



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 1710.1
N92
FEB 01 2018

NAS LEMOORE INSTRUCTION 1710.1

From: Commanding Officer, Naval Air Station Lemoore

Subj: POLICIES GOVERNING THE SAN JOAQUIN VALLEY ROD AND GUN CLUB

Ref: (a) CNICINST 1710.3 of 14 June 13

Encl: (1) Naval Air Station (NAS) Lemoore Release of Liability Agreement

1. Purpose. To establish controls, policies, and procedures governing the operation of the San Joaquin Valley Rod and Gun Club, hereinafter referred to as "Skeet Range" or the "Rod and Gun Club," as set forth in reference (a).

2. Scope. This instruction applies to all personnel who use the Rod and Gun Club. The Rod and Gun club has the following goals:

a. To provide recreational facilities, equipment, and services.

b. To conduct recreational and social activities (special events such as Hornet Ball Shoot etc.) approved through the NAS Lemoore Commanding Officer and the Fleet and Family Readiness (FFR) Director.

c. To stimulate interest in shooting activities and to promote good sportsmanship and safety in family and team recreational activities.

d. To classify and establish the San Joaquin Valley Rod and Gun Club operation as a special interest group/program under the FFR/Morale Welfare and Recreation (MWR) umbrella as defined in reference (a). The Rod and Gun Club shall operate on a not-for-profit basis and will not receive additional funding from the NAS Lemoore FFR/MWR Non-Appropriated Fund (NAF) Department.

4. Responsibilities

a. Commanding Officer. The Commanding Officer, NAS Lemoore, provides the location to operate shooting events, called San Joaquin Valley Rod and Gun Club, and retains overall control of the same through the FFR Department, NAS Lemoore.

FEB 0 1 2018

b. Fleet and Family Readiness (FFR). The FFR Director shall be responsible for general oversight of the Rod and Gun Club and shall ensure that this instruction is disseminated to applicable personnel and adhered to. The FFR Director shall ensure that the grounds and constructed facilities are maintained, by the club members, in accordance with NAS Lemoore guidance and standards.

c. Executive Committee. The Executive Committee is comprised of officers elected by club members. These officers are the President, Vice President, Secretary, and Treasurer. If club membership drops below eight members, the FFR Director may appoint a facility manager from the club until membership numbers allow an election process.

d. President. The President is responsible for the overall operation, administrative, and safety functions of the Rod and Gun Club. The President shall be responsible for drafting and publishing Standard Operating Procedures (SOPs) regarding the general day-to-day operation of the Rod and Gun Club. All SOPs shall comply with current NAS Lemoore instructions and be endorsed by the FFR Director. The President shall ensure all members are aware of and comply with all published instructions, rules, and SOPs. The President shall resolve member grievances and disputes and manage any disciplinary actions that should be required. The President shall function as a signatory of the club's bank account. The President shall submit a yearly report/brief to the FFR Department. This report shall include current membership statistics, financial status, and any other information or issues that may require the attention of the FFR Director or Commanding Officer.

e. Vice President. In the absence of the President, the Vice President shall assume all responsibilities of the President. The Vice President shall be responsible for all general duties and responsibilities as delineated in the club SOPs including but not limited to, new member orientation and safety adherence.

f. Secretary. The Secretary shall maintain all required administrative records including meeting notes, post current regulations, maintain member files, and function as a signatory of the club's bank account.

g. Treasurer. The Treasurer shall collect all required fees, make deposits, report all delinquencies to the President, reconcile bank accounts and ensure records are available for audit purposes at all times.

5. Voting Procedures

a. Elections for new officers shall be conducted each November and selectees shall assume their respective positions in January for a term of one year. Members who know prior to the election they cannot complete a full term of office due to PCS move or other known circumstances, are not eligible for election to the Executive Committee. In the event of a resignation or short notice departure of an elected officer, the club shall elect a replacement officer within 30 days via a special election. Officers resigning are not eligible for any office in

the special election immediately following their resignation, but may run again for any office the next November general election. It is the responsibility of the President to coordinate all elections. For officer elections, the following applies:

(1) A nomination sheet will be posted at the club 30 days prior to the election. All nominees must be active board club members in good standing. Any member wishing to decline a nomination may do so prior to the election.

