



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

May 27, 2016

A. Management Reports

- 1. Manager's Notes -- See weekly report**
- 2. Finance Department -- No weekly report**
- 3. Public Works Department -- See weekly report**
- 4. Community Development Department -- See weekly report**
- 5. Police Department -- See weekly report**
- 6. Fire Department -- See weekly report**

B. Calendar

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager *KS*
Date: May 27, 2016
Subject: Weekly Report

1. Rubbish Removal in Construction Zone – As always, rubbish removal is a challenge on the streets involved in the road reconstruction process. The Village is working with Republic and the construction contractor on a system to have residents move cans to several central locations on the block. Amongst other things, this may require that cans be marked with the address. We are also working with Republic to have the rubbish removed earlier than normal on those streets so that construction crews can be free to work after that. We hope this helps. In any case, we will continue to work with all involved to ensure this service is provided.
2. ComEd Annual Report – Staff met with ComEd on Tuesday to review our annual franchise report for 2015. Though Clarendon Hills saw a spike in the average number of outages per customer, the length of time for power interruption remained stable. Though weather incidents were a part of the reason for the spike, it appears that issues regarding tree limbs and vehicular accidents played a larger role.
3. Hinsdale Golf Club Skeet Shooting Information – At the last board meeting we discussed a complaint regarding skeet shooting at the Golf Club. The discussion was tabled to seek additional information. Attached is a copy of information that was discussed at the meeting, including information from the National Sport Shooting Foundation (NSSF), the National Skeet Shooting Association (NSSA) and the Golf Club's SOP for the facility. I believe representatives of the Club were going to confirm the distance to the nearest home, but a cursory review shows it be more than 250 yards to the back property line. *Attached info is after other reports in this packet.*
4. Memorial Day Holiday – Village offices will be closed on Monday for the Memorial Day Holiday.

5. Letter Regarding Parkway Reflective Markers – Last week we reported that the letter regarding reflective markers was distributed. We have received just a few comments so far. We will report to the Board as we get more responses or get closer to the August deadline we established.
6. Planting Partners – The planting beds were planted by Three Tree Landscape this week in the downtown. Public Works will be putting down the mulch soon. Planting Partner sponsorship plaques will be placed in the beds that are sponsored within the week. Here is a list of this year's sponsors to whom we are very thankful for their support in making our downtown more beautiful each year.

Christopher B. Burke Engineering

Donald E. Morris Architects, PC

The Rediehs Family

The Marquardt Family

The Palumba Family Foundation (Through Orange Crush)

Protek International (Dan Bellich & Keith Chval)

Tate Enterprises, Inc.

Barbara Doll

Donna and Darren Vilmin

Enjoy the holiday weekend.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Michael D. Millette P.E., Director of Public Works
Date: May 27, 2016
Subject: Department Report

1. The 2016 Road Improvement Program is progressing on schedule. The new concrete shoulder on the first side of Harris, Hudson Ridge and Ruby is complete and driveway access has been restored to all but six houses which have paver block aprons. These last six will be completed today or temporary gravel ramps will be provide to ensure that residents have access for the Holiday weekend. Patching work over the water main trenches was completed on Western yesterday and will be completed on Park today. Next Tuesday, grinding will begin for the second concrete shoulder in the four active work zones. The installation and driveway restoration is scheduled for completion by Jun 10th leading to road surface paving the week of June 13th. The project is slightly ahead of schedule.
2. The CBD plantings are mostly complete and we will begin watering as soon as this coming Sunday should we not receive sufficient rain tonight. We are also cleaning and mulching the smaller beds in the greater CBD area (primarily Ann, Burlington and Park). We are contemplating some smaller perennial plantings in some of these areas.
3. Our annual Public Works Week Open House was held at our facility last Friday. Here is a bit of feedback we received from Mary Brown:

Hi Chris,

Here are both boys (Jack & Charlie) in the "big truck." It was difficult to get Charlie out of it and now whenever he sees one of the Public Works vehicles he says "drive truck!" It was very nice, as usual! Thanks for all your hard work! The boys loved it!

Mary

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: May 27, 2016
RE: Department Report

1. **ZBA/PC Meeting.** On 5/19/2016 the Zoning Board of Appeals/Plan Commission (ZBA/PC) heard two cases: 1) Text Amendment to allow the installation of pedestrian orientated blade signs (signs mounted perpendicular to the building face) in the downtown business districts, and 2) the final Planned Unit Development Plan for the 9-23 Walker Development. The ZBA/PC's recommendation to approve both cases will be presented to the Village Board on June 6th for consideration and potential action on June 20. The draft minutes are posted on the Village website at www.clarendonhills.us/zbapc.
2. **EDC Meeting.** The Economic Development Commission (EDC) held their second meeting last Tuesday evening (5/24/2016). The topic of the meeting was "Challenges of Operating a Small Business." Our guest speaker, Mr. Larry Barrows of SBDC spoke and facilitated the discussion. The draft minutes are posted on the Village website at www.clarendonhills.us/edc.
3. **Earth Flag Update.** On 5/24/2016 Zach Creer and I met with Kay McCeen, Executive Director of SCARCE and Erin Kennedy, Westmont Environmental Improvement Commission member, to discuss our continuing efforts to develop the education gardens, and the Village's Commitment to earn its DuPage County Earth Flag. In the upcoming months, Zach and I will be working with Mrs. McCeen to conduct a green audit of our Village Facilities and Services, and to develop training and community-wide education programs. With community support, we hope to earn our Earth Flag by this Fall.
4. **Permits.** So far in May the Village issued twenty-six (26) building permits, including one (1) home, having a total reported construction value of \$710,032.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: May 27, 2016
To: Village Manager Kevin Barr
From: Chief Boyd Farmer
Subject: Weekly Activity Report

Recent events and training:

- May 25, Officer Talerico attended the monthly DuPage Juvenile Officer's Association meeting.
- May 24, Officer Katsaros attended a NEMERT training class for first responders: "Tactical Responses".
- May 24, Detective Shirley attended FIAT training.
- May 27-30, during this Memorial Day holiday, the Department will be conducting DUI and seat belt enforcement as part of the state wide "Click-it-or-Ticket campaign.

Significant traffic and criminal activity during the period May 21, 2016 through May 27, 2016.

May 22, an officer was called to the Jewel Food Store parking lot for a report of Hit-and-run. The 30 year old Willowbrook resident reported an unknown vehicle had hit his parked vehicle. White paint transfer was on the victim's vehicle.

May 24, the resident in the 200 block of Coe Road reported his vehicle, which was parked on the street had been damaged by a passing vehicle. The damage was reported over \$500. Black paint transfer was found on the victim's vehicle.

May 24, a resident in the 100 block of Ogden Ave. reported a case of identity theft. The offender opened 10 credit card accounts using the victim's information.

May 23, a resident in the 400 block of Park Ave. reported a case of identity theft. The offender had used the victim's information to take a personal loan out. The victim discovered this when a collection agency called him and reported a loan for \$6,000.00 was overdue.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: May 27, 2016
Subject: Weekly Department Report 2016-11

1. Fire Prevention Bureau Activity during the past week.
 - Seven (7) Fire and Life safety Inspections were conducted
 - Eleven (11) Pre-plans were entered into our electronic data base
2. Training Report:
 - Wednesday evening, twenty five (25) firefighters attended weekly training. This week was scheduled to be pumping operations with the Hinsdale Fire Department, but because of the heavy rains, small equipment training was conducted inside.
3. Emergency Medical Services Report:
 - No report.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - This week we were working together to maximize our response/sharing guidelines with Du-Comm.
5. Emergency Management Report:
 - No report.
6. DU-COMM Transition information:
 - On April 27th all fire and police dispatch operations were transferred to Du-Comm. During the past 4+ weeks everything is working well with only a few very minor issues which were corrected immediately.
 - On Wednesday afternoon, Chief Farmer and I returned all of our SWCD owned mobile data computers and related equipment. Each item was photographed before the return and also each item was listed by model and serial number and then signed for by a SWCD representative just to make sure there are no problems with missing equipment in the future.
 - Also on Wednesday, the SWCD radio service contractor was at the fire station to remove the remaining SWCD owned equipment in the fire station.
 - Also on Wednesday, SWCD had a tower company at our water tower and removed all SWCD owned antennas, microwave antennas, antenna mounts and antenna cable. So as of today all SWCD owned equipment has been removed and/or returned to SWCD.

7. On Tuesday afternoon, Police Pension Board President Rick Talerico, Interim Finance Director Rich Hentschel and I met and opened five (5) proposals for Actuary services for the two (2) pension funds. We were able to narrow down the acceptable proposals to two (2). We have developed questions for each of the remaining two (2) and telephone interviews with are scheduled for next week. Also both the Police and Fire Pensions Boards are scheduled to meet before the June 6th Village Board meeting so that they will have a recommendation on which Actuary firm to choose.
8. Our Generator contractor was at the fire station on Wednesday to perform the 6 month maintenance check on the generator and also install a new replacement generator monitoring system. The other three (3) village generators will be scheduled for maintenance checks in the near future.
9. Today a new replacement copier was delivered at the fire station. This copier will be installed next week and connected to the network.

Incidents of Interest:

- Thursday, May 26th at 6:41 PM. Clarendon Hills Ladder 86, Engine 86, Medic 86, Squad 86 and Hinsdale Engine 84 responded for smoke inside a Condominium building located at 5705 Holmes Ave. Upon arrival firefighters found no smoke in the building, only a resident smoking a cigarette on a balcony.

10. Mutual Aid Calls:

- Monday, May 23rd at 2:45 PM. Clarendon Hills Medic 86 responded to assist the Tri State Fire Protection District for an ill patient at 6102 Knoll Valley Drive in Willowbrook. One (1) patient treated and transported to a local hospital.

11. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
- During the past week, the fire department responded to twenty two (22) emergency calls.

If you have any questions or require additional information, please contact me.



HINSDALE GOLF CLUB

140 Chicago Ave
Clarendon Hills, IL 60514

SKEET RANGE

STANDARD OPERATING PROCEDURES

12/01/2015

TABLE OF CONTENTS

SECTION 1: History of Skeet Shooting at HGC

SECTION 2: Skeet Field Layout

SECTION 3: Reporting Structure

SECTION 4: Safety Plan

SECTION 5: Skeet Range Operations

SECTION 6: Emergency Response Plan

SECTION 7: Range Operator & Range Safety Officer Training Requirements

APPENDIX A: Clubhouse and Skeet Range Inspection Checklist

APPENDIX B: Emergency/Injury Report

APPENDIX C: HGC Skeet Safety Certification and Release

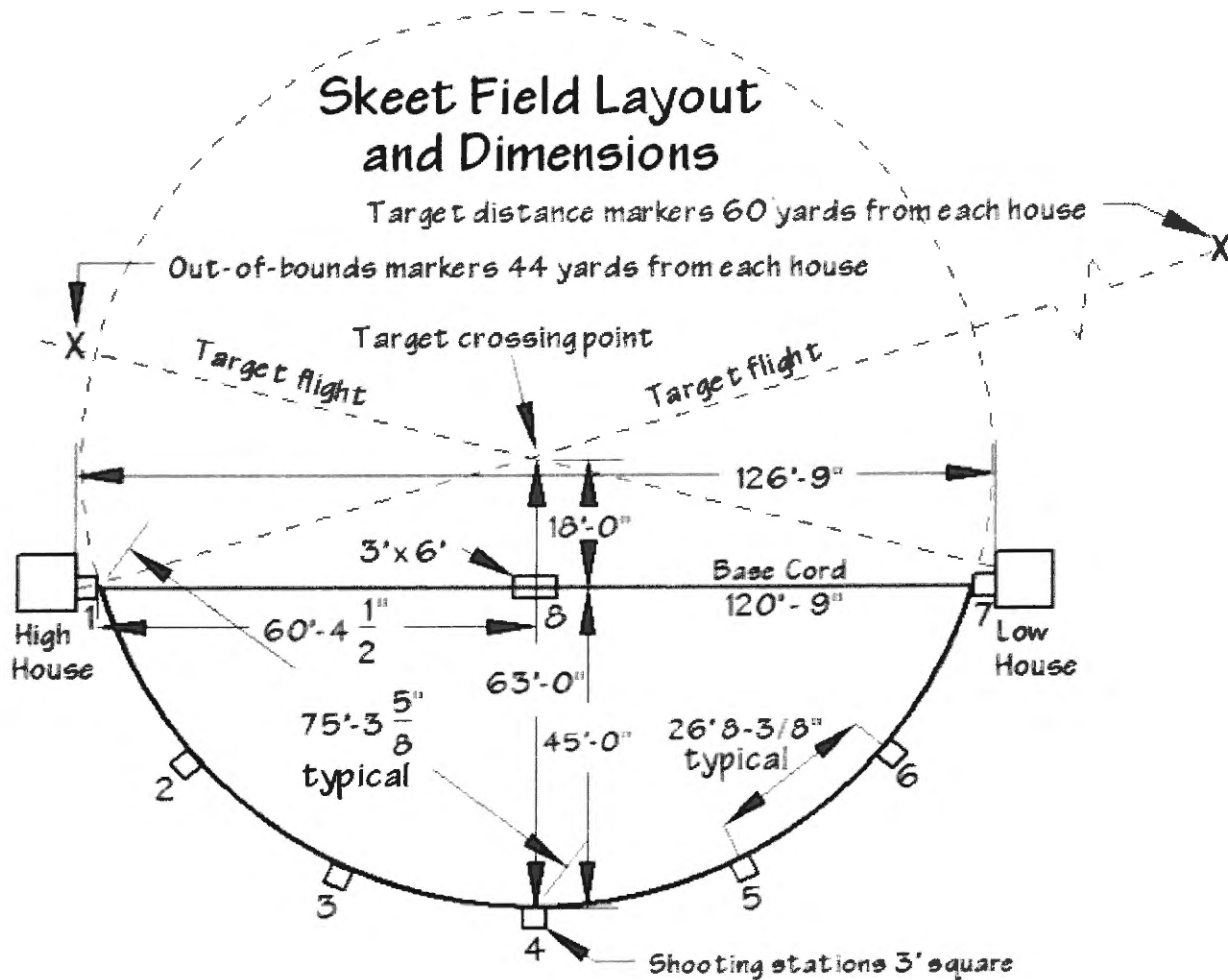
APPENDIX D: Skeet Range Safety Briefing

SECTION 1

History of Skeet Shooting at HGC

Skeet Shooting at Hinsdale Golf Club dates to 1943. This program has created keen competition, lasting friendships, and vibrant activity at the club during the winter months. It promotes the shooting sports, and welcomes and includes youth and women.

SKEET FIELD LAYOUT



SECTION 3

REPORTING STRUCTURE

All participating shooters and spectators must abide by commands and requests issued by all Range Operators(RO's) and Range Safety Officers (RSO's).

All Range Operators(RO's) and Range Safety Officers(RSO's) will defer to the Club Manager or Skeet Chairman/Committee when in doubt about a particular rule, protocol, or situation that relates to the Skeet Range or the conduct of a participating shooter or spectator on same.

