

# Annapolis Valley Shooting Sports Club



Constitution  
By-Laws  
Policy Manual

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## **Section A – Constitution**

ANNAPOLIS VALLEY SHOOTING SPORTS CLUB incorporated June 1, 1960

### **1. Name of the society**

The name of the society is “ANNAPOLIS VALLEY SHOOTING SPORTS CLUB”, hereinafter referred to as the “Club”.

### **2. Object of the Society**

2.1 The object of the society is to encourage organized rifle, handgun, shotgun, black powder and archery shooting among residents of Nova Scotia.

2.2 To cultivate a better knowledge of the safe handling and proper care of firearms, bows and crossbows among such residents.

2.3 To promote improved skill in shooting; and

2.4 To promote honesty, self-discipline, self-reliance and team play which are essentials of good sportsmanship.

### **3. Location of activities**

The activities of the society are to be carried on in the County of Kings, Province of Nova Scotia.

### **4. Registered Office of the Society**

The registered office of the society is at 377 White Rock Road, Canaan, Nova Scotia and the mailing address is P.O. Box 103, Kentville, Kings County, Nova Scotia, B4N 3V9.

**Passed by order of the AVSSC General Membership.  
April 22, 2021**

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**President**

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**Secretary**

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## **Section B – By-laws**

### **1. Admission of members**

1.1. Upon receipt of a completed formal application and appropriate dues for membership in the Annapolis Valley Shooting Sports Club, the Membership Coordinator shall follow such procedures as set out in the policy manual.

### **2. Requirements of probationary members**

2.1. Probationary members shall fulfill such requirements as set out in the policy manual to become a full member.

### **3. Rights of members**

3.1. Members in good standing have the privilege of shooting at the Club grounds under regulations laid down by the Executive Committee. Members 19 years of age or older may hold office.

### **4. Obligations of members**

4.1. Members are required to conduct themselves in a respectful manner at all times, and to abide by the By-Laws of the Club.

### **5. Forfeiture of membership**

5.1. Members who become one (1) day in arrears shall automatically forfeit their membership.

### **6. Expulsion of members**

6.1. Any member may be expelled from the Club for any cause deemed sufficient by the Executive Committee by a two-thirds affirmative vote of voting members of the Committee present at any Executive meeting.

6.2. No vote on expulsion may be taken unless written notice, by regular or electronic mail, of the charges have been delivered to the member at least fifteen (15) days prior to the meeting of the Executive committee at which such charges will be considered. At such meeting the member under charge will be accorded a full hearing.

## **7. Meetings**

### **7.1. Annual General Meeting**

7.1.1 The Annual General Meeting (AGM) of the Club shall be held on or before the last Saturday of January in each year. If the annual meeting does not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

### **7.2 General Meetings**

7.2.1 The General Meetings of the Club shall be held on the first week of May and October.

### **7.3 Special Meetings**

7.3.1 A special meeting may be held at any time upon the call of the President; or upon the call of the Executive Committee, notice of the time, place and object of any special meeting shall be communicated to all officers and members in good standing not less than seven (7) calendar days prior to the date fixed for the date of the meeting.

### **7.4. Meeting Quorum**

7.4.1 At any meeting of the whole club a quorum will require at least fifty (50%) of the voting executive and ten (10) general members.

### **7.5. Rights of voting**

7.5.1 All members 19 years of age or older who are present and in good standing, are entitled to vote at General Meetings. There shall be no voting by proxy.

## **8. Club Officers:**

8.1. The officers of the Club shall be:

President

Vice-President

Treasurer \*

Secretary \*

Archery Chair

Black Powder Chair

Handgun Chair

Rifle Chair

Shotgun Chair

Safety/Discipline Officer \*

Membership Coordinator \*

The officers shall serve without remuneration.

\* Indicates an appointed, non-voting position

## **9. Election of Officers**

9.1. Voting Officers shall be elected by a majority vote by ballot of the members in good standing present at the annual general meeting of the club. They shall hold office for one (1) year, or until their successors have been elected.

9.2. Appointed, non-voting Officers shall be appointed by the board at the first meeting following the annual general meeting.

