

MCWCC POLICY STATEMENT

GUEST EVENT USE OF FACILITIES INVOLVING FIREARMS & ARCHERY

NOVEMBER 2023

Purpose:

To ensure consistency when evaluating requested guest events and ensuring all events held on MCWCC property adhere to the safety protocols established by the club. This statement applies to all events held on MCWCC property (excluding those designated as an official MCWCC sponsored event). This statement applies to both charitable and for-profit events seeking to use the property.

For the purposes of this statement, an “event” shall mean an organized activity involving the use of firearms (or archery) for training, instruction or competition/competitive shooting in which all or part of the facility is reserved to restrict access for such event, and, participants are charged a fee or asked to make a donation, regardless of the number of participants.

Guidelines:

- Upon receiving a request to use the facility, a representative from Safety Committee (or Board member) shall be appointed by the President to act as a liaison for the event.
- Prior to granting approval, a due diligence review shall be conducted and documented as outlined on **Exhibit 1**.
- Instructors and External RSOs shall adhere to the minimum qualifications as defined by the MCWCC Safety Committee.
- The liaison may, in consultation with CRSO (or their designate) make recommended changes to the Range Plan/Course of Fire/Safety Briefing as a condition to using the facility.
- Approval of the Liaison is required for the event to proceed, and prior to the property being reserved.
- The Safety Committee is charged with creating a formal pre-event contract to be signed by the party managing the event which shall include the following:
 - Agreement to comply with MCWCC rules, conditions for use and safety requirements,
 - Acknowledge that our CSROs and RSOs have final say and decision during the event,
 - Indemnify MCWCC against all liability (direct and indirect) associated with the event,
 - Provide a qualified Medic (cannot be a participant) on-site throughout the event,
 - Provide evidence of liability insurance as the primary coverage.
- MCWCC RSOs may be utilized to supplement the event as warranted.
- On each day of the event, a range-specific record shall be made to track the assignment of emergency action tasks for the respective event as outlined on **Exhibit 2**.
- Event Participants, vendors and spectators (i.e., any one not a current member of MCWCC) shall be required to complete a Guest Waiver before the start of the event.
- Vendors, if any, working the event shall be instructed to bring their own equipment and haul away their trash to minimize the use of MCWCC equipment or utilities.
- The MCWCC Officers and Board reserves the right to assess a Usage Fee to recoup costs and wear to the facility.

MOORE COUNTY WILDLIFE CONSERVATION CLUB

EVENT NAME: _____ **DATE:** _____

PLANNING CHECKLIST

To be completed by the Club’s designated Safety Officer assigned to review the subject event. This form (including attachments) documents the club’s due diligence review and is required for all live-fire shooting events held on the facility. This review expires 364 days after its effective date, after which a new review is required before using the club’s facilities.

Solely for the purpose of determining whether or not a due diligence review is required, a live-fire shooting event exists when the following three attributes are true:

- One or more ranges are reserved
- Non-members are allowed to participate as a shooter
- Funds are solicited (including requesting donations or charging a de minimis amount) regardless of the intended purpose

Review and Consider the following:

(attach supporting documentation)

1. Range Plan (including Course of Fire) description of the Event
2. Safety Briefing for the Event (including designation of Medic(s))
3. Evidence of Liability Insurance
4. Signed MCWCC Liability Waiver
5. Responsible Party Working List (includes certifications and/or designations)
 - a. Match Event Coordinator & Lead RO(s) (include phone & email)
 - b. RO & RSOs (w/ station assignments)

Other Considerations: _____

Review Conducted by: _____ (print)

Reviewer’s Signature: _____

Date Approved: _____

DATE: _____

EVENT NAME: _____

RANGE NO. _____

RO: _____

EMERGENCY ACTION PLAN (“EAP”) ASSIGNMENTS:

TASK	PRIMARY	SECONDARY
CALL FOR EMS		
GIVE FIRST AID		
ORDER CEASE-FIRE (ON ALL RANGES)		
TAKE NOTES ON EVENT		
MEET EMS AT ROAD/GATE		

REMINDERS:

- Invite participants to make you aware of medical concerns
- Advise participants that RSOs may use physical touch to communicate
- Direct all participants to location of Range Sign/Address
- Advise as to nearest toilet facility and check-out process for leaving range

RSO: _____

Signature: _____