SECTION 4

SAFETY PLAN

The foundation for the Safety Plan is the document known as the Hinsdale Golf Club Safety Rules for Skeet Shooting dated 10/15/2015 that all participating shooters must sign. Those rules follow:

1. ALWAYS keep the gun pointed in a safe direction.
What is a safe direction??
Usually downrange, but in any direction, that if the gun were to be fired, it would not cause injury or damage
2. ALWAYS keep your finger off the trigger until ready to shoot.
3. ALWAYS keep the gun unloaded until ready to use
4. Even when you know the gun is unloaded, handle it as if it is loaded.
5. Guns shall be kept unloaded at all times, except when the shooter is on station preparing to shoot.
6. Guns shall be carried only when the breach is open (break-action guns shall be in the broken position with the muzzle forward; for semi-automatics and pump guns, the bolt shall be in the withdrawn position with the muzzle pointed up), except when cased. Semi-automatics and pump guns shall be stored in the gun racks with the breach open.
7. Guns may be loaded only when the shooter is on station and preparing to shoot. Shooters on station shall keep guns pointed toward the center of the field (Station 8), except when in position to shoot.
8. When loading guns on station, only one shell shall be inserted for singles. (At the discretion of the Range Officer/Range Safety Officer(RO/RSO), experienced shooters may load two shells when shooting singles). Two shells may be inserted only when preparing to shoot doubles.
9. Any shooter that is a resident of Illinois and 21 years of age or older must have a valid Illinois Firearms Owners Identification card(FOID) in order to shoot skeet at HGC. Any shooter that is less than 21 years of age and does not possess a valid FOID card must be accompanied and supervised by a person that has a valid FOID card.
10. Beginning shooters must be at least 14 years old. However, younger shooters may be allowed if they demonstrate proficiency and safe gun handling to the Skeet Committee. Beginning shooters using the skeet field must be accompanied by an experienced adult shooter, RO, or RSO. To qualify, all shooters must be versed in and sign the Hinsdale Golf Club Safety Rules for Skeet Shooting and the Hinsdale Golf Club Skeet Range Operating Protocol dated 10/15/2015.
11. Guns shall not be aimed or loaded anywhere except on station. (Especially not to be aimed or loaded in the Clubhouse). Snap caps/dummy rounds are prohibited on HGC property. Dry firing is only permitted on station, on the skeet range
12. All shooters must wear ear and eye protection when shooting.
13. Only participating shooters, RO's, and RSO's are allowed on the skeet fields. The maximum number of shooters in a squad is five(5). Spectators must observe from the patio.
14. A Misfire is when a cartridge does not fire after the trigger has been pulled and the primer has been struck by the firing pin. In the event of a Misfire, the shooter shall keep the gun pointed downrange/center of skeet field for a minimum of 30 seconds. The cartridge should then be extracted from the gun and placed into the containers located next to each High and Low house.

15. A Squib Fire is when there is less than normal pressure or wad/power piston velocity after ignition of the cartridge. The wad may or may not exit the barrel. Squib Fires are identified by a difference in recoil or noise. The procedure for handling a squib fire is: a) keep the gun pointed toward station 8 b) unload the gun, make sure the chamber is empty c) insert a cleaning rod down the barrel from the chamber end to make sure a wad is not lodged in the barrel. Cleaning rods are located on each High and Low house.

16. If an unfired/live round becomes jammed in a magazine or chamber and cannot be removed, the GUN MUST NOT LEAVE THE SKEET RANGE. The round must be cleared/extracted on the range with the gun pointed toward station 8.

17. If any unsafe condition occurs, the RO, RSO, waiting shooter, or shooter on station may call "Cease Fire". The RO/RSO will also give the command "Unload and Make Safe". Shooting must stop immediately and not commence until the unsafe condition has been rectified.

18. In the event that a skeet machine does not throw a target or it throws a broken target, the RO/RSO will give the command "No Bird". In this instance the shooter must not shoot at the broken target.

19. The RO/RSO may halt shooting if golfers are in proximity of the skeet fields
(ie, holes #7, #9, #13, and #18)

20. Shooters may supply their own ammunition, provided loads are limited to 1- ¼ ounce of shot, shot pellet sizes of 7½, 8, or 9, and 3 drams of powder. Under no circumstances will use of "field/magnum loads" be allowed.

21. Use only the correct ammunition for your gun.

Shooters must insure that the gauge marked on the barrel, ammo box, and cartridge case match each other.

22. Guns shall be carried in cases, except when on the shooting field or when proceeding between the Clubhouse and the shooting field. Uncased guns shall be staged in the gun rack while in the Clubhouse.

23. There will be no smoking while on station. Smoking is permitted off station.

24. No hunting shall be permitted anywhere on the grounds of the Hinsdale Golf Club.

25. No firearms other than shotguns with buttstocks may be discharged on the grounds of the Hinsdale Golf Club.

26. The RO/RSO controls all starting and closing times and has ultimate authority over all shooters and skeet range operations.

27. Consumption of alcoholic beverages, or use of drugs, by shooters before, between, or during shooting rounds is strictly prohibited.

28. In the event of an injury/emergency, an RO/RSO may instruct you to assist with the situation.

29. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring. The maximum number of guests allowed per shooting day is three(3).

30. All participating shooters and spectators must abide by commands and requests issued by all RO/RSO's.

SECTION 5

SKEET RANGE OPERATIONS

1. Prior to the commencement of each shooting session, Range Operators(RO's) / Range Safety Officers(RSO's) shall conduct the preparation and inspection of the clubhouse and skeet ranges using the checklist noted in APPENDIX A
2. Insure that only authorized guns and ammunition are being used by shooting participants:
 - >No firearms other than shotguns with buttstocks may be discharged on the grounds of HGC
 - >Shooters may supply their own ammunition, provided loads are limited to 1- ¼ ounce of shot, no larger than 7 - ½ size, and 3 drams of powder. Under no circumstances will use of "field/magnum loads" be allowed.
3. Insure that all shooters have completed and signed the HGC SKEET SAFETY CERTIFICATION AND RELEASE (APPENDIX C)
4. If any unsafe condition occurs, the RO, RSO, waiting shooter, or shooter on station may call "Cease Fire". The RO/RSO will also give the command "Unload and Make Safe". Shooting must stop immediately and not commence until the unsafe condition has been rectified.
5. In the event that a skeet machine does not throw a target or it throws a broken target, the RO/RSO will give the command "No Bird". In this instance the shooter must not shoot at the broken target.
6. In the event of an accident, injury, or emergency, follow the steps outlined in SECTION 6, EMERGENCY RESPONSE PLAN
7. Consumption of alcoholic beverages, or use of drugs, by shooters before, between, or during shooting rounds is strictly prohibited. If you suspect a violation of this rule, immediately report your concerns to the Skeet Chairman/Committee or Club Manager
8. Standard rounds of skeet shall be initiated at Station 1 and proceed sequentially through Station 8.
9. Special Events

HGC will occasionally conduct special skeet shooting events/competitions (Reverse, International, etc). Prior to commencement of these events, the RO/RSO will explain all shooting sequences and corresponding safety rules to each shooting participant.
10. Waiting shooters shall stand at least 6 feet behind the platform of the occupied station. As a courtesy to the shooter on station, waiting shooters must refrain from talking, particularly to the shooter on station
11. At station 8 all shooters shall first shoot the High house target. Waiting shooters must stand to the right of the centerline of the skeet field. Upon completion all shooters shall then shoot the Low house target. Waiting shooters must stand to the left of the centerline of the skeet field.
12. The RO/RSO controls all starting and closing times and has ultimate authority over all shooters and skeet range operations.

13. Due to the volume of shooting activity, guests will not be allowed on the weekends of the 4-Gauge Shoot and Class/Club Championships.

14. The RO)/RSO may halt shooting if golfers are in proximity of the skeet fields
(ie, holes #7, #9, #13, and #18)

15. Skeet Season/Hours of Operation

The HGC skeet season commences on November 1 and ends at the close of shooting hours on the last day in February.

Shooting hours are each Saturday and Sunday during the HGC skeet season from 11:00 AM to 3:00 PM CST

SECTION 6

Emergency Response Plan

1. In the event of an accident or injury, the RO/RSO on that skeet field must take charge of the situation immediately and call a Cease Fire. Ensure that all guns are unloaded and clear.
2. Determine the seriousness of the injury. If medical attention is required, render aid within scope of training and/or call 911. If there is a medical professional on the HGC grounds at the time of the accident/injury, solicit their assistance.
3. Any RO/RSO not attending to the injured person should wait at the base of the flagpole in front of the clubhouse with the prime responsibility of directing Emergency Medical Technicians to the injured person.
4. After injured person is stabilized and cared for, complete an Emergency/Injury Report Form (Appendix B) and submit to the Club Manager.

SECTION 7

Range Operator & Range Safety Officer Training Requirements

Range Operators shall be trained by a Range Safety Officer.

Range Safety Officers shall participate in and pass the final examination of the National Rifle Association's Range Safety Officer course conducted by an NRA-certified instructor.

APPENDIX A:

Clubhouse and Skeet Range Inspection Checklist

Inspected by _____ Date: _____

Flags/Signs Displayed on Golf Course	_____
Holes #7, #9, #13, and #18	
Machines Filled/Inspected	_____
Wireless Controllers Inspected/ Firing	_____
(Test each machine five times)	
Ammo Cart Stocked and In Place	_____
Registration Table in Place	_____
Working First-Aid Kit Filled/Accessible	_____
Skeet Range Rules Posted	_____
Gun Racks In Place (Inside & Outside)	_____
Trash Containers in Place	_____
Hull/Dud Contains in Place	_____
Cleaning Rods in Place	_____
Stations/Walkways/Patio (Clear of snow/ice)	_____
Firewood on Patio	_____
Post score sheets for Special Events	_____

10. Witness Statements: Interview witnesses separately. Use attachments if needed.

A. Witness (Name): _____ Statement Attached Yes _____ No _____

Address: _____

Phone Number _____ Evening: _____
(Day): _____

B. Witness (Name): _____ Statement Attached Yes _____ No _____

Address: _____

Phone Number _____ Evening: _____
(Day): _____

11. Notes and Comments: _____

12. Injury report completed by:
Name: _____

Date: _____

Signature: _____

13. Disposition and follow-up: _____

Name: _____

Signature: _____ Date: _____

APPENDIX C

Skeet Safety Certification and Release

I, the undersigned Participant in the skeet activities of Hinsdale Golf Club, hereby certify that I have read and understand the Hinsdale Golf Club Safety Rules for Skeet Shooting and the Hinsdale Golf Club Skeet Range Operating Protocol dated 10/15/2015, and, by signing this form and initialing the attached copy of the safety rules and protocol, I agree to abide by the same.

With full knowledge and reasonable appreciation of the risks inherent in skeet activities, I also hereby agree to release, indemnify and hold harmless Hinsdale Golf Club and its directors, officers, members, employees and agents from and against any and all claims, causes of action, or damages arising in whole or in part out of my participation in such activity or my use of the skeet facilities of the Hinsdale Golf Club, except that arising out of the sole legal cause of any otherwise released party.

Signed: _____
(Participant)

Date: _____

Participant's
Name: _____
(Type or Print)

FOID # _____

Expiration Date: _____

APPENDIX D:

Skeet Range Safety Briefing

1. Range Safety Briefings should be conducted on the skeet range on which the round(s) is to be shot. This shall occur with all members of the shooting squad that will participate in this round of the event. In the event of inclement weather, the briefing may occur in the clubhouse.
2. State the name and purpose of the shooting event (ie, International Shoot, etc)
3. State that all skeet safety rules of HGC still apply to this event.
Ask if there is anyone on the shooting squad that has not read and signed the SKEET SAFETY CERTIFICATION AND RELEASE.
If someone states that they have not, they will be asked to return to the clubhouse to read and sign the same.
4. Explain the rules of the Event, the sequence of shots, and any unique characteristics to this particular Event.
5. If necessary, pause the sequence of fire so that the rules of the Event may be repeated to all members of the squad.

Planning Your Gun Club

DETERMINING NEEDS

Determining the need and the interest is the first step one needs to take in planning a Gun Club. As in most endeavors, determining needs is followed by careful planning. In the early stages of establishing a new shooting facility, this will save time, effort and money.

GATHERING INFORMATION

SUGGESTED FIRST STEP:

Choose a centrally located, easily identifiable location and invite a number of people to a meeting to discuss the venture. Among the persons to be invited there should be:

1. Representation from local and/or area sports clubs
2. Representative from the State Conservation Department-game warden, hunter safety coordinator, etc.
3. Local NRA field representative
4. Representative of the local Planning and Zoning Board
5. Sports editor or representative of local newspaper
6. Member of the Parks and Recreation Department
7. Chairperson or representative of the City Council or County Commission
8. Representatives from the largest, most community minded business or industry in the community

Add anyone whom you know who is interested in community development, recreational activities, and new ventures. Make this an open meeting with community bulletins on the local radio station and a notice in the local newspaper about the proposed meeting and its purpose. Follow up the written invitation to identified individuals by a phone call for confirmation of attendance. This will insure the cross section of persons who may be interested in a new recreational facility.

SUGGESTED AGENDA:

1. Introduce idea of establishing a gun club
 - a. American freedom of owning a gun, prevalence of hunting, benefits of improved hunting techniques through target shooting, recreation aspects of gun sports, firearm safety training, etc.
2. Discuss revitalizing old club, if applicable, or benefits of establishing a new one.
3. Bring up financial configuration possibilities
 - a. Private financing
 - b. Limited membership-private club
 - c. Governmental participation

FORMING COMMITTEES

If one obtains a commitment from a number of people at this meeting, the formation of committees to investigate various aspects of establishing a gun club can be formed.

Finance Committee

This committee has the responsibility of investigating the various means of financing the club, including possible grants from various agencies. See Sources of Financial Assistance later in this section.

Site Selection Committee

This committee has the responsibility of investigating the possibilities utilizing the decision making model at the end of this section.

Application/Permit Committee

This committee should have the responsibility of working with town and county officials, obtaining the appropriate applications and environmental impact statements, exploring applicable tax regulation. (Some clubs may obtain tax-exempt status under 26USL 501[c(7)]).

Clubhouse Committee

This committee should obtain plans for the construction of a clubhouse that meets the needs of the proposed membership. Close work with the site selection committee for the land configuration will determine some parameters of the clubhouse.

Outdoor Facilities Committee

This committee should be responsible for determining the number of fields, grounds configuration location and number of outside viewing stands, picnic areas, landscaping and maintenance needs.

Set regular meeting times for reports from these committees and, when the committee work is completed, arrange for a decision-making meeting in which the recommendations are discussed and decisions made concerning best options based on committee research.

In summary, it is essential to do your homework early and plan your action with diligence. After preliminary plans are established as above, it is time to choose a site for your club.



Land Requirements

Before discussing specific requirements such as size, acreage, etc., your organizing committee must be aware of certain guidelines when selecting a plot of land to establish the club upon. Specific requirements are discussed later in this section.

PLANNING

In order to start a shooting range; you must first follow some guidelines. Here are some steps to consider.

Step I – Preliminary Concerns

What type of range are you considering and what is required.

1. To determine needs, the planner must first conduct a survey of the community. This will also determine how the community will back the project.
2. Determine how many shooters the range needs to accommodate.
3. Will the range be used for recreation, competition, training or all three?
4. Will the club be public or exclusive to members?
5. Will there be special uses for the facility?

Step II – Considering Alternatives

Alternatives- the possibility of upgrading or reconstructing an existing facility.

Existing Facilities

- Restore
- Expand
- Rebuild
- Sell and relocate
- Remain as is

New Facility

- Move to existing range or share with another group
- Lease shooting time
- Construct new facility

Step III - Zoning, Permits, Restrictions

1. Prior to site selection, all plans should be based on the above criteria. Careful planning and evaluation will result in a site that will accommodate the facility. In order to find an appropriate site, the following information must be gathered. In order to ascertain that legal requirements have been met, it is essential that a reputable attorney has been hired.