## **10. Removal of Officers**

10.1 Any officer may be removed by a two-thirds vote of the members in good standing present at any special meeting called for that purpose. No vote on removal may be taken unless fifteen (15) calendar days' notice in writing through registered mail has been given to the officer with the reasons for their removal, and of the time and place of the special meeting at which such ballot on their removal is to be taken. At such special meeting, the officer shall be given a full hearing.

## **11. Duties of Officers**

The duties of the club officers include, but shall not be limited to the following:

### **11.1 President**

The President shall preside at all meetings of the club and of the Executive Committee. They shall be a member ex-officio of all regular and special committees, and they shall perform all other duties that usually pertain to the office.

They shall have complete authority over all ranges, including the power of temporary suspension; temporary suspensions, or misdemeanors shall be reported to the Executive Committee immediately following the alleged incident.

### **11.2 Vice-President**

The Vice-President shall perform the duties of the President in their absence, or at their request. They shall carry out such duties as are assigned to them by the Executive Committee.

In the absence of the President, they shall have complete authority over all ranges, including the power of temporary suspension; temporary suspensions, or misdemeanors shall be reported to the Executive Committee immediately following the alleged incident.

### **11.3 Treasurer**

The Treasurer shall be appointed by the Board of Directors. Being a non-elected position, the Treasurer shall not vote on any motion made at any executive meeting, however, they may participate in discussions and speak to any motion made. As a member of the club, the Treasurer may vote on any matter at any General Meeting.

The Treasurer will have charge of all funds of the club and shall place the same in such bank or banks as may be approved by the Executive Committee. Such money shall only be withdrawn by cheque signed by any two of President, Vice President, Secretary and Treasurer, or other selected Officers, and shall be used for payment of such expenditures made on behalf of the club. The Treasurer shall keep an accurate account of all club financial transactions and render a detailed report at any meeting of the Executive Committee, and when requested, and at the annual general meeting. They shall be responsible for the collection of membership fees.



#### **11.4 Secretary**

The Secretary shall be appointed by the Board of Directors. Being a non-elected position, the Secretary shall not vote on any motion made at any executive meeting, however, they may participate in discussions, and speak to any motion made. As a member of the club, the Secretary may vote on any matter at any General Meeting.

The Secretary shall conduct all official correspondence of the club. They shall notify the members of the Executive Committee of all meetings of the Executive, and shall notify members of all regular, special and annual meetings.

#### **11.5 Safety/Discipline Officer:**

The Safety/Discipline Officer shall be appointed by the Board of Directors. Being a non-elected position, the Safety/Discipline Officer shall not vote on any motion made at any executive meeting, however, they may participate in discussions, and speak to any motion made. As a member of the club, the Safety Discipline Officer may vote on any matter at any General Meeting.

The Safety/Discipline Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure member and public safety. The Safety/Discipline Officer maintains awareness of active and developing situations. The Safety/Discipline will investigate all potential safety infractions and/or complaints and provide disciplinary recommendations to the Executive Committee.

They shall have complete authority over all ranges relating to safety issues, and the enforcement of Club Policies, including the power of temporary suspension; temporary suspensions, or misdemeanors shall be reported to the Executive Committee immediately following the alleged incident.

#### **11.6 Membership Coordinator**

The Membership Coordinator shall be appointed by the Board of Directors. Being a non-elected position, the Membership Coordinator shall not vote on any motion made at any executive meeting, however, they may participate in discussions and speak to any motion made. As a member of the club, the Membership Coordinator may vote on any matter at any General Meeting.

The Membership Coordinator shall be responsible for maintaining all records related to club members, processing new memberships, renewals, and providing membership reports at general meetings.

## **11.7 Duties of Section Chairs**

**The following are Officers of the Club.**

Archery Chair  
Black Powder Chair  
Handgun Chair  
Rifle Chair  
Shotgun Chair

11.7.1 Each shall have charge of all shooting facilities of the club, pertaining to their individual sections, and the arranging and operating of competitions, and practice shoots.