(2) Members are considered in good standing and able to fully participate in elections immediately upon joining the Rod and Gun Club and the membership fees are paid.

(3) Each member/family unit may cast only one ballot per office. Members must vote, on site at the designated election meeting. The President will publish the election date when nomination sheets are posted.

(4) A simple majority vote shall constitute a win.

b. For issues affecting the majority of the membership, the President is responsible for scheduling a club meeting, outlining the issues, and conducting a vote. A quorum of 70 percent of all voting members is required to conduct a vote. A simple majority vote of the quorum will determine/resolve the issue. Each family unit is entitled to only one vote.

6. Financial Responsibilities

a. The Rod and Gun Club shall bear full financial responsibility for the construction, maintenance, and support of the land and facilities assigned, including utilities (water, electric and trash), and basic grounds maintenance. FFR will not be financially responsible in any way for this special interest group/program.

b. Funds collected shall be deposited into the bank account. Money deposited shall be for the sole use of the Rod and Gun Club. Designated signatories for the bank account are the President, Vice President, and the Secretary. The Treasurer cannot be a signatory.

c. Club funds shall be used to operate and maintain the facility at a safe and functional level and support any related promotional or community events. Club funds are not to be used for parties, gifts, or projects (other than directly related to the realm of normal day to day operations.) The use of funds for special projects requires a vote and written approval of the FFR director. All vote approvals shall be noted in meeting minutes.

d. As a special interest program under the FFR Department, the Rod and Gun Club shall be subject to financial and operational audits on a regular basis. The Treasurer shall ensure records are available for audit review upon request by either the FFR Department or the installation Inspector General. If the Treasurer is not available, the President shall provide the required records/documents.

e. The Rod and Gun Club shall maintain a commercial liability insurance policy of at least \$1,000,000.00/per incident in coverage. A copy of the current policy will be provided to the FFR Department. Upon renewal, subsequent policy documents will be submitted to the FFR Department. In addition, all personnel utilizing this facility will complete enclosure (1) and retain the original in each members file.

7. Dues. Membership dues must be paid and noted in the membership notebook with the club secretary prior to an individual becoming a club member.

a. The following basic fee structure shall be adhered to and is established to ensure the financial solvency of the program:

(1) Annual Fee for club members \$24.00

(2) Round Fee \$5.00 non-members \$4.00 for members

(3) Ammunition \$7.00 a box (25 rounds per box)

b. All fees are subject to change without notice for potential new members. Any change in fees applicable to existing members will require a 30 day written notice to members. Fees may not be reduced without the written consent of the Commanding Officer. Discounts of any kind are not authorized.

c. All voting members/family units are required to contribute six hours a quarter toward routine grounds maintenance and special projects. This volunteer work is in addition to the general maintenance requirements. The focus of this volunteer effort is to make repairs and improve common areas and facilities and to complete special projects as required after appropriate approval. Work days will be scheduled and coordinated by the club President and records of attendance shall be maintained.

8. Disciplinary Actions

a. The Executive Committee shall determine whether termination of membership is appropriate and recommend such action, in writing, to the Commanding Officer, via the FFR Director for approval. Only the Commanding Officer may authorize a termination of membership for cause.

b. Any member may report an infraction of the rules to the President or Vice President. Any infraction substantiated by the Executive Committee shall result in a written warning. A subsequent infraction shall result in three month probation. Members on probation are considered members not in good standing during their probationary period. A third infraction shall result in a termination recommendation.

c. If a member wishes to appeal a probationary notice they may do so to the MWR Director, in writing only, within five (5) days of receiving the probation notice. The appeal must contain justification and any supporting documentation available for consideration. The MWR Director will render a determination within ten (10) days and the MWR Director's determination will be final.