2. Obtain from state, county and local authorities copies of ordinances, zoning regulation, soil and water conservation standards, health department regulations and any other regulations that may pertain to the project. Your attorney should thoroughly review all this information to determine if the project is legally feasible. In some cases, local authority may not include shooting ranges in codebooks and may cause major delays and call for extensive public hearings to resolve the matter. In such cases, valuable time and money are expended in a process that may take years to resolve. Precautions should be taken in proceeding with the project.
3. Identify and select several sites. A site selection guide is included at the end of this section.
4. Gather all sorts of information on each site. Rank each site by evaluation using the form at the end of this section.
5. After all evaluations are ranked the following additional data should be considered:
 - Environmental restrictions
 - Access
 - Prohibitive cost
 - Restrictive ordinances
 - Property values
6. In the final process you need to select the site that meets or exceeds the acceptable standards for safety, space, access, zoning, local acceptance, cost, and future land values.

Step IV - Preliminary Design

1. Layout sketches of each site
2. Include all pertinent zone and building code requirements
3. Prepare a safety plan (See Safety section)
4. Submit all Zoning and Building permit applications for approval

Step V - Final Design

1. Make final site selection based on previous findings
2. Hire necessary professional help such as engineer, contractor, attorney, surveyor, etc.
3. Obtain detailed plans to submit for construction bids and permits
4. Include drawings of the total layout and safety ranges

Additional Considerations

- Community Relations
- Size
- Location
- Design
- Environment
- Safety Zones

Land Is Not Enough

In the selection process for the land to develop a gun club, it would be prudent to obtain city and county maps of all landfills under the local jurisdiction that have been closed. This land is less expensive, restricted from residential development or commercial use, but can be utilized for limited recreational purposes. Landfills are accessed by hard surfaced roads and are located in semi-isolated areas. If solid waste management processing has been present at the site, the land improvements including electricity, water, sewage, and possible gas are already in place. This development reduces the initial cost of constructing a gun facility enormously. While septic tanks can be installed, wells dug and butane tanks purchased, without electrical service it will be impossible to generate enough electricity to support the electrical needs of skeet fields, clubhouse facilities, and outside lighting for evening shoots. Therefore, the presence of the above mentioned amenities is essential.

A master plan should be developed that includes items such as:

1. The number of fields the project anticipates.
2. Is this the first phase of a program, anticipating additional fields as needed?
3. Have clubhouse size and needs been established?
4. Have minimum and maximum memberships been established?
5. Have estimates for tournament parking been projected including RV hookups?

Based on the major items in your master plan, use a problem solving model in the selection of a site.

After considering all the physical parameters, you should address permits and zoning questions.

Application for all necessary permits must be made to the appropriate city, county, or state agency that has jurisdiction over the desired property.

If you are dealing with a private citizen concerning the purchase of a large tract of land, your first phone call should be to the closest municipality concerning zoning jurisdictions. Even if the site plot is filed with the county, the municipality may have responsibility over permits for construction and use.

If you are dealing with a real estate agent, the agent can tell you who to call concerning identification of the proper authority to address your questions of zoning and land use.



Preparation of an environmental impact study, and a projected noise level statement that takes place into accord projected land development for the area adjacent to the desired property should be handled by the appropriate committee members.

Hours of operation to minimize the noise nuisance level to residential areas, strip malls, or public organizations such as schools, churches, etc., should be carefully considered.

A public relations campaign by the management staff and owner should seek support for the establishment of the facility. Projection of off-hour use of the grounds, clubhouse, and supporting other recreational activities desired by the contiguous community are desirable approaches when seeking supportive voices for the proposed project.

EXAMPLE:

Wolf Creek Gun Club (Now called Tom Lowe Shooting Grounds) in Atlanta, Georgia has been built on a landfill. The land cannot be approved for residential or commercial use. It is under the glide path of the Atlanta airport and adds little to the noise level experienced by the surrounding community. The closest residential development is more than two miles away, with the exception of a few long standing farm dwellings that are the remainder of previously rural neighborhood, and a few scattered residences, many of which have been purchased by the county because of their relationship to the landfill.

Within two miles is a church, and consideration of their times of services is of paramount concern in the overall planning of tournament and hours of general operation of the facility. Church members are cognizance of the financial benefits to their community through the influx of money, therefore, the relationship to the community is a positively reinforcing one.

Site Evaluation Form

PART 1

Gather information on this form for future rating on part 2 and final selection of the site for your club

Site Number: _____ Location: _____

Access:	Dedicated right of way _____	Natural Foliage:	Large Timber _____
	Trail _____		Small Timber _____
	Dirt road _____		Scrub _____
	Paved road _____		Cleared _____
Travel distance from locality:		Size:	Acres _____
	0-10 mi. _____	Land base:	Hard rock _____
	11-20 mi. _____		Swamp _____
	21-30 mi. _____		Sand _____
	over 30 mi. _____		Clay _____
Utilities:	Electric _____	Topography:	Flat _____
	Phone _____		Hilly _____
	Water _____		Mountains _____
	Septic _____		Swamp _____
Local Population and Housing:		Weather:	Dry _____
	0-.5 mi. _____		Seasonal _____
	.5-1 mi. _____		Wet _____
	1-2 mi. _____		Winds _____
	over 2 mi. _____		Other (name) _____
Land uses:	Hunting _____	Zoning:	Rural residential _____
	Fishing _____		Light industry _____
	Park _____		Heavy industry _____
	Other recreation _____		Farm _____
Ownership:	Private _____		
	County _____		
	State _____		
	Federal _____		

Site Evaluation Form

PART 2

Total					
Environmental Impact					
Land Use Projections					
Sound Abatement					
Local Support					
Political Opposition					
Easements					
Zoning					
Access					
Land Improvement/Utilities					
Terrain					
Acreage available					
Cost per acre					
<p>Evaluate each site of the following variables. Give a value of 5 for excellent, 4 for good, 3 for fair, 2 for poor, and 1 for unacceptable.</p> <p>List each site by number/location in the blocks below.</p>					

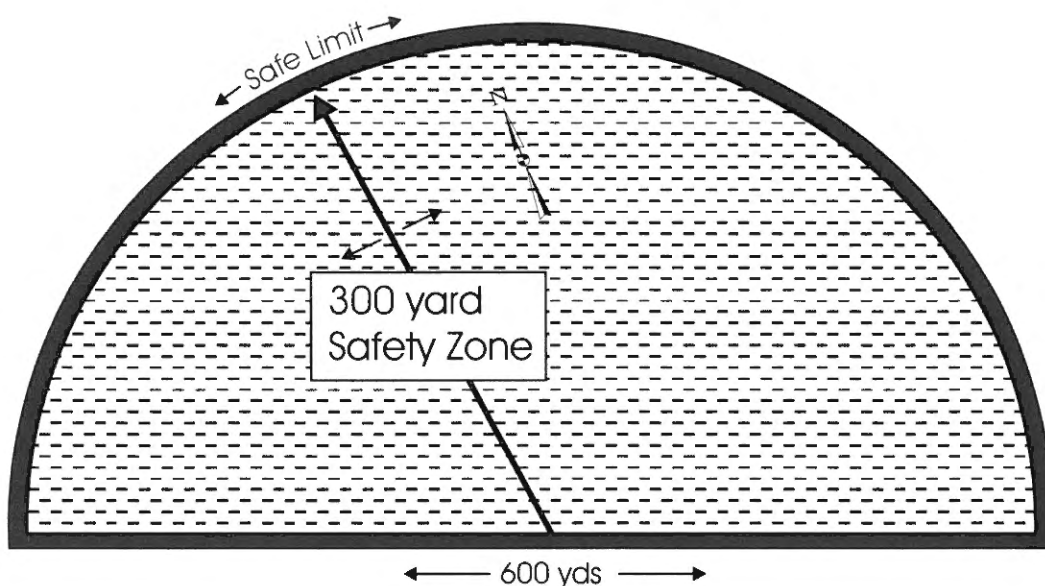
Field Layout

While planning your field layout, recognition of the shot fall zones comes into play. In order to optimize full use of your facility and maximize your revenues, lighting on at least one field (night shooting) is recommended. The diagrams following this section explain various aspects of field layout.

When selecting a site for a skeet field, you should consider a tract that is relatively flat and well drained. The background should not be broken by nearby buildings or other distractions. Factors such as future growth of your community, industrial growth, and accessibility to the property need also be considered. Consider roadway access and public utility tie in when selecting your site. A site evaluation form is also included in this section.








Your skeet field needs to have a tract 600 yards (1800 feet) by 300 yards (900 feet) with the shooting semi circle located in the middle of the long side. Each additional skeet field will require a minimum of an additional 50 yards (150 feet) to the long side. This allows for the distance of the adjacent field and additional traphouse. For best use of the facility, the skeet fields should face northeast to allow the shooters the longest shooting times without the sun in the shooter's face. The area of a skeet field including all safety zones is approximately 45 acres, including room for a clubhouse and storage. Refer to the diagrams at the end of this section for exact dimensions of the layout. Also included are dimensions for traphouses construction.











Field-Shotfall Zone



Ordinance Technical Manual 9-1990 also gives a formula, called 'Journey's Formula', for determining the approximate maximum ranges for shotgun. This formula states that the maximum range in yards is roughly 2200 times the shot diameter in inches. This would give the results in Table Three". (below)

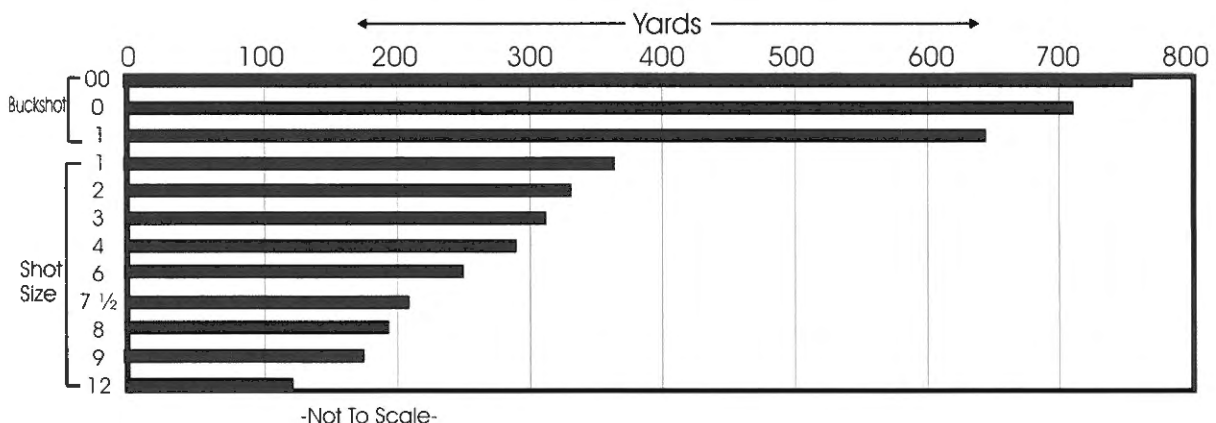
Table Three Maximum Ranges of Shot Based on Journey's Formula		
Shot Size	Diameter (ins.)	Maximum Range (yds.)
12-ga. round ball	.645	1420
16-ga. " "	.610	1340
20-ga. " "	.545	1200
.410-ga. " "	.38	850
00 buckshot	.34	748
0 buckshot	.32	704
1 buckshot	.30	660
#1 shot	.16	352
#2 shot	.15	330
#3 shot	.14	308
#4 shot	.13	286
#5 shot	.12	264
#6 shot	.11	242
# 7 1/2 shot	.095	209
#8 shot	.09	198
# 9 shot	.08	176
#12 shot	.05	110
(cal. .22 shot cartridges)		

Air Rifle	BB	No.4 Buck	No.3 Buck	No.1 Buck	No.0 Buck	No.00
						
.175	.18	.24	.26	.30	.32	.33

12	11	10	9	8	7 1/2	6	5	4	2
									
.05	.06	.07	.08	.09	.095	.11	.12	.13	.15

The above data was taken from NRA FIREARMS & AMMUNITION FACT BOOK, (3rd Printing)
Copyright 1970 pp.26-30, 213.

Range of American Shot



How Much Land Do You Need?



The following charts will give you an idea of how much land you need to build a skeet field or a 5-Stand Sporting field. These charts have been prepared assuming all other requirements have been met.

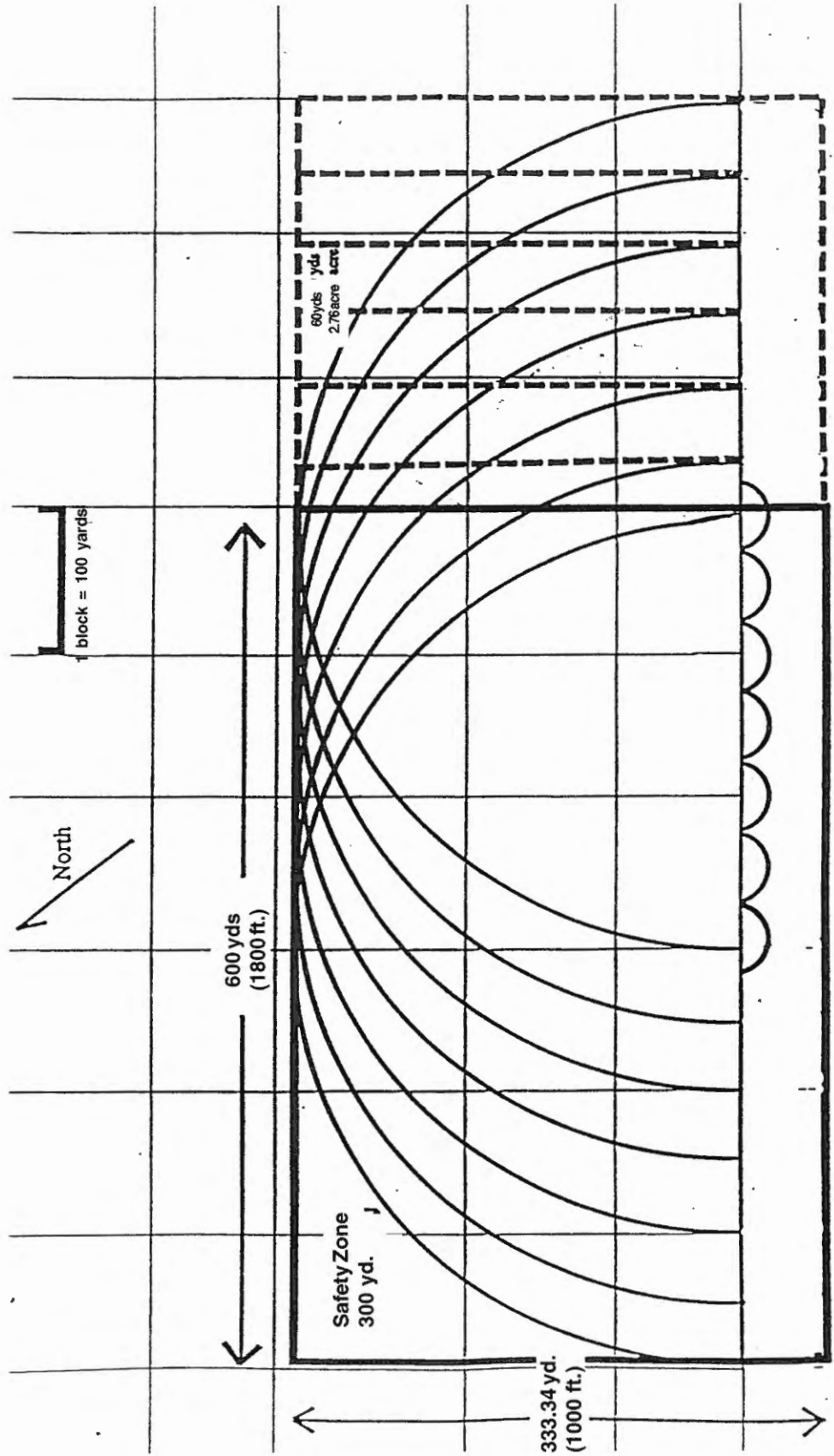
The minimum size needed is 600 yards long and 333.34 yards wide (41.32 acres). Since a 300 yard safety zone is required from any shooting zone, you need 300 yards on each side of station 8 on a skeet field. The black box in the first diagram indicates the requirement for 1 field. The extra 100 feet or 33.34 yards is to allow for parking and a clubhouse. As other fields are added to the layout, the width need not be increased, however you need an additional 2.76 acres (50 yards), to the long side to adjust the shot fall zone for the adjacent field.