11.7.2 Each shall have complete authority in their section, on the range, including the power of temporary suspension; temporary suspensions, or misdemeanors shall be reported to the Executive Committee immediately following the alleged incident.

11.7.3 Each shall appoint their own assistants.

11.7.4 Each shall attend, or appoint a section designate to attend, all General and Executive meetings, participate in appointed committee meetings, and respond to Executive and General communications in a timely manner.

## **11.8 Duties of Directors**

11.8.1 There are four Directors. They are experienced club members in good standing who are currently not Club Officers.

11.8.2 Each Director shall advise on the proper running of the Club and shall carry out such duties as are assigned to them by the Executive Committee.

11.8.3 Directors shall be elected by a majority vote by ballot of the members in good standing present at the annual general meeting of the Club,

11.8.4 Directors shall hold office for one year or until their successors have been elected.

## **12. Attendance at Meetings**

All members of the Executive Committee are required to attend all General and Executive Meetings as well as any Special Meetings called for the purpose of Club business. Failure to attend or have a designate attend any General or Executive Meeting will result in the Officer being recorded in the minutes as being absent. Failure to attend three (3) consecutive meetings will result in the commencement of action by the Executive under Section 10 of these By-Laws.

### **13. Executive Committee**

13.1 The Executive Committee is comprised of all Officers and Directors. The Executive committee shall have general supervision and control of all activities of the Club.

13.2 Meetings of the committee shall be held regularly at such time and place as the Committee may determine.

13.3 Special meetings may be held at any time on the call of the President, or on demand in writing to the Secretary by any three voting members of the Committee.

13.4 Six voting members of the Committee shall constitute a quorum.

13.5 Resignation of any officer may be accepted by a majority vote of the remaining members of the Committee.

13.6 A vacancy in the Executive Committee may be filled by a majority vote of the remaining voting members of the Committee. However, if more than one vacancy exists, a special meeting of the club shall be called, and new officers shall be elected to fill the vacancies until the date of the next annual general meeting.

13.7 It is the responsibility of the Executive Committee to set the annual dues before December 31st. The proposed dues shall be approved at the Annual General Meeting and effective in the month following.

13.8 In the event of an unprecedented financial situation the Executive Committee may temporarily change dues before the approval at the Annual General Meeting until the situation is resolved. If the dues are to remain in effect after the situation is rectified, they will be reviewed and approved at the Annual General Meeting.

### **14. Exercise of Borrowing**

If authorized to do so by a special resolution duly passed in accordance with the Societies Act, the Executive Committee may borrow money and give security for the repayment thereof

### **15. Review of Financial Statements**

The financials shall be reviewed at the end of each year by an external auditor approved by the Club.

## **16. Seal of the Club**

The Seal of the Club shall be kept in the safe at the club. It shall be used only with the approval of the Executive Committee.

## **17. Amendments to the Constitution and By-Laws**

17.1. Any proposed amendments to the Constitution, or these By-Laws may be introduced by any member of the Club at any general meeting or special meeting called for that purpose.

17.2. A copy of the amendment must be communicated to each member at least ten days prior to the meeting at which the amendment is considered.

17.3 A three-fourths vote of the members present, and approval by the Registrar of Joint Stock Companies, or a representative will be necessary for the amendment to pass.

## **18. Records of the Club**

The Secretary shall prepare the minutes of all meetings of the Club and of the Executive committee.

## **19. Inspection of Club Records by Members**

The books and records of the Club may be inspected by members at the Annual General Meeting held in January of each year, or within two weeks from the receipt of a written request received by the Secretary, or Treasurer.

## **20. Execution of Club Business**

The Executive Committee shall have the power to execute contracts, deeds, bills of exchange, and other instruments and documents on behalf of the club.

**Passed by order of the AVSSC General Membership.  
April 22, 2021**

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**President**

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**Secretary**

# **Annapolis Valley Shooting Sports Club**

## **Section C--Policy Manual**

The enclosed policies shall be general guidelines for the day-to-day running of the Annapolis Valley Shooting Sports Club, hereinafter referred to as the “Club”. They shall reflect the feeling and wishes of the General Membership at any given point in time and should be reviewed on a regular basis, and updated as necessary by using the following process:

### **1. POLICY CHANGES**

A notice of motion will be sent to the members of the Executive Committee at least 15 days prior to any Executive meeting .