9. General Rules and Regulations

a. Safety of all persons is paramount and the responsibility of every member. Extreme care shall be taken by each member to ensure safe firearms practices are exercised. Members endangering their own safety or the safety of other members shall be barred from future use of the Rod and Gun Club.

b. The Rod and Gun Club is an unsupervised facility. Adults must supervise minors under the age of 14 at all times. Members and guests with children under the age of 18 are responsible for their children's actions when using the range. Children are not permitted to play on top of fences, or on any of the shooting ranges.

c. Garbage, including bulk items, shall be placed in proper trash receptacles and removed from the property by club members.

d. All members, or an adult from each family unit, shall attend club meetings in order to remain in good standing.

10. Facility Use

a. Prior to constructing any building, moving fence lines, selecting paint colors or changing the property infrastructure in any way, the project must be approved by the Executive Committee and submitted to the Commanding Officer, in writing, via the FFR Director for final written approval prior to execution of the planned work. All individual temporary additions (i.e., temporary fencing, shade structures, etc.) shall be preapproved by the Executive Committee.

b. Operating a business for individual profit on the grounds is prohibited. Events or services provided by the club as fund raising activities for the club are authorized.

c. Members shall be held responsible for all damage caused by themselves or family members, and guests. All damage must be repaired immediately.

11. Canine Regulations

a. Dogs must be under complete and direct supervision and control by the owner at all times.

b. Dogs that are consistently out of control will be banned from the range.

c. Dogs found to have problem behaviors by a consensus of the elected officers will be banned from the range.

d. Any dog bite must be reported to NAS Lemoore Security, and a report completed. All actions required by NAS Lemoore Security must be complied with, including possible quarantine of the animal.

12. Disestablishment. In the event of financial insolvency, catastrophic facility failure, lack of patronage, or any other set of circumstances whereby the Commanding Officer deems closure the best course of action, the Commanding Officer may direct the disestablishment of this program. In the event of disestablishment, FFR Department will follow the guidelines set forth in reference (a) for disestablishment and liquidation of assets and liabilities.

13. Miscellaneous. Items or issues not covered within this instruction are the direct responsibility of the San Joaquin Valley Rod and Gun Club President and will be brought to the attention of the FFR Department.

14. Review and Effective Date. Per OPNAVINST 5215.17A, the Community Support Department (CSP) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



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NASLEMINST 1710.1
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**Naval Air Station Lemoore
Morale, Welfare, and Recreation
RELEASE OF LIABILITY AGREEMENT**

Date: _____

I understand and agree that I am voluntarily participating in any activity associated with Rod and Gun Club NAS Lemoore, and that such activities may be dangerous.

Nonetheless, I, _____, residing at
_____, agree for myself and

(Name of minor this agreement is applicable to)

my successors, heirs, and assigns, to indemnify and save and hold harmless the Department of Defense; the Department of the Navy; the United States Navy; Naval Air Station (NAS) Lemoore; and Fleet and Family Readiness Department, as well as all officers, agents, and employees thereof, in both their professional and personal capacities, from and against all losses, damages, claims, liabilities, and causes of action of every kind of character and nature, as well as costs and fees, including reasonable attorney's fees connected therewith, and the expenses of the investigation thereof, based upon or arising from the use of and participation in the Rod and Gun Club NAS Lemoore, or the presence and/or actions of myself, my family members and guests at the Rod and Gun Club, NAS Lemoore.

In the presence of this witness, I have freely and with opportunity to review this agreement, read and executed this agreement, with full knowledge and understanding of its contents and for the purposes and considerations set forth herein this

_____ of _____, 20____.

Acknowledge/date

Witness/date

Sponsor's Signature

Print full name

Guest Signature

Print full name

Address

Enclosure (1)