As you can see, you need 57.86 acres to build 7 fields in this particular tract. Remember that this is only for reference and other factors such as sound abatement and environmental factors must be addressed prior to construction.

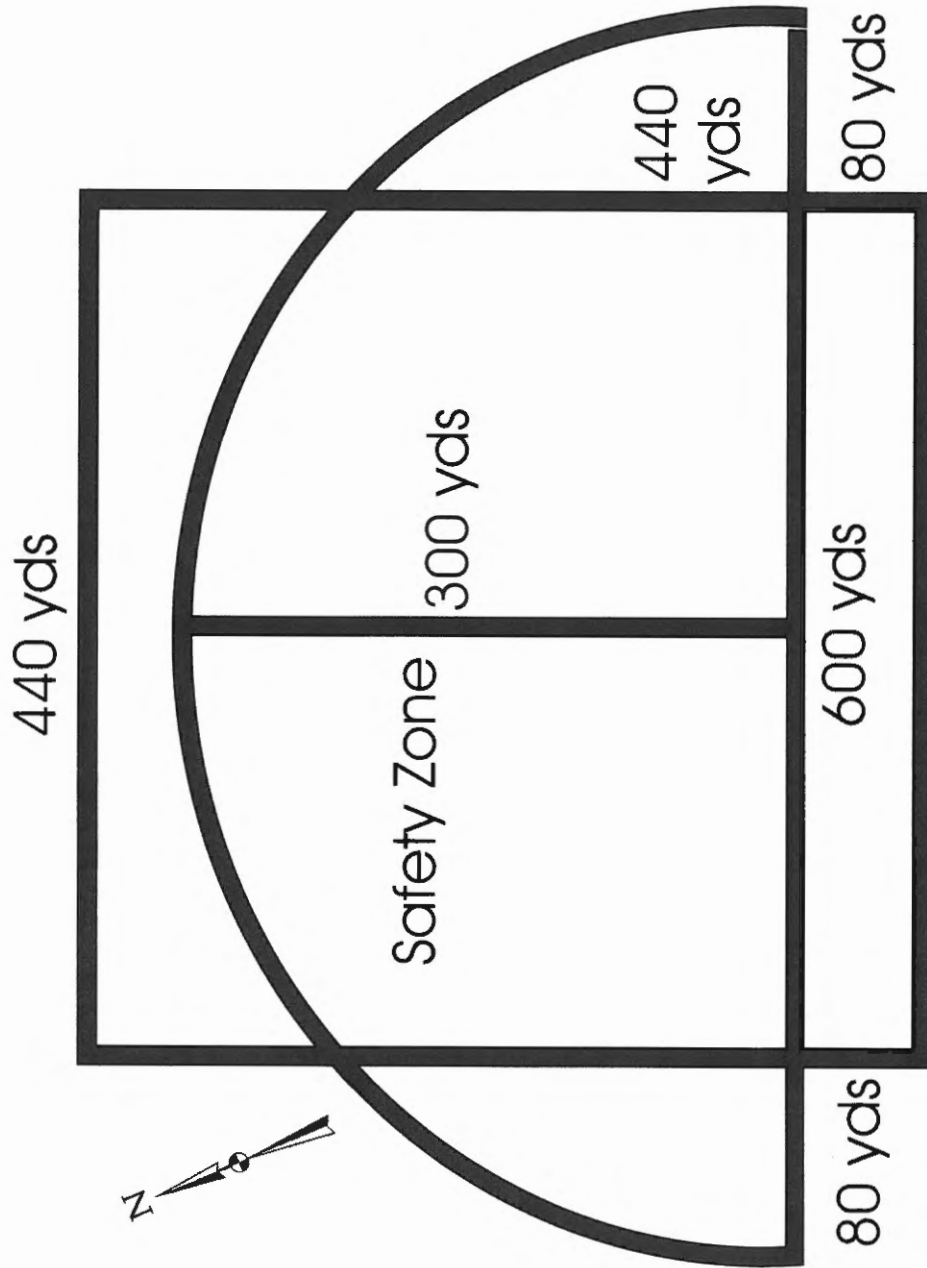
Sample charts for typical acreage is also given. As you can see, a typical 40 acre plot (.25 mile x .25 mile) would not accommodate even one field. However as you elongate the typical tracts, multi fields can be constructed still allowing room for a clubhouse, roadway, parking and storage.

Multi Field with 300 yd Safe Zone

1 Field....41.32 acres
 7 Fields.....57.86 acres
 Each additional Field.... 2.76 acres

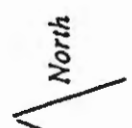


Typical 40 Acre Plot



Accommodates 6 Fields

D-15



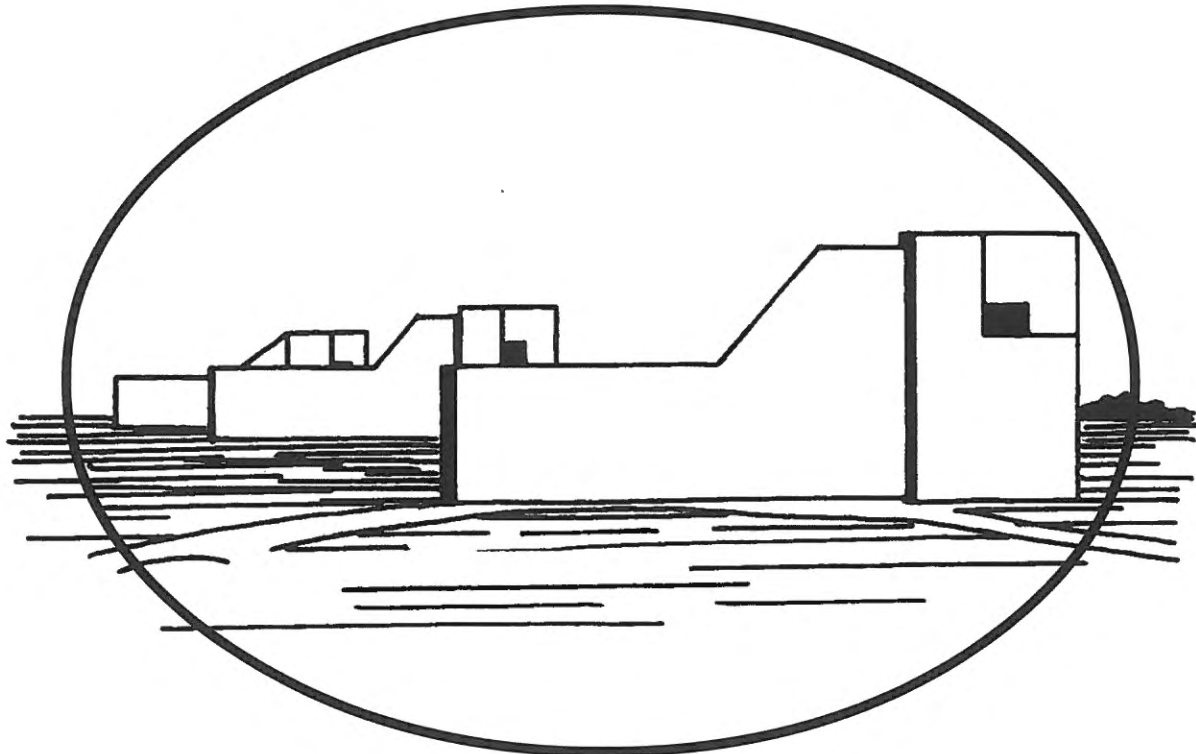
Traphouses

The construction of traphouses can lead to a book alone. For reference, we have included the following basic layouts with dimensions for your reference. Although the basic dimensions remain the same, many various materials and designs can be used.

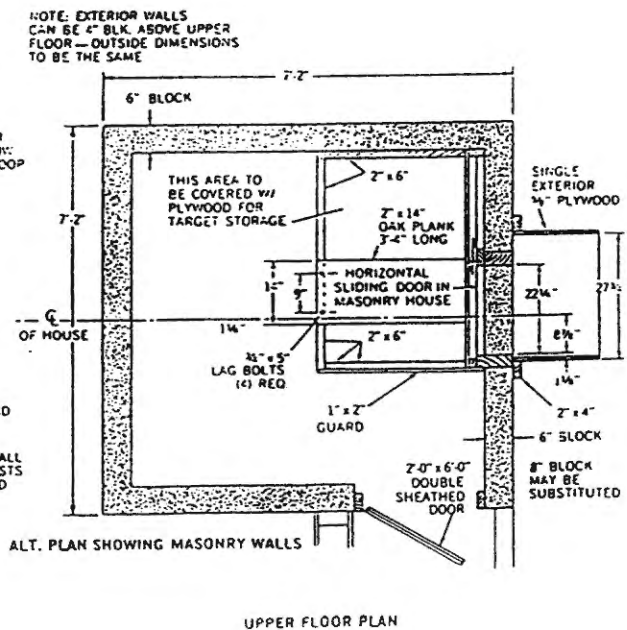
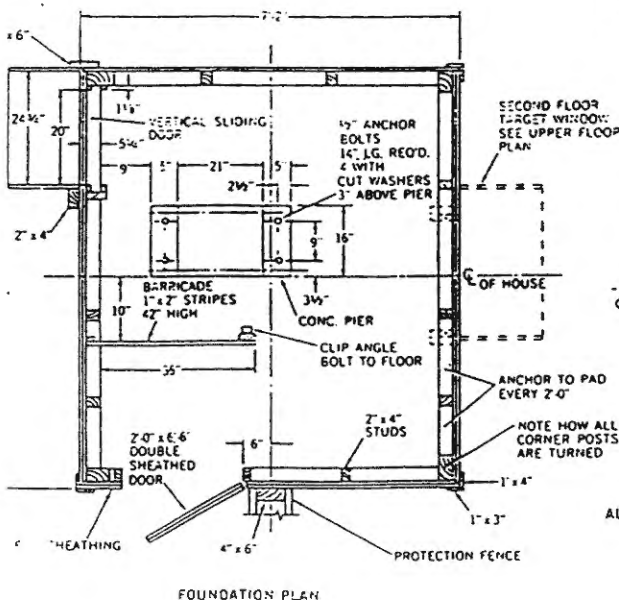
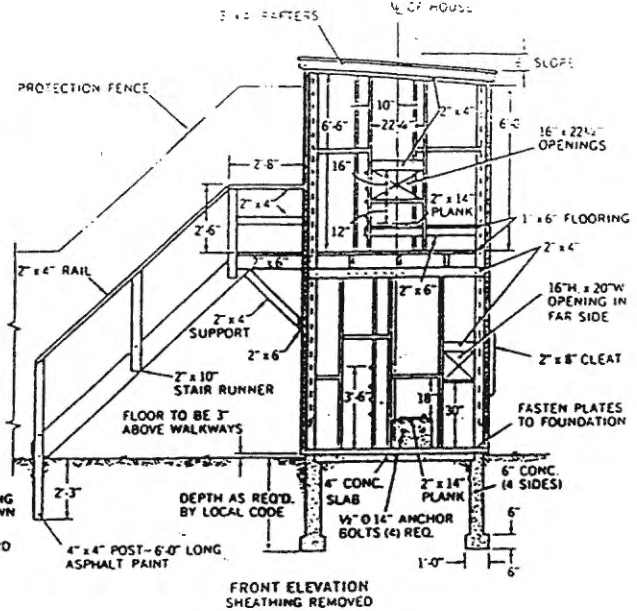
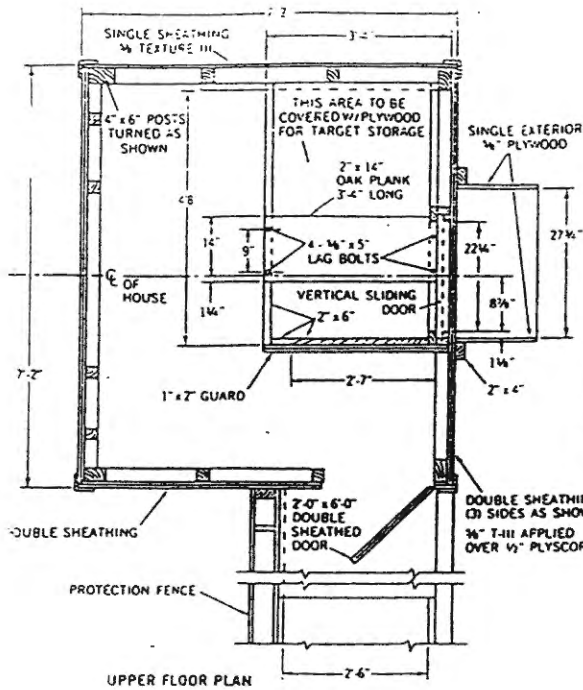
The enclosed diagrams show dimensions for both wood and masonry materials.

A very popular version has been used lately. These concrete block buildings on multiple field layouts employ the field dividers as storage for targets and equipment. The divider is simply a two sided, enclosed hallway that is constructed so that a common fork truck can fit in the door and thus deliver an entire skid of targets. Building plans for this style of skeet house are available from NSSA for a nominal fee.

As always, we recommend the services of a competent contractor to aid you in your traphouse construction decisions.



Combination Hi-Lo Skeet House





Field Lighting



In order to give your members a chance to shoot for longer periods of time, you may want to equip at least one field for night shooting. The opportunity to shoot year-round even during daylight savings time changes is a must for a club with an active league program. Many shooters devote weekend time to other things such as family time and a program of active shooting during the week, in the evenings, is a real benefit to clubs. For many years, the bowling industry has depended upon evening leagues as a source of income for the alley.

In 1991, The National Shooting Complex, homegrounds of the NSSA/NSCA, installed a new field lighting system for the World Championships and the National Sporting Clays Championship and it is this information that we are recommending as specifications for member clubs regarding field lighting on skeet and 5-Stand Sporting layouts.

