behind.

**This handbook is continually being revised and/or updated. If you would like to see something clarified, added, or changed\*, please contact the President of the club at:**

KCCC  
PO Box 216  
Madison Lake, MN  
56063

or

[president@keycitiesconservationclub.org](mailto:president@keycitiesconservationclub.org)

\*Note: Some items may not be simply changed, and may require a vote by the board and/or the general membership to do so.