By a majority vote of the voting Executive Committee members present at a legally convened Executive meeting.

A policy shall contain the date it was brought into practice; the authority for its being and, whether it is the original, or supersedes all previous policies.

No policy in this manual shall be enacted which conflicts with the Constitution or By-laws of the Annapolis Valley Shooting Sports Club. If a conflict should occur, the Constitution, or By-law shall overrule the Policy Manual.

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

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**Annapolis Valley Shooting Sports Club  
Policy Manual**

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## **Annapolis Valley Shooting Sports Club General Safety Policy**

### **1. ASSISTANCE**

In accordance with the objective of the AVSSC as set out in our Constitution, all members are encouraged to assist new members and guests in safe shooting practices and compliance with club policies.

### **2. RANGE FLAGS**

When using any range at the Club, the flag must be raised at the clubhouse entrance **and** at the range in use.

### **3. RANGE USAGE**

**ALL** members **must** have a safety orientation from an individual designated by the appropriate Section Chair, before shooting on any range in which they have not received training or orientation.

### **4. HUNTING**

There shall be no hunting or intentional harming of wildlife on Club property at any time.

### **5. ALCOHOL AND DRUGS**

5.1 The use of alcohol and/or drugs is prohibited while shooting, or handling firearms, bows or crossbows on club property.

5.2 Anyone suspected to be under the influence of alcohol and/or drugs while shooting, or handling firearms, bows or crossbows are to be reported to the RCMP and Safety/Discipline Officer immediately.

5.3 If the offending individual is a club member or probationary member, their membership will be suspended until an investigation by the Safety/Discipline Officer has been completed and a decision is rendered by the Disciplinary Committee.

## **6. Prohibited Items**

6.1 The following items are **prohibited on Club Property**.

-Any target which explodes or ignites on impact, (i.e., Tannerite).

-Any firearm or device which is listed as prohibited by any Canadian Federal, Provincial, or Municipal Legislation, except when the member has the appropriate authorization from the Chief Firearms Officer to transport and use the prohibited firearm or device at an approved range.

-Steel core, or Steel jacketed ammunition.

6.2 Possession or use of any prohibited item on AVSSC property will be considered by the Safety/Discipline Committee to be a Level 3 safety violation, as outlined in the Disciplinary Policy, and result in a recommendation to the Executive for a **Lifetime Suspension of Membership**.

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on November 22, 2021**

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**President**

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**Secretary**

# **Annapolis Valley Shooting Sports Club Membership Policy**

## **1. MEMBERSHIP PROCESS AND REQUIREMENTS**

1.1. Upon receipt of a completed new member application, the appropriate dues, and a passport sized photo, the Membership coordinator shall:

1.1.1 Issue a probationary member card to the probationary new member.

1.1.2 Send a copy of the Constitution, By-laws, Policy Manual, and a letter detailing the section chairpersons, range times, and a contact list of approved training and orientation instructors.

1.2 All “New-Members” shall be on probation until they have fulfilled their membership requirements.

1.3 Probationary members are required to first attend a Safety Orientation session under the supervision of an approved club member. Upon satisfactory completion of the session, the approved supervising club member will sign and date the “Orientation” section of the New Members probationary card.

1.4 Probationary Members shall then be required to pass four (4) specific training sessions under the supervision of a Section Chair or their designate. Upon satisfactory completion of each session, the approved supervising club member will sign and date the “Training” section of the probationary members’ probationary card. If they have not completed their Safety Orientation Session, the probationary member does not qualify for training sign off.

1.5 Probationary members may complete no more than one training session per day and no person may sign off more than two training sessions.

1.6 When a probationary member has completed the probationary requirements, they will submit their completed card, with signatures from a minimum of three approved members, to the Membership Chairperson. A permanent club photo identification will be prepared and will be mailed back to the Member along with the entry information for the gate and clubhouse.