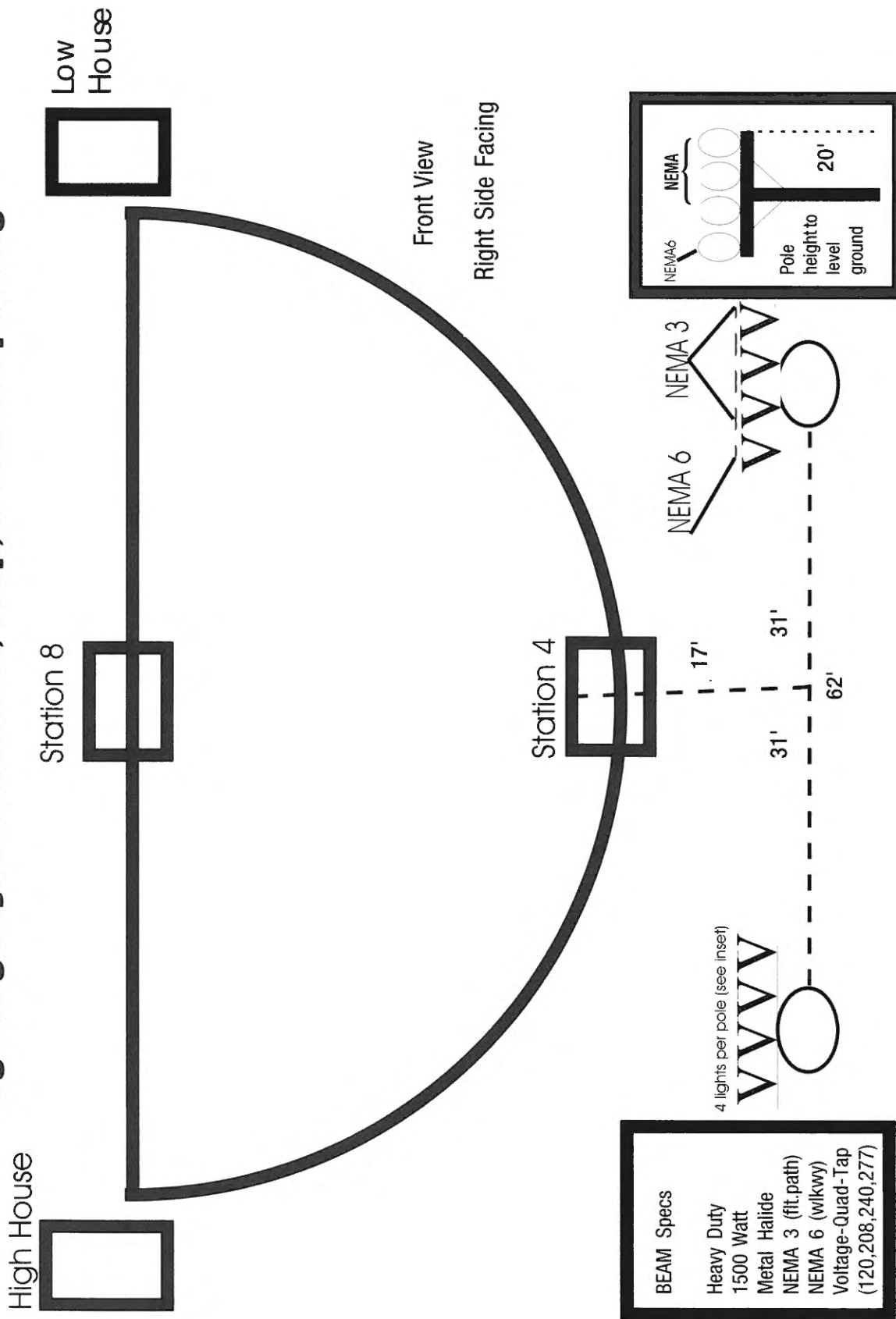
You will find a list of light specifications. On the following page is a diagram of pole and fixture locations. Contact the lighting contractor in your area for cost and other information regarding this equipment.

LIGHT SPECIFICATIONS

Manufacturer	Hubbell Lighting Division
	2000 Electric Way
	Christianburg, VA 24073
	540-382-6111
Beam	Sportsliter SLH Series
Watts	1500
Volts	Quad-Tap
NEMA Spread	Qty 6 NEMA #3 per field
	Qty 2 NEMA #6 per field
Lamp Type	Metal Halide (High Pressure Sodium is available)

Refer to the manufacturer for details on mounting brackets, etc.

Lighting Layout for Skeet, Trap, 5-Stand Sporting



Clubhouse

In today's society whole families are participating in skeet shoots, and corporations are recognizing that mutual recreational experiences for employees enhances their dedication to their employer. The clubhouse facility takes on a much more significant aspect in planning a gun club. The first and most lasting impression of the gun club will be the first view of the clubhouse. You can't sell a person a costly membership to an ill-equipped lean-to! You must be competitive for there are too many options open for individuals and companies to spend their allotted recreational budgets.

There is no such thing as a second chance to make a first impression, and first impressions are most often lasting ones. This aspect of your gun club should present a warm and friendly atmosphere; an atmosphere that encourages long term membership, attraction of tournaments and other competitive participation, and corporate sponsored team outings. While clubhouses can vary in size from single or doublewide trailers to permanently constructed buildings, all must have an ambiance of welcoming and friendliness.

The presence of a pro-shop space, snack bar, clean restroom facilities and bulletin/score board will help with your membership drives, promote filled-to-capacity tournaments and could lead to leasing by corporations for special events.



Safety Plan

Gun club safety is a function of management and shooters combined. It involves a series of decisions to develop a workable plan. The plan must be clear and understood by all.

The safety plan must stipulate how, when, why, and by whom the facility will be used. The plan must be a written document. It must cover all aspects of gun safety, range rules, and administrative regulations. The plan must also address the action to be used in case of violation.

Gun handling is of prime importance and a specific set of rules should be posted in the clubhouse and on each shooting field. An example of some basic range rules is provided at the end of the section.

Also remember, it is an NSSA/NSCA rule for all shooters and range personnel to wear adequate eye and ear protection at all times on the field.



Sample Safety Plan

Jim Durham, former NSSA President, provided the following safety plan. It is an excellent example of a plan for all aspects of a gun club.

OIL CAPITAL ROD AND GUN CLUB RANGE RULES REVISED: 1991

Please Note: Safe operation of our shooting ranges requires strict adherence to the following rules. These are rules, not just suggestions. Club Bylaws provide for severe penalties for violations of these rules.

RIFLE/PISTOL AREA RANGE RULES

1. Ranges are for use by members and escorted guests ONLY, except for participation in events open to the general public. Members are responsible for the actions of their family and guests.
2. No cross shooting. Your bench must be in line with your target. Shoot only proper targets attached to the club's target holders. Bullets should not hit wooden target supports or target numbers. Bullets must impact the BERM below midline. Do not shoot glass, tin cans, trash, or the ground.
3. Coming to or from the firing line, guns are to be unloaded and completely clear of ammunition. Unless shooters on the line are firing, guns must be racked or the action open (i.e., unloaded, magazine out) or as ordered by the Range Master during a sanctioned event.
4. Call for a cease-fire and verify this with every other shooter at the firing line before going down range. Do not handle guns on the firing line while anyone is down range.
5. No fully automatic firing is permitted. Tracer, explosive, or incendiary ammunition or targets are prohibited.
6. When more than one member is on the range, those present appoint a Range Officer to give "commence fire" and "cease-fire". All members are always responsible for safe facility use and must take immediate action to stop an unsafe situation.
7. No alcohol is permitted on the firing line. No one impaired by alcohol or medications is permitted to use the ranges. There is also no smoking allowed at the shooting benches.

8. Always control your muzzle. Point your gun at the back berm during loading, unloading, or when making adjustments or repairs.
9. Proper containers are required for powder, primers, and the like.
10. Damage to club property or unsafe use of guns is never permitted. Members must correct and observe unsafe situations and must report damage/unsafe conditions to the appropriate chairman (see list of officers and chairmen).
11. Clean up after yourself. Put all "dud" ammunition in the trashcans.
12. Use of eye and ear protection is required for all persons on the firing line beyond the signed point.
13. Shooting hours: 30 minutes before official sunrise to 30 minutes after sundown. Singly loaded fire under adequate artificial lighting is allowed until 10 P.M.
14. Event chairman controls the range during club-sanctioned events. The chairman will try to accommodate casual member use of ranges during events when possible.

**SPECIFIC RULES FOR PLINKING RANGE
(GENERAL RANGE RULES ALSO APPLY)**

1. Shotguns loaded with birdshot or buckshot may not be fired at the club's target holders at any time. Slugs may be fired at the 25 and 50 yard target holders.
2. Members may place swinging metal targets (for .22 cal and the like) at the club's marked location only. Full-metal jacketed ammunition may not be fired at metal targets.

**SPECIFIC RANGE RULES FOR THE 100-200 YARD RIFLE RANGE
(GENERAL RANGE RULES ALSO APPLY)**

1. Targets must be posted only on the club's target holders at 100 yards and 200 yards. Special club-provided target holders may be posted during special events. For casual member use, the club will provide special target holders to be used at specific distances.
2. No pistol or revolver with a barrel length less than 4" may be used on this range.
3. Shooters on the range must ensure that everyone is back from down range before the "commence fire" command is given.
4. Target numbers MUST NOT be used as targets.

SPECIFIC RULES FOR THE PISTOL RANGE
(GENERAL RANGE RULES ALSO APPLY)

1. No guns may be handled in the range shelter or in any up range location while anyone is down range.
2. Target stands and other equipment MAY NOT be removed from the pistol range. Target stands are to be used with WOODEN LATH.
3. Do not shoot the railroad-tie wall or match props marked "No Target."
4. All metal targets must be reactive (i.e., they must move or fall when hit) and must be positioned at right angles to the line of fire.
5. All rounds must be directed into the north berm.
6. Keep muzzle pointed at the north berm while loading, unloading, adjusting, or repairing guns.
7. Shoot from up range of the 30-yard line ONLY when the other half of the range is not occupied. NO rifle fire is permitted from any distance when the other half of the range is OCCUPIED.
8. This is the best range for holstered pistol use and is useful for basic handgun orientation.

SKEET AND TRAP FIELD RULES

1. Action of gun is to remain open while at the facility except when it is your turn to shoot.
2. Gun MUST NOT be loaded until you are in a shooting position.
3. Gun MUST be pointed down range while loading.
4. Load no more than 2 shells at skeet stations 1 through 7 or trap doubles. Load no more than 1 shell at skeet station 8 or trap singles.
5. In case of gun or ammunition malfunction, the gun MUST be pointed down range until cleared.
6. NO hulls are to be PICKED UP during a skeet or trap round.
7. Do not walk in FRONT of the low house or the trap house while the release mechanism is in the hands of the puller.

8. No intoxicating beverage is permitted on or in the vicinity of the range at any time.
9. No one is permitted in skeet or trap houses without permission of the Range Master or shoot management.
10. No ammunition heavier than 3 drams of powder and number 7 ½ shot is permitted.
11. In all instances not covered by established safety rules, the decision and direction of the Range Master or shoot management will be final.
12. Proper eye and ear protection **MUST** be worn by all persons beyond the POSTED SIGNS.

SHOTGUN PATTERNING BOARD

1. No lead shot larger than #2.
2. Warning: Beware of ricochet!
3. Eye and ear protection is required down range of the instructional sign.

TO SHOOT OR NOT TO SHOOT: Lightning Safety

Spring is here, and many clubs are planning for the new shooting season. Now is an opportune time to address a safety issue that is associated with many myths: when to suspend or resume shooting due to thunderstorms and their deadly partners, lightning. Matt Bragaw, lightning specialist at the National Weather Service office in Melbourne, Florida, offers answers to the following important lightning safety questions:

Why should a shoot be suspended?

Although all gun clubs are painfully meticulous in enforcing the rules of gun safety, many shooters and shoot management do not recognize the threat posed by one of nature's most deadly forces: Lightning. Only floods kill more people than lightning on an average annual basis.

What are the basic facts about lightning?

Lightning storms, whether they produce 10 bolts or 10,000 bolts, are ALL potential killers. Rain, hail, tornados and microbursts may be the most recognized hazards of thunderstorms; but, nationwide, lightning consistently injures and kills more than tornados and microbursts COMBINED! An interesting study has shown that more intense storms tend to strike fewer people while weaker storms tend to strike more people. This ironic statistic indicates that people recognize the lightning threat associated with stronger storms but fail to perceive that very same threat with weaker ones. (This is a curious behavior quirk, considering that if one steps onto the Interstate in front of a single tractor-trailer or a convoy of them, he will be just as dead.)

With the ability to strike as far as 25 miles from its parent storm, lightning is the first storm hazard to arrive and the last to leave. By contrast, most thunder can not be heard beyond 10 miles. Therefore, **IF YOU CAN HEAR THE THUNDER, YOU ARE ALREADY AT RISK!** More than one official study has shown that the majority of lightning victims are struck—not during the height of a storm as one might suspect—but just before the rain arrives due to not seeking shelter soon enough or

shortly after the rain has ended due to leaving shelter too soon.

With these facts in mind, when should officials suspend a shoot?

If a storm is approaching, when to suspend a shoot depends on two questions: Where will people go for shelter, and how long will it take everyone to get there? Recently, a number of qualified experts, including NASA officials, research meteorologists, medical professionals, and insurance adjustors, collaborated to form the Lightning Safety Group whose express purpose is to address the issue of lightning safety. Basing their findings on recent improvements in the understanding of storm behavior, they issued standardized recommendations, the most prominent of which is known as **"The 30/30 Rule."**

The 30/30 Rule states that people should seek shelter if the Flash-to-Bang (length of time in seconds from the sight of the lightning flash to the sound of the accompanying thunder) is 30 seconds or less and that they should remain under cover until 30 minutes after the final clap of thunder.

What is the reason for so extended a delay?

A thirty second flash-to-bang window is necessary prior to a storm's arrival because lightning often strikes ahead of a storm center (See the accompanying pictures). Shoot management needs to consider the length of time it will take competitors, officials and spectators to reach safe shelter. A thirty minute wait is necessary after the storm departs (after the final clap of thunder is heard) since the

trailing clouds still carry some lingering charge which can and does occasionally cause a lightning bolt to emerge from the back edge of a storm. A thirty minute delay before resuming outdoor activity allows this charge to dissipate safely.

What steps can shoot management take to insure safety?

Since shoot calendars are planned far in advance and weather is always unpredictable, it is wise to have a lightning contingency plan in place before the shooting season begins. Organizers responsible for shoots should determine how far away shelter is, remembering to account for group size since more people will require more space and a longer evacuation time. On the day of a shoot, management should check the local weather forecast. If storms are predicted, they must make sure to monitor the conditions continuously for lightning and thunder. There should be a designated storm spotter whose primary responsibility is to watch the sky and monitor a portable NOAA weather radio or the TV Weather Channel. That way, management would be alert to deteriorating conditions so that evacuation procedures could be initiated quickly.

Managers of large regional shoots need to realize that the problems increase proportionately to the number of people involved in the shoot, and large shoots may require considerable evacuation time. In areas that are geographically prone to thunderstorms, lightning observation personnel may not be adequate. Professional lightning detection equipment should be made available for such events in order to observe any developing threat well in advance. While such technology cannot guarantee safety, especially for storms developing immediately overhead, it can be used to observe the location and motion of the storms in order to predict their arrival. Detectors also have the added benefit of determining when the last strike has occurred so that the 30 minute mark can be accurately determined.

Once conditions warrant and the evacuation order has been given, where should people go?

While no place offers 100% lightning safety, many places are much safer than others. Safe locations include large ENCLOSED structures such as the club house or any other WALLED building. Once inside, people should avoid metal objects, such as faucets, showers, and pipes. They should not use electrical appliances as lightning can travel through extension cords and power outlets.

Telephones are dangerous except for cordless or cell phones.

Computers are also dangerous since they are usually connected to both power and phone outlets. FULLY ENCLOSED metal vehicles, such as cars, vans, buses, with the windows rolled up provide good shelter from lightning, but people should avoid contact with metal or conducting surfaces outside or inside the vehicle. Vehicles with removable METAL roofs are also safe.

Are there any potential shelters that should be avoided?

Buildings which have exposed openings, such as small metal sheds, picnic shelters, gun club pavilions, should be avoided, even if they are "grounded." People should also avoid places where they would be the tallest objects around or in close contact with the tallest object around, such as open fields, gun ranges, bleachers, light or flag poles, isolated single or clusters of trees, towers, and lakes. Convertible automobiles, jeeps with nonmetal tops, or vehicles with an open cage, such as golf carts often used at gun clubs, offer NO protection from lightning, even if the top is "up."

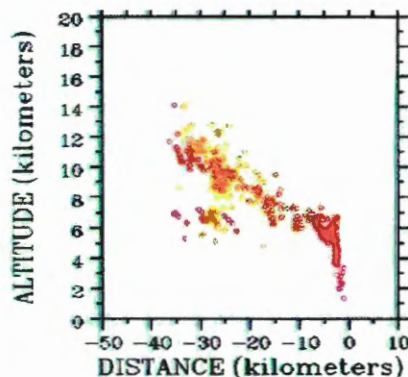
So is it realistic to expect clubs to account for all safety risks associated with shoots held during thunderstorms?

It is impossible to plan for every possible safety risk. Attempts to do so usually end in social paralysis. Life itself is a risk (there is even a documented case of a Florida resident being struck by lightning while sitting on the commode inside his house). But,

unless a more serious respect for lightning is adopted, sooner or later some unlucky shooter is going to point his METAL (lightning rod) gun into the sky at precisely the wrong time. In today's litigious society, it would be foolish for any gun club to ignore lightning safety rules, especially when they are widely known.

Sources: Holle, R., R.Lopez, R.Ortiz, C. Paxton, D. Decker, and D. Smith. "The Local Meteorological Environment of Lightning Casualties in Central Florida" 17th Annual Conference on Severe Local Storms, Conference on Atmospheric Electricity (NOAA), October 4-8, 1993, St. Louis, MO.

Editor's note: Matt Bragaw, the son of Darby Colwell, an avid Virginia skeet shooter, is a forecaster and lightning specialist at the National Weather Service office in Melbourne, FL. He manages the Melbourne website on lightning information and can be reached by an e-mail link from the homepage to answer any lightning-related questions. The Melbourne Lightning Information Homepage is available on the Internet at: <<http://www.srh.noaa.gov/mlb/litgcenter/litgmain.html>>.



This picture is from the LDAR technology developed through NASA/KSC and illustrates how far a lightning bolt can strike from the center of a storm.



NSSF
NSSF is the trade association for America's firearms industry. Our mission: To promote, protect and preserve hunting and the shooting sports.

Digital Library

Shooting Range Public Relations, Management and Planning Manual

David G. Cotter

(This article is reprinted with permission from the Michigan United Conservation Clubs, copyright 1993.)

About the Author

David G. Cotter is a law professor at the Thomas M. Cooley Law School in Lansing, Michigan. His teaching areas include business organizations and civil procedure. He also teaches a seminar on firearm laws.

Mr. Cotter is an avid shooter and hunter. He competes in smallbore rifle events and regularly shoots sporting clays. He is a life member of the National Rifle Association. He also is an Amateur Trapshooting Association member, a member of the Michigan Rifle and Pistol Association, and belongs to Michigan United Conservation Clubs, the Benzie Sportsman's Club, the Capitol City Rifle Club, and the Capital Area Sportsmen's League.

Mr. Cotter has served as the legislative director of the Michigan Rifle and Pistol Association. He regularly consults with MUCC on legal matters involving shooting clubs and shooting ranges.

Acknowledgments

I would like to thank all those persons whose ideas and experiences aided me in the preparation of this manual. While I am the author, this manual is truly the work product of the MUCC Shooting Sports Committee.

I especially would like to thank the members of the committee whose tireless efforts made this manual possible. They are: Mr. Carol Bamberg, general counsel to MUCC; Dale Bungee, Carleton Sportsman's Club; Dennis Knapp, MUCC wildlife biologist; Robert Laich, MUCC president/Western Wayne County Conservation Association; and Mike Tinti, Linden Sportsman's Club.

Lastly, but certainly not least, I would like to thank my secretary, Elaine Colville, for her patience and diligence in helping me through this project.

David G. Cotter

Introduction

Chapter I - Shooting Range History

A. Property Acquisition

B. Range Construction

C. History of Range Use

Chapter II - Shooting Range Design and Safety Considerations

Chapter III - Public Relations Committee

A. Formation

B. Township Relations - Know the Power People

C. Members Voting in the Township - Your "Power" List

D. Zoning**E. Range Improvements****Chapter IV - Reacting to Specific Situations****A. Approached by Neighbors****B. Approached by Township****C. Approached by a Regulatory Agency****D. Served with Summons and Complaint****E. Specific Complaints****Chapter V - Planning Your Future****A. Shooting Uses****B. Range Improvements****C. Spent Shot and Bullet Material Management****D. Education and Training****E. Security****F. Neighborhood and Community Relations****G. Acquiring a New Range Facility****Appendix****A. Disclaimer****B. NRA Manual and Representatives****C. Lead Mining and Reclamation Companies****D. DNR - Enforcement****E. MUCC Resource People****F. Michigan Shooting Range Statute - Immunity from Noise Nuisance Lawsuits****Introduction****back to index**

Over the years shooting ranges have been constructed in rural pockets all over Michigan. Usually, shooting enthusiasts have formed clubs to purchase rural property on which they have constructed the shooting ranges. More recently, suburbanites have chosen to construct residential dwellings in rural areas and have done so in the proximity of many shooting ranges. Today, shooting clubs are experiencing complaints and legal attacks upon them by these residential neighbors who have moved to the country with stereotypic expectations of peace and tranquility. They assert that the operation of these shooting ranges is wrongfully interfering with their enjoyment of their residences.

The days when a few individuals could go out, push up a mound of dirt, and start shooting are gone. The days of \$15 per year memberships in shooting clubs also are gone. Escalating costs for land, land use restrictions, zoning ordinances, and environmental and safety issues are all affecting the shooting sports. Careful planning and management will be required if we are to preserve our shooting facilities and, in turn, the shooting sports themselves. In addition, carefully planned public relations campaigns will be necessary.

This manual has been prepared for use by member clubs of Michigan United Conservation Clubs. The information contained in it is designed to help member clubs defend against current complaints and attacks upon them, as well as to avoid future complaints which, in light of continued suburban sprawl, are inevitable.

The attacks leveled at shooting ranges currently fall into four major categories: noise; safety; zoning; and lead recycling concerns. This manual will cover strategies for dealing with each of these attacks.

Lastly, this manual is the work product of the Shooting Sports Committee of MUCC. It is our intent to update this manual in order to provide member clubs with the most current information about preserving and properly managing their shooting ranges. Therefore, if you have information or experience with the subject of this manual, please send it to Shooting Sports Committee, c/o Dennis Knapp, Michigan United Conservation Clubs, Box 30235, Lansing, Michigan 48909.

Chapter 1 - Shooting Range History

back to index

What activities are appropriate at your shooting range may depend in large part on the history of the range; when was it created; the purposes for which it was created; and its use over the years. As such, it is essential for your club to document the history of your shooting range.

A. Property Acquisition

First determine the date on which your shooting range property was acquired. You should maintain a copy of your property deed and be aware of any restrictions or covenants contained in the deed which may affect the use of your property. Be sure to check current operations for compliance with any such restrictions or covenants.

B. Range Construction

Next, prepared a written history of the construction of your range. When did construction originally begin on your shooting facilities? Record this date together with a general statement of the plans that existed at the time construction started. Also, note any changes or improvements that have been made over time. Were these changes or improvements made to expand shooting, to improve safety, or to change the nature of the use of your range? Again, record the dates of any major projects that have occurred on your shooting range facilities together with the plans that existed at the time the projects were undertaken.

C. History of Range Use

Lastly, develop a detailed history of the use of your shooting range. Note the dates of the week and the hours of the day the range has been used by members. This should include both the available times of shooting and the actual times of shooting. Also note any restrictions placed on shooting, the date the restriction was imposed, and the reason for the restriction.

Prepare a detailed history of the type of shooting that has been done on your shooting range. Note the type of firearms that have been allowed (e.g., centerfire rifles, pistols, shotguns). If your range facility has been expanded to accommodate new uses, be sure to record the dates when the expansion took place. If all types of firearms were permitted from the original date of construction, be sure to note whether actual use has changed over time. For example, if the throwing of clay targets with hand traps has evolved into formal trap, skeet, or sporting clays shooting, note the dates on which these changes took place.

Finally, be sure to retain copies of any shoot or match announcements and any shooting logs that have been used over the years. If you do not currently use shooting logs, seriously consider adopting the practice. Shooting logs should contain the date, time, and shooter's name for everyone using your shooting range. Also, consider recording the caliber(s) or the gun(s) being fired.

Use of such shooting logs allows you to monitor activities at your club to better serve your members. It also gives you a list of witnesses if improprieties are alleged.

At one club, neighbors complained that shot was leaving the club property and hitting trees on adjoining property on a particular day. Fortunately for the club, records indicated that the only shooting that took place on the date in question was a junior's program conducted by a Department of Natural Resources officer at which .22 rimfire rifles were used. What a relief it was to have a witness who could testify for the club.

Designate a responsible club member to maintain these documents in a "Club Archives" file.

Chapter II - Range Design and Safety Considerations

back to index

✦ We should all agree that an unsafe shooting range should not be sued. Safety must be the primary consideration in all shooting sports. As such, your club should form a committee to evaluate your shooting design to determine that it is completely safe to use.



Two of the most frequent concerns expressed about shooting ranges are that projectiles leave the shooting range facility endangering nearby residents and that unwary and curious children may wander onto your property during shooting, thus becoming endangered. Adequately fencing your property with warning signs affixed at regular intervals along the fence is a simple method of eliminating the second concern. The first concern-projectiles leaving the property-may require more work.

✦ With regard to shotgun shooting, be sure that your shotgun ranges are configured to provide an adequate and safe fall area. Most range designs (trap, skeet, and sporting clays) specify 300 yards as a safe fall area. Heavy vegetation may permit a lesser fall area, but test to make sure you are safe and that no shot leaves your property.

Rifle and pistol bullets are usually retained with earthen berms. Be sure that your berms are of adequate height and built with suitable materials to avoid ricochets. Also, be aware that the trend is toward a horseshoe-shaped berm encircling the entire shooting range. These berms are frequently used in conjunction with overhead baffles to ensure that no bullet leaves your property. If you have any doubt about the adequacy of your range design, obtain the shooting range manual from the NRA. Also, the NRA is developing a range evaluation/rating program. This program will allow clubs to evaluate their ranges and to design safety improvements. See Appendix B.

Remember, an unsafe shooting range is indefensible. Reasonable evidence that projectiles leave your club property will usually be enough for a court of law to restrain further use of your range facility. The burden will be on you to establish that it is safe. Document the safety features of your shooting range and be prepared to establish that it is safe.

Chapter III - Public Relations Committee

back to index

Most outdoor shooting ranges fall under the jurisdiction of township governments. Developing a good relationship with township officials is essential to the preservation of your range facility. Township officials are much more willing to treat you fairly when there is an established relationship between the township government and the shooting range operators than when the first contact you have with township officials is in response to a complaint lodged against you by your neighbors. Therefore, implement a proactive public relations strategy for developing a strong relationship with township government.

Also, good public relations with your neighbors will usually eliminate complaints about you lodged with the township. Neighbors who participate in club activities and who understand shooting sports are far less likely to challenge the club's continued use of its shooting range.

A. Formation

The first step in developing a strong public relations campaign for your club is to form a Public Relations Committee. This should be a small committee made up of carefully selected club members. First, club members who are township officials or employees make particularly appropriate committee members because of their ties with the township government. They know who in the township government will be receptive to your activities and who will need to be lobbied to your point of view.

Attorneys, business persons, and other professionals who regularly deal with people as part of their jobs also make excellent committee members. Look for members who are positive, reasonable, and conciliatory by

nature. Try to avoid having members on this committee who might become aggressive, antagonistic, or combative when engaged in interactions with neighbors or township officials.

Lastly, be sure that a club member from each shooting discipline serves on the committee. It may be difficult for archers to present strong arguments for trap and skeet shooters to argue vigorously in favor of continued centerfire rifle shooting.

In order to establish an effective Public Relations Committee, it will be necessary to educate more of your members as to the perils that face shooting ranges and to enlist a broader participation of your membership in activities to preserve your shooting range. Changing societal attitudes toward guns and shooting will require greater participation by all shooters in club activities if we are to preserve our shooting ranges. Be sure that your members are well aware that their commitment and dedication to the club will be essential to its longevity.

At the same time, remember the adage, "Loose Lips Sink Ships!" Be certain that ALL club members fully understand that any and all discussion(s) of shooting range problems should be strictly limited to private club meetings. Leave all communications outside of club meetings and with non-club members to the Public Relations Committee. Outsiders seeking information about club activities should be provided with a pre-printed (and carefully worded) brochure listing club officers or directors or Public Relations Committee members from whom additional information can be obtained. Generally follow the time-tested adage: If you don't have anything nice to say, don't say anything!

Once the committee has been formed, be sure that it meets regularly to discuss and implement pro-active programs. It is virtually worthless to have a committee that does nothing until a major problem arises. The function of the committee should be to avoid ever having to confront a major problem. Consider having committee meetings immediately before or after shooting events in order to facilitate participation.

B. Township Relations - Know the Power People

Once your Public Relations Committee is functioning, start by acquiring data. Find out the names and addresses of all township trustees, supervisors, and other officials. Find out whether any of all of these individuals participate in the shooting sports. If the township publishes a newsletter, assign on committee member to obtain and read every issue of the newsletter. Get a feel for what problems exist in your township and where the major concerns of township officials lay. Next, obtain the names and addressees of all adjacent property owners. This information is easily obtained from tax records. Be aware of whether adjacent or nearby properties have been sold recently and whether new homes are being planned for your vicinity. Building permits are generally public record. If your neighbors are going to move into your area, have your club president send a letter to your new neighbor (preferably before they move into the area) informing them of the club's existence, its facilities, and programs, and extend an invitation to the new neighbor to join your club. A one-year free membership might prove to be a wise investment.

C. Members Voting in the Township - Your "Power" list!

After the Public Relations Committee has done its homework on township government, turn attention to assets within the club. Every member of your club who votes in the township is of great value in convincing township officials that your club serves the community. Be able to cite accurately the number of members who vote in the township. They may easily outnumber the few neighbors who express concern about your club.

Next, develop special channels of communication with club members who vote in the township. Inform them of which township officials favor the presence of your club and which officials are opposed to your club activities. Be sure to get out the vote at election time to support candidates who support your club.

Lastly, look for political activists within your ranks. Getting a club member elected to a township office might be of great value!

D. Zoning

Next, obtain a copy of the current township zoning ordinances. Determine whether you are a "conforming use" or whether you exist as a prior nonconforming use. Determine when you became a nonconforming use and whether

any permits are required for the operation of nonconforming uses. Were you required to obtain such permits and did you do so? If you are a nonconforming use, review the history of your facility and its uses in an attempt to define your operation in the broadest possible terms at the time you became a nonconforming use. Generally, nonconforming uses may not be changed or expanded without permission of the township. Thus, if possible, you want to be sure that your current and future uses are consistent with those that were grandfather at the time you became a nonconforming use. If you have any doubts as to whether you may make a change, check with your township officials. One club was required to bulldoze a new skeet field because it failed to obtain permits for its construction.