## **2. MEMBERSHIP CARDS**

2.1 The Membership Card is a photo identification of the club member.

2.2. When on club premises members shall display their Membership Card in a manner which makes it visible to others without causing an undue safety hazard. They must present it for inspection at the request of any club member at any time.

2.3. The Membership chair will issue a Membership card upon a Probationary Member’s completion of all probationary requirements, or when a member reports a missing, or stolen card.

2.4. The Membership card will display the expiry date of the membership.

2.5. The Membership person will issue a renewal year sticker upon receipt of the annual dues.

2.6 There are two styles of membership cards. The standard white background indicates the member has a PAL on their membership file and is permitted to handle firearms and ammunition. The colored background with "ARCHERY ONLY" indicates the member holds an Archery Only Membership and is not permitted to possess or handle firearms or ammunition or access firearms ranges, without being under the direct supervision of an approved member.

### 3. MEMBERSHIP CATAGORIES

3.1. **Family Membership:** A Family Membership shall consist of a person, spouse, and children, if any, residing with them. Any children under 18 years of age shall be classed as a Junior Member and the parents shall be responsible for them.

3.2. **Single Membership:** A Single Membership shall apply to a single (1) person who has reached the age of eighteen (18) years.

3.3 **Junior Membership:** A Junior Member shall apply to a person under the age of eighteen (18) years and shall be subject to the following,

- a) be accompanied and supervised by a Club Member while at the clubhouse or on the Club premises.
- b) shall not have unsupervised access to the Clubhouse
- c) shall not have a vote and cannot hold office.

3.4. **Lifetime Membership:** A Lifetime Membership is to recognize an individual for significant contributions to the Club and is subject to the following:

3.4.1. Lifetime Member nominations are to be submitted to the Executive Committee by any club member but must be approved through a vote by the Executive Committee without the member present then approved through a vote at a general club meeting.

3.4.2. Lifetime Members are not required to pay yearly membership dues and have all privileges as that of a member in good standing.

3.4.3. If the Lifetime Member has a Family Membership at the time that a Lifetime Membership is approved, a Lifetime Family Membership will be given. The Lifetime Family Membership is subject to the same restrictions as outlined in Family Memberships.

**3.5 Archery Only Membership:** An Archery Only Membership shall apply to individuals who do not possess a PAL and wish to participate in the archery discipline only. It shall be issued in one of the classifications listed in section 3.1, 3.2, 3.3 or 3.4 of this policy, after the individual has completed all the membership requirements as outlined in Section 1 of this policy. Archery Only members are not permitted to possess or handle firearms or ammunition or access firearms ranges, without being under the direct supervision of an approved member. Should they obtain a PAL, they shall promptly notify the membership chair and will be issued a regular membership card.

#### **4. DUES**

- 4.1. Club dues are due at the end of the expiry date shown on the membership card.
- 4.2. Memberships unpaid at the end of the expiry date shall cease to be a member in good standing and shall lose the privilege of using the Club facilities.
- 4.3. Any member who has allowed their membership to lapse for more than one year will be treated as a new member upon reapplication.

#### **5. BORROWING OF CLUB PROPERTY**

The borrowing of Club property must be approved by a member of the executive, or the appropriate Section Chair prior to taking possession.

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on March 16, 2022**

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**President**

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**Secretary**

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## **Annapolis Valley Shooting Sports Club Disciplinary Policy**

### **1. Disciplinary Committee**

A Disciplinary Committee shall be formed to deal with infractions of the policies of the club.

### **2. Any club member observing an infraction of club policy is required to report it to the Safety/Discipline executive.**

2.1 Written form is preferred for the preservation of detail.

2.2 Any infractions dealt with and resolved by the Disciplinary Committee shall remain confidential.

2.3 The Disciplinary Committee shall consist of the five (5) section chairs, or their designate, and the Discipline/Safety Officer of the club.

2.4 Four (4) of the chairpersons must be present for a quorum, and must include the chair of the section involved, if the offence is section related.