E. Range Improvements

Develop a list of all changes or improvements that you may want to make to your club property and determine whether permits will be required for such changes or improvements. Discreetly find out how such permits are obtained and try to determine whether the township would be inclined to grant you such permits.

It may be preferable to make improvements as "landscaping" or as "maintenance" of existing facilities. With luck, you will have a reasonable township official with whom you can discuss these matters informally to determine whether permits will actually be required.

If your township official informs you that permits will be required, develop an application plan after familiarizing yourself with all permit application procedures.

When applying for permits, develop a plan that involves township officials and neighbors. Informing these individuals of your plans and how they will benefit the community prior to making any formal application may smooth the application process and expedite the issuance of permits. Quality detailed written materials submitted as a proposal to township officials prior to formal application may answer their questions in advance and eliminate long discussions during the application process.

As an overview, your entire public relations effort should be geared to convince township officials and residents that your club and its facilities constitute a valuable asset within the township. This may be done by coordinating township recreational activities with your club activities. It may be done by hosting charity shoots, hunter safety classes, or getting your club involved in other civic activities. Whatever public relations activities you choose, get started on them now.

Never underestimate the value of your civic/charitable activities. A strong program of civic/charitable events has helped many clubs obtain property tax reduction. For further information on this subject, contact the MUCC Legal Department.

Chapter IV - Reacting to Specific Situations

back to index

Shooting is a legitimate sport. It is conducted on an international scale. There are numerous shooting events in the Olympic games. Shooting sports can be enjoyed by men and women, young and old. They are safe and enjoyable and are certainly as legitimate as golf, tennis, or bowling. Shooters need to maintain a positive attitude toward the shooting sports and refrain from being defensive. This should be done all of the time, not just at the shooting range. It has often been said that the best defense is a strong offense. If everyone participated in the shooting sports, there would be no one left to complain about our activities. Therefore, the first step in dealing with problems is to prevent them by promoting the shooting sports. However, when a complaint arises you should be ready, willing, and able to deal with it efficiently and effectively.

When you receive a complaint from a neighbor, take it seriously and be ready to act upon it immediately. First, you must identify the true nature of the problem.

A face-to-face meeting with your neighbors is preferable. If you believe in the shooting sports, you should not be embarrassed or hesitant about meeting with those who complain. Let your neighbors see that you are decent human beings. Call them to schedule a meeting at the earliest possible date. Have a few club officers meet with the neighbors to listen to their complaints. It is particularly important to listen to them rather than to argue why what you are doing is none of their business.

It is often helpful to schedule the meeting at the club facility and to invite the neighbors to see what is going on. Often, individuals complaining about shooting lack knowledge about the shooting sports. Schedule the initial meeting when no shooting is going on and plan on doing most of the listening. During this meeting invite the neighbors to come and observe some of your shooting activities. Invite them to inspect the premises. Make it clear to your neighbors that you have nothing to hide! What you do is legitimate!

When you find out what they really want, be prepared to discuss reasonable solutions. If they fear that your activities are unsafe and in some way threaten them, be sure that you have all the safety facts available so that you can explain in detail why their fears are unfounded. If they have suggestions on how to make your operations safer, listen carefully. Your neighbors may have good ideas.

B. Approached by the Township

An inquiry made by a township official should not be presumed to be a problem. If you have formed a Public Relations Committee that has established strong ties to the township government, you should expect contact from township officials on a periodic basis. As with contact by your neighbors, act immediately upon contact from the township.

First, find out the exact reason you have been contacted. If it appears that the township official has a problem with your operations, find out why. Has a neighbor filed a complaint with the township? If so, what is the exact nature of the complaint? Was it made orally or was it submitted in writing? If in writing, can you get a copy of the letter? Find out exactly what it is the township would like you to do about the situation. If you have dealt with a complaining neighbor previously, make sure the township knows of all of your efforts to resolve the problem and that you are willing to deal directly with the neighbors in the future if they are willing. Be sure to document all such efforts.

On a brighter note, the inquiry by a township official may be simply a response to your public relations effort. The township may have an idea for a recreational opportunity using your facilities. Or the township may simply want more information about what your club does. The nature of the contact by the township should tell you a lot about what will be required from you. Was it by telephone or did you receive an official letter from the township? If a letter, was it friendly or was it hostile? Refer this matter to your Public Relations Committee so that an individual knowledgeable about township matters can make a response. Dealing with complaints sent by neighbors to township officials should be nothing more than an additional part of your overall public relations campaign. Make sure that the township views you as the good guy and the complainant in a negative light.

C. Approached by Other Agencies

All regulatory agencies in Michigan have the authority to inspect any property or establishment. This is done when deemed necessary by an agency directive, by agency observation, or when a complaint is filed with the agency by another party.

Your club should be prepared for such inspections and be able to answer questions on a timely basis. Be sure that either officers or members of your Public Relations Committee meet with agency representatives. To this end, make sure that all of your members know to whom regulatory agency inquiries should be referred.

If you are unsure why a regulatory agency is contacting your club or what is being sought by the agency, feel free to contact the MUCC Legal Department.

As a general rule, you should be friendly, polite and cooperative with regulatory agency personnel. At the same time, however, it may be wise to not offer information about your club and its facilities and activities that is not being sought by the agency. General guidelines that you may follow when dealing with agency representatives include:

- A. If you don't know an answer to a question, defer giving an answer by saying, "I'll have to research this questions and I will get back to you as soon as possible."
- B. Don't debate or argue on an issue during contact with an agency inspector.
- C. Don't ask questions unless they are need to clarify requests asked by the agency representative. Don't

protract the inspection or contact unnecessarily.

D. Provide requested information or a reason why the information is not available in a timely fashion. If you have any concern about whether you should volunteer information to a regulatory agency, again, contact the MUCC Legal Department.

Remember the MUCC and the NRA exist to serve you. Do not hesitate to contact either of these entities when you are unsure of how you should deal with requests for information about your shooting facilities.

D. Served with Summons and Complaint

If difficulties with neighbors or township officials cannot be resolved through negotiations, be prepared to receive a summons and complaint notifying you that you are being sued. You should view this as an opportunity to officially resolve any disputes you have with your neighbors rather than perceiving it as the death knell of your club.

If you are served with a summons and complaint, it is particularly important to act immediately. First, obtain competent legal counsel. Do not expect a member of your club who is a lawyer to handle this matter for you free. You get what you pay for! A lawyer in your club, however, may be an ideal person to help you retain a lawyer to handle this lawsuit. Usually, you have a very limited time in which to respond to the complaint. Therefore, it is best if you have a lawyer identified in advance of being sued. You then can deliver the summons and complaint immediately to this lawyer. If you are unsure about selecting an attorney, contact the MUCC Legal Department.

Often, the party suing you will request a temporary restraining order to prohibit you from shooting during litigation. As a practical matter, a court will rarely issue a temporary restraining order unless the plaintiff can demonstrate that continued use of your facilities poses immediate danger of physical injury to the plaintiff. Assuming that you have a shooting facility that is designed and constructed to provide safe shooting, it is likely that the temporary restraining order will be denied.

There is a substantial chance that a lawsuit filed against you will end in a settlement without every going to trial. A settlement usually involves a compromise and you should realize from the outset that a lawsuit may result in your losing something—shooting hours, part of your shooting facility, a particular type of shooting discipline. On the other hand, going to trial could mean far more drastic results. Thus, settlement negotiations should be approached optimistically and enthusiastically. Also, reaching a settlement will eliminate the possibility of an expensive appeal.

Lastly, realize that litigation is expensive. Your members should be advised that if problems arise with neighbors or the township government, they may be required to pay for litigation. This money may be raised in advance by increasing club dues and setting aside a "war chest" or by special assessments when a problem arises. Unfortunately, special assessments frequently result in a loss of membership and in turn a smaller club treasury. Therefore, having cash on hand to finance litigation is probably the preferable approach. Keeping your membership accurately informed of any potential disputes should makes it easier to generate the "war chest." And, there is a very substantial potential for disputes when you have close neighbors who have complained in the past and who are adversarial in nature.

E. Specific Complaints

Regardless of whether a complaint arrives in the form of a letter or telephone call from a neighbor or a township official or by service of a summons and complaint, it is extremely helpful to analyze the nature of potential complaints and to prepare for them in advance.

1. Noise

The most common complaint lodged against shooting ranges is that shooting activities are too noisy. The best solution is to find that you are in compliance with any existing township noise ordinances. This may require sound testing by an engineering firm.

The second best solution is to tactfully inform those complaining that you are immune from noise nuisance

lawsuits under state law. See Appendix F for the immunity statute.

The third solution is to reduce or restructure shooting activities so as to reduce perceived noise.

Remember that what is music to one person may constitute "noise" to another person. In actuality, the sound of shooting may be less "noisy" than trucks, tractors, airplanes, lawn mowers, and other machinery. Remind your neighbors that it is unfair to characterize the sound of shooting as "noise" when your shooting is not as loud as many sounds your neighbors regularly and voluntarily tolerate and, in some instances, less loud than sounds they make on their property.

In any event, do something to deal with the complaint. Ignoring it will not make it go away and will usually exacerbate the problem.

2. Safety

Those who do not understand the shooting sports seem to have an ingrained belief that all guns and their use constitute safety hazards. The first step toward solving this problem is to mandate safe shooting facilities and safe shooting practices.

The second step is to educate those who are complaining that your facilities pose no threat to them. Provide a tour of your club. Provide copies of your safety rules and the procedures you use to enforce these rules.

Remember, there is no defense for unsafe shooting!

3. Zoning

Increased development of what were rural areas has spawned many new zoning ordinances. Whether shooting clubs are expressly permitted under such ordinances or whether your club is a prior nonconforming use grandfathered into existence, zoning can cause problems.

First, know the local zoning ordinances and how to fit into the zoning scheme for your area. Make every effort to comply with all ordinances.

If you are a nonconforming use, as a general rule, your existence must continue as you existed when you became a nonconforming use. This applies particularly to physical structures but may apply as well to other facets of your club. To be on the safe side and to maintain good community relations, contact the township officials before implementing any major changes.

Lastly, if new zoning ordinances are designed to terminate or inhibit your shooting activities, contact the MUCC Legal Department for information about challenging these ordinances.

4. Pollution

Allegations that lead alloy shot and bullet materials constitute hazardous pollution are appearing with much greater frequency. The simplest response to such allegations is that scientific studies have concluded that these materials rarely pose any health risk whatsoever. The real issue here is one of lead alloy recycling! Consult Chapter V of this manual for further discussion on handling this matter.

Chapter V - Planning Your Future

back to index

It is never too late to start planning for the future of your shooting range. Needless to say, the sooner you tackle this chore, the brighter your future will be.

Take stock of what you currently have in the way of facilities in the context of your township and how it is

changing. Are you located on a tiny parcel of property which is surrounded by new subdivisions or are you still located in a relatively rural area? Determine whether you are satisfied with your current facilities or whether you believe there is a need to improve, expand, or move the facilities. Create a detailed plan for what you want your club to be next year, in five years, and in 10 years. Are these plans realistic in terms of township growth and residential development trends and with the club's financial position? Is there adjacent land available that your club could purchase to create a buffer zone between your shooting facility and future land development? Though this is an expensive endeavor, it may be one of the best ways to ensure the continuation of your club. It may be possible to buy land as a buffer which also will generate income for your club. Leasing land to farmers for crop cultivation is one possibility. Leasing land to a township recreation program for cross-country skiing and nature trails is another possibility.

In any event, a detailed plan encompassing at least 10 years should be developed to ensure the future of your shooting facilities.

A. Shooting Uses

The shooting sports are changing. Shotgunners are finding enjoyment on sporting clays courses. Pistol shooters now enjoy knocking down metal plates. Rifle shooters are shooting metallic silhouettes and airgun field targets. Has your club expanded into these newer sports? Should it?

Before developing a long-term plan for your club, find out what your members want. Send out a questionnaire to your membership soliciting information about their shooting interests.

Also, investigate outside your club. Contact local 4-H organizations and Boy Scout (and Girl Scout) troops to see whether they have shooting interests. Remember that the future of shooting sports is with our young shooters!

Now, taking into account your land and the surrounding area, develop a short-term and a long-term plan of shooting activities. The future of your club will be better if you plan the future instead of merely letting it happen.

B. Range Improvements

As part of your long-range plan, consider any desirable changes to your shooting facilities. Make a list of shooting range improvements that would enhance both the safety aspects and shooting uses of your range. Consider whether current shooting ranges should be replaced, reoriented, or moved to a new location. If you determine that in 10 years you may not be able to use your current facilities, develop a plan for acquiring new property with a view toward relocation. Generally, members are willing to pay additional sums of money when specific projects are identified and their need communicated to your membership. Do not wait until you lose the use of your facilities to look for a new location. Plan now!

Regularly review the overall operations of your shooting facilities. Be sure that new programs do not cause risk to otherwise safe shooting practices. For example, be sure that a new sporting clays layout does not bring shooters into peril from use of a rifle or pistol range or a trap or a skeet field. It takes only one minor accident to tarnish the good name of all shooting sports.

C. Spent Shot and Bullet Material Management

As good citizens, we should all practice good resource management. One good practice is to recycle all metals and plastics.

Spent casings, shot, and bullet materials are scrap metal and plastic. Besides the lead content there is also a valuable amount of copper, brass, aluminum, and plastic. Some spent casings also can be used "as is" after cleaning and resizing. These materials have a good resale value. In many cases, the retrieval of these materials can be profitable for your club.

There are basic range management procedures you should follow yearly.

One procedure is to assure that none of these materials are allowed to enter a waterway or a wet area. This makes it easier to retrieve the materials. The equipment used for retrieval doesn't work well in wet areas or under water. If this procedure is not followed, these materials lose value because of increased equipment operating

costs. Also, keep these materials isolated for future recycling by controlling water flow and drainage on your property.

Another procedure is to "salt" the range area with a alkaline material (anti-acid) such as lime. This should be done at approximately 50-100 pounds per 1,000 square feet every two years. If you want to be more precise, then have your range soil tested for pH yearly in several locations. The soil should be kept in the 6.5 to 7.5 pH range. This will keep the material intact and more valuable.

There are several companies that will retrieve this material. Consult the Appendix to this manual or contact MUCC or your local or state NRA representative for the names and contact persons. It would be prudent to bid the work between three or four of the companies. Coordination with other clubs in your area may result in reduced costs or increased profits for your club.

If your club is approached by a regulatory agency or a group of individuals about your management practices concerning these materials, contact MUCC or your nearest NRA representative before you discuss this subject with non-club members. Have a designated and knowledgeable member or office charged with the responsibility for discussing these matters with any non-club members.

You should plan on retrieving this material at least every three to five years. The casings should be cleaned up monthly as a safety precaution for mowing grass.

The range areas should also be kept well grassed or seeded. This helps keep the soil in place.

D. Education and Training

Another aspect of your long-range plan should be the education and training of your members. You should develop a program that will ensure that all members and guests who may use your facilities are trained in safe gun handling and use. They also should be knowledgeable about the design and construction of your shooting facilities so that they thoroughly understand the importance of the rules you have regarding the use of the facilities.

Review any safety regulations that you currently have to be sure that they are adequate. On a regular basis (in your newsletter to members) be sure that you continuously communicate safety and use regulations to your members. Develop a plan for reviewing and, if necessary, revising your safety and use regulations. Nothing is more embarrassing than finding that your members do not know and do not follow your promulgated safety and use regulations.