2.5 At least 75% of those members present must approve any disciplinary action.

2.6 The Committee will have the power to recommend sanctions using the Progressive Discipline Guidelines outlined in this policy.

2.7 If the Committee determines a violation has been committed, it shall immediately be referred to the Executive Committee as per the Constitution.

2.8 Without limiting the choices of the committee, in addition to the Progressive Discipline Guidelines, they may require from the offender restitution for any property damage.

2.9 Upon receiving notice of an offence, the Safety/Discipline executive shall, in a timely manner, obtain a written report and obtain verification or evidence as deemed necessary. If, in their opinion, further action is warranted, they shall advise the accused of the complaint, and shall temporarily suspend their membership privileges pending the outcome of the investigation.

2.10 The Safety/Discipline executive shall set a date and time for a meeting of the committee, if it is necessary, and the accused notified and given the option to attend.

2.11 The committee shall confer in person, or by electronic means.

2.12 When the meeting is held, the accused will have the complaint read to them. The committee shall consider the written complaint and any presentation from the accused. Any deliberations will be held "in camera" with committee members only.

2.13 If the committee determines a violation has occurred, they shall notify the Club Executive and the offender, in writing, and, if possible, by phone. The committee shall ensure that any penalties decided by the Executive are fulfilled. If they are not, the committee shall take whatever steps they feel necessary.

### **3. Appeal**

3.1 If the offender wishes to appeal any decision made by the Disciplinary Committee, they may appeal to the executive committee of the club by written notice to the President within 30 calendar days of the decision.

3.2 The President shall then call an Executive meeting to hear the appeal.

3.3 The Executive Committee may uphold, dismiss, or alter any decision made by the Disciplinary Committee.

3.4 The Executive Committee may also instruct the Disciplinary Committee to reassess the offence and alter any penalty.

3.5 Any appeal heard and resolved by the Executive Committee shall remain strictly confidential.

3.6 The accused shall be informed, in writing, of the decision of the Executive Committee.

3.7 Any decision regarding an appeal made by the Executive Committee shall be final.

### **4. Progressive Discipline Guidelines**

4.1 Any member found by the Disciplinary Committee to have violated Club Policy is subject to the following progressive disciplinary scale. The Executive may, at its discretion, assign a Level and Penalty for any infraction not listed, as it sees fit. Any decision of the Executive regarding discipline is final with no right of appeal.

#### **Level 1**

First offence of violation of Club or Section Safety Policy.  
Failure by a member to report a violation.

#### **Level 2**

Second offence of a violation of Club or Section Safety Policy within 24 months.  
First Offence of a violation of Harassment Policy.

#### **Level 3**

Third offence of violation of Club or Section Safety Policy within 60 months.  
Violation of Alcohol and Drug Policy  
Violation of Hunting Policy.  
Second Offence Violation of Harassment Policy, no time limit.  
Any violation of Club or Section Safety Policy involving injury or major property damage.  
Intentional damage to AVSSC property.  
Possessing Prohibited Firearms, Ammunition, or devices on Club Property.  
Major Safety Violation, unapproved targets, prohibited firearm, prohibited ammunition etc.



## **5. Penalties**

5.1 The following minimum penalties will be assessed by the Disciplinary Committee to any member found to have violated any club policy.

### **Level 1**

Referral to the Executive Committee with a recommendation to suspend the membership privileges for a minimum of 60 days. The maximum penalty to be determined by the Executive Committee. Requirement to complete new member orientation session and redo safety training and sign off at range in question.

### **Level 2**

Referral to the Executive Committee with a recommendation to suspend the membership privileges for a minimum of 12 months. The maximum penalty to be determined by the Executive Committee.

Requirement to complete new member orientation with 5 signatures before membership privileges can be reinstated.

### **Level 3**

Referral to the Executive Committee with a recommendation to expel the member for life. The final penalty to be determined by the Executive Committee.