While these activities may seem bothersome and time consuming, they are absolutely essential to the longevity of your shooting facilities. If you are ever challenged on the safe operation of your facilities, you will need to demonstrate that you exercise a high level of care. A complete written record of your activities in this area will prove invaluable in establishing your high level of care.

E. Security

Develop a plan for improving or maintaining security of your facilities. An obvious reason for doing this is to eliminate the possibility of vandalism. Additionally, good security practices will keep non-members from using your facilities improperly. Non-members rarely have a reason to comply with your safety and use regulations. Unauthorized shooting by non-members is often what your neighbors are complaining about. At the same time, a good security program will involve the policing of your members to ensure that their shooting practices do not deviate from your regulations, thus causing concern among your neighbors. Your neighbors rarely care whether it was a member or a non-member shooting at an inappropriate time. They know only that shooting is taking place. While it may be awkward to confront a long-time loyal member, that member should not be allowed to jeopardize future shooting for all club members.

F. Neighborhood and Community Relations

Neighborhood and community relations should be part of your long-range plan. All too frequently, these activities take place only when a problem arises and are immediately discontinued after that problem is resolved. Strong

neighborhood and community relations programs can eliminate future problems and ensure the availability of your facilities for many years to come.

G. Acquiring a New Range Facility

Lastly, consider whether your facilities are adequate for the long haul. Consider carefully whether it would be advisable to acquire adjacent properties. While this may be a great expense to your club, it may be money well spent when considering the cost of relocating your entire facility. And, if you must relocate, give careful consideration to a piece of property that has enough acreage to afford your long-term shooting opportunities. A small parcel of land currently surrounded by expansive farm lands may become a small parcel of land surrounded by expansive residential subdivisions. Buy a piece of property sufficiently large to avoid the perils of suburban sprawl in the future.

While the suggestions in this manual may appear to be cumbersome, time-consuming, and occasionally expensive, we must all pull together in an effort to preserve our shooting ranges or we will all be forced to purchase golf clubs and funny clothing. Good luck, and may you always have safe and good shooting.

Appendices

back to index

Appendix A

Disclaimer. This manual is designed to give suggestions in dealing with many different types of problems confronting shooting clubs in Michigan. It is not intended to provide specific legal advice on how an individual club should respond to a specific legal problem. Clubs wanting actual legal advice on a specific legal problem should contact MUCC Legal Department directly or retain independent legal counsel.

Also, the suggestions made in this manual are made in an attempt to stimulate pro-active conduct by shooting clubs. They are in no way guaranteed as a solution to a particular problem confronting a particular club. Every club is unique and will necessarily have to develop unique solutions to problems.

Appendix B - NRA Range Manual and Representatives

The NRA Range Manual can be obtained from: NRA, Shooting Range Department, 1-800-336-7402. Cost at the time of this writing is \$50. For the names, addresses, and telephone numbers of NRA representatives in your area, contact: NRA, Shooting Development Department, 1-202-828-6120.

Appendix C - Lead Mining and Reclamation Companies

A list of companies willing and able to mine lead alloy shot and bullet material from your property may be obtained from: MUCC Shooting Sports Committee, Box 30235, Lansing, Michigan, 48909.

Appendix D - DNR Enforcement

The Michigan Department of Natural Resources maintains and operates shooting ranges throughout Michigan. For information about these ranges, contact: Michigan Department of Natural Resources, Law Enforcement Division, Box 30028, Lansing, Michigan, 48909, 1-517-373-1230.

Appendix E - MUCC Resources

For advice on specific legal problems, contact: MUCC Legal Department, M. Carol Bambery, General Counsel, Box 30235, Lansing, Michigan, 48909, 1-517-371-1041.

Appendix F - Michigan Shooting Range Statute Sport Shooting Ranges, Regulation, Civil Immunity

P.A. 1989, No. 269, Imd. Eff. Dec. 26

AN ACT to provide civil immunity to persons who operate or use certain sport shooting ranges; and to regulate the application of state and local laws, rules, regulations, and ordinances regarding sport shooting ranges.

The People of the State of Michigan enact:

691.1541. Definitions

Sec. 1. As used in this Act:

- (a) "Local unit of government" means a county, city, township, or village.
- (b) "Person" means an individual, proprietorship, partnership, corporation, club, or other legal entity.
- (c) "Sport shooting range" or "range" means an area designated and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, or any other similar sport shooting.

691.1542. Sport Shooting Range; noise pollution, noise; exempt from liability

Sec. 2.

- (1) Notwithstanding any other provision of law, a person who operates or uses a sport shooting range in this state shall not be subject to civil liability or criminal prosecution in any matter relating to noise or noise pollution resulting from the operation or use of the range if the range is in compliance with any noise control laws or ordinances that applied to the range and its operation at the time construction or operation of the range was approved by a local unit of government.
- (2) A person who operates or uses a sport shooting range is not subject to an action for nuisance, and a court of the state shall not adjudge the use or operation of a range on the basis of noise or noise pollution, if the range is in compliance with any noise control laws or ordinances that applied to the range and its operation at the time construction or operation of the range was approved by a local unit of government.
- (3) Rules or regulations adopted by any state department or agency for limiting levels of noise in terms of decibel level which may occur in the outdoor atmosphere shall not apply to a sport shooting range exempted from liability under this act.

691.1543. Effect on local unit of government.

Sec. 3

This act does not prohibit a local unit of government from regulating the location, use, operation, safety, and construction of a sport shooting range after the effective date of this act.

What is MUCC?

MUCC is the Michigan United Conservation Clubs, a statewide organization dedicated to furthering and advancing the cause of the environment and conservation in all phases and to promoting programs designed to educate citizens in natural resource conservation and environmental protection and enhancement.

What Does MUCC Do?

- Supports hunting, fishing, and trapping as highly regarded forms of outdoor recreation.
- Conducts conservation and environmental education programs.
- Maintains a full-time legislative service providing information relating to conservation and environmental matters to the Legislature, Congress, the Governor's office, and state and federal agencies.

- Engages in legal suits to protect the state's natural resources.
- Publishes *Michigan Out-of-Doors*, a monthly magazine devoted to conservation and outdoor recreation.
- Serves as the official Michigan affiliate of the National Wildlife Federation.
- Operates the MUCC Conservation Education Youth Camp.
- Conducts hunter safety training programs throughout Michigan.
- Monitors governmental, industrial, military, and other operations affecting natural resources.
- Sponsors National Wildlife Week in Michigan.
- Publishes *Tracks*, a monthly reader covering conservation subjects for elementary schoolchildren throughout the state.
- Conducts Wildlife Discovery, a conservation education program, in classrooms in various parts of the state.
- Produces "Michigan Out-of-Doors Magazine," a weekly television program featured on all PBS stations.
- Conducts the largest shotgun, rifle, pistol, and archery tournament in Michigan.
- Arranges conferences to train leaders in the conservation movement.
- Coordinates WISE (Waste Information Series for Education) in Michigan.
- Informs the public regarding developments and issues on the conservation front.
- Sponsors "Outdoorama", the largest sports exposition in Michigan.
- Coordinates National Hunting and Fishing Day in Michigan.
- Presents Wildlife Encounters, a show using live animals to explain wildlife concepts.

Publications & Blogs



Websites, Campaigns & Programs



Follow & Subscribe



© 2016 National Shooting Sports Foundation, Inc.
All Rights Reserved
11 Mile Hill Road • Newtown, CT 06470 • 203.426.1320

[About NSSF](#) | [Contact Us](#) | [Members](#) | [Privacy Statement](#)
[Linking Policy](#) | [Terms of Use](#)



ENVIRONMENTAL REGISTER

No. 495 Illinois Pollution Control Board News

June-July, 1995

APPELLATE UPDATE

SECOND DISTRICT AFFIRMS THAT SKEET SHOOTING IS EXEMPT FROM BOARD NOISE REGULATIONS, SECTION 24 DOES NOT CREATE AN INDEPENDENT CAUSE OF ACTION

In the recent decision of *Shepard v. PCB* (2d Dist. May 4, 1995), No. 2-94-0864, the Second District Appellate court affirmed the Board's decision in *Shepard v. Northbrook Sports Club* (May 5, 1994), PCB 94-2. The court agreed with the Board that the skeet and trap shooting involved in the complaint was exempt from Board noise regulation. It further agreed that Section 25 of the Act did not create an independent cause of action. The Second District upheld the Board's decision against constitutional attack and held that the Board had properly dismissed the complaint.

The Northbrook Sports Club moved to an area within the Village of Hainesville in 1987 and established skeet and trap shooting at that location. The complainants, local residents, filed a complaint against the Sports Club and the Village of Hainesville, alleging that the shooting interfered with their enjoyment of their homes and recreational activities and depressed the values of their properties. They sought a cease and desist order from the Board to stop the shooting activity. The Sports Club sought dismissal on the basis that it was exempt from Board noise regulation under Section 3.25, as an "organized amateur or professional sporting activity". The Village sought dismissal on the basis that it had no ownership interest in the Sports Club property. The Board granted dismissal as to both respondents, and the complainants appealed.

The Second District first considered whether Section 24 creates a distinct cause of action. It compared the similar language of Section 24 with that of Section 9(a), which pertains to air pollution. It noted that Section 9(a) uses the disjunctive-i.e., it creates a cause of action for air pollution or for violation of Board air regulations-whereas Section 24 creates a cause of action only for violating Board noise regulations. The court agreed with the Board's determination that Section 24 could not be applied to create a cause of action for "nuisance noise" pollution apart from Board regulations.

The court then addressed the issue of whether the complained-of activities of the Northbrook Sports Club were exempted from Board regulation. Citing *Hinsdale Golf Club v. Kochanski* (2d Dist 1990), 197 Ill. App. 3d 634, 555 N.E.2d 31, it followed the holding of that case and held that the Section 900.102 prohibition of "nuisance noise" pollution was subject to the Sections 3.25 and 25 exemption for an organized amateur or professional sporting activity. In response to the argument that the

exemption did not apply because the Sports Club was not "in existence" at its present location in 1975, the court upheld the Board's conclusion that shifting locations in 1987 did not prevent it from being exempt from regulation. Further, the court concluded, based on the *Hinsdale Golf Club* decision, application of the specific examples of activities in Section 3.25 was the more appropriate interpretation of the exemption than determining whether the Sports Club's shooting strictly fulfilled each qualifying element set forth in the statute. Finally, the Second District refused to read into Sections 3.25 and 25 a requirement that the Sports Club make a specific reference to shooting activities in its articles of incorporation to qualify for the exemption.

The court denied the complainants' contention that the Board improperly imposed the burden of proving the inapplicability of the exemption on them. The court found that the fact that the Board did not find their arguments persuasive did not indicate that the Board had imposed the burden on the complainants. The Second District found that the Board's conclusions on the exemption were amply supported by the record and upheld them.

Finally, the Second District upheld Sections 3.25 and 25 of the Act against constitutional attack. First, the complainants argued that a 1981 amendment to Section 25, which removed the former pre-1975 qualification for existence of the club, was an impermissible retroactive law. Finding that the complainants had no vested interest in the continuation of the statute in its pre-amendment form, the court rejected this attack. Second, the Second District disagreed with the argument that the Section 25 exemption was impermissible special legislation, conferring a privilege or benefit on one group to the exclusion of others similarly situated and discriminating in favor of a select group without a reasonable basis. The court held that the Section 25 exemption was general legislation that applies to all persons similarly situated. The Second District rejected the argument that the Section 25 was invalid because there was no compelling state interest behind it. The court observed that the "rational basis" test was the appropriate test where there was no suspect classification or a fundamental right involved. It further observed that the complainants had failed to demonstrate that the exemption was arbitrary or unreasonable.

The Second District refused to reach the merits of an attack on the constitutionality of a recent amendments to Section 3.25, in P.A. 88-598, because it did not base any segment of its decision on those amendments.

As to the applicability of the exemption to the Village, the Second District held that it was not responsible for the shooting noise. The Village maintained that it had no ownership interest in the Club, and although the complainants alleged that the Village actively participated and was a beneficiary of the shooting, court noted that they offered no evidence to this effect. The fact that the Village had helped set up the Sports Club facilities, in the opinion of the court, did not establish that the Village was responsible for the noise.

(Editor's Note: The Second District denied a petition for rehearing in this case.)













June 2016

Su	M	Tu	W	Th	F	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Community Events

Blackhawk Mosquito Abatement District Mtg

June 14, 7:00 PM - 8:00 PM @ Village Hall Main Building

Lower Level Conference Room

[More Details](#)

Chamber of Commerce Meeting

June 15, 9:00 AM - 10:00 AM @ Village Hall

[More Details](#)

Daisy Days - presented by Chamber of Commerce

June 17 - June 18 @ Downtown Clarendon Hills

[More Details](#)

Dancin' In the Street Concert Series

June 22, 6:30 PM - 9:00 PM @ Prospect Ave Downtown Clarendon Hills

Fun for the whole family, bring your chairs and listen to good bands, purchase food from our local vendors, Beer tent available with wine.

[More Details](#)

Dancin' In the Street Concert Series

June 29, 6:30 PM - 9:00 PM @ Prospect Ave Downtown Clarendon Hills

Fun for the whole family, bring your chairs and listen to good bands, purchase food from our local vendors, Beer tent available with wine.

[More Details](#)

Meeting Calendar

Firefighters' Pension Special Board Meeting

June 3, 10:00 AM - 11:00 AM @ Village Hall Main Building

[More Details](#)

Village Board Regular Scheduled Meeting

June 6, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

ZBA/PC Meeting

June 16, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

Village Board Regular Scheduled Meeting

June 20, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Special Events Committee Meeting

June 28, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)

**CONNECT
WITH US**

July 2016

Su	M	Tu	W	Th	F	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Community Events

Village Offices Closed due to Holiday

July 4, All Day

Independence Day

[More Details](#)

Dancin' in the Street Concert Series

**July 6, 6:30 PM -9:00 PM @ Prospect Ave Downtown
Clarendon Hills**

Fun for the whole family, bring your chairs and listen to good bands, purchase food from our local vendors, Beer tent available with wine.

[More Details](#)

Dancin' in the Street Concert Series

**July 13, 6:30 PM -9:00 PM @ Prospect Ave Downtown
Clarendon Hills**

Fun for the whole family, bring your chairs and listen to good bands, purchase food from our local vendors, Beer tent available with wine.

[More Details](#)

Chamber of Commerce Meeting

July 20, 9:00 AM -10:00 AM @ Village Hall

[More Details](#)

Dancin' in the Street Concert Series

**July 20, 6:30 PM -9:00 PM @ Prospect Ave Downtown
Clarendon Hills**

Fun for the whole family, bring your chairs and listen to good bands, purchase food from our local vendors, Beer tent available with wine.

[More Details](#)

Dancin' in the Street Concert Series

**July 27, 6:30 PM -9:00 PM @ Prospect Ave Downtown
Clarendon Hills**

Fun for the whole family, bring your chairs and listen to good bands, purchase food from our local vendors, Beer tent available with wine.

[More Details](#)

Meeting Calendar

Canceled Village Board Rescheduled Meeting

July 5, 7:00 PM -9:00 PM @ Board Room

Rescheduled due to the observance of Independence Day 7/4/16

[More Details](#)

Village Board Regular Scheduled Meeting

July 18, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

ZBA/PC Meeting

July 21, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

Special Events Committee Meeting

July 26, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)

**CONNECT
WITH US**