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

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## **Annapolis Valley Shooting Sports Club Archery Section Policy**

**The name of this section of the Annapolis Valley shooting sports Club shall be known as the “KINGS ARCHERS.”**

### **1. The purpose of the Kings Archers is to:**

- 1.1 Foster expansion, promote and perpetuate the safe practice of field archery, target archery, & crossbow shooting.
- 1.2 Provide for the development of the sport of archery and crossbow shooting in conformance with the will of the majority of the members in the section.
- 1.3 Act as a unit within the Annapolis Valley Shooting Sports Club and perform functions and duties for the betterment of the Club as a whole.
- 1.4 Conduct programs designed to acquaint the public and the archer with the use of the bow/crossbow as a recreational activity.
- 1.5 Conduct tournaments and shoots which perpetuate a spirit of friendship and sportsmanship among all archers.
- 1.6 Assist in programs dedicated to the preservation and conservation of game and its natural habitat and co-operate with Federal and Provincial organizations also dedicated to this purpose.
- 1.7 Co-operate with other archery associations to foster the use of the bow/crossbow in accordance with its ancient and honorable traditions.
- 1.8 Assist in or organize bow-hunter education courses, and aid archers in receiving provincial hunting licenses and permits.
- 1.9 Construct and maintain indoor and outdoor facilities for archery section members.

### **2. Section Chair**

- 2.1 The Section Chair or a designate shall preside at all meetings of the Kings Archers.
- 2.2 This person shall appoint committees, and/or initiate and develop activities for the efficient running of the section and betterment of the Club as a whole.
- 2.3 The chairperson shall be empowered to call special archery meetings and be responsible to the Executive Committee of the Annapolis Valley Shooting Sports Club.

### **3. Shooting**

**3.1 The following days are designated as “regular” times for which archery shooting and practice shall be promoted and encouraged.**

3.2 Sundays and Wednesdays from 4pm on indoor range.

3.3 Outdoor ranges are available any time unless otherwise requested by another section.

### **4. Archery Section General Range Rules**

4.1 No broad heads or blunts shall be permitted to be used on any butts.

4.2 No shooting is to be conducted during either a section meeting or a work party of the Kings Archers.

4.3 Equipment belonging to the Club must be signed out if removed from the Club premises.

4.4 All club equipment will be made available on Wednesday and Sundays nights when a designated member with a key is available.

4.5 Archers must shoot at designated butts only. Shooting in any other direction may be unsafe for other archers on the course.

4.6 It is the duty of all members to enforce range rules.

### **5. Archery Section Indoor Rules**

5.1 No arrows shall be nocked or loaded while someone is ahead of the shooting line.

5.2 While nocking an arrow, the point shall be pointing down range.

5.3 When pulling arrows from a quiver, make sure you have room so as not to hit anyone.

5.4 When going to draw your arrows avoid stepping on arrows that may be on the floor.

5.5 When going down range to pull arrows or bolts, leave your bows and crossbows behind the shooting line. Hooks are provided.

5.6 Three arrows shot per set is standard procedure.

5.7 We are responsible for our own mess. Clean up the range, push the curtains back, and return butts to their storage area.

5.8 To prevent injuries from the nock end of the arrow, stand to the side of the butt as you pull the arrows out and check that no one is in the path of the arrow being pulled.

5.9 No running on the range.

5.10 Shooting instruction is willingly available if you ask.

## **6. Archery Section Outdoor and Field Ranges**

6.1 All indoor range rules apply.

6.2 Follow designated trail on field courses.

6.3 Do not backtrack on any field course.

6.4 If it is necessary to go behind a butt, a bow shall be left in front of the butt to indicate to other archers that it is not safe to shoot.

## **7. 90 Meter Range**

7.1 All previous rules apply.

7.2 Everyone must shoot from the same shooting line at any one time.

**Original Passed by order of the AVSSC Executive.  
December 3, 2012**

**Last Modified on April 22, 2021**

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**President**

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**Secretary**

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# Annapolis Valley Shooting Sports Club

## Black Powder Section Policies

### 1. Definitions

1.1 The Black Powder Section is made up of two groups of shooters, Muzzle Loading and Cowboy Action. The Black Powder chairperson will be chair of the Black Powder Section. The co-chairperson of the Black Powder Section will be the chair of the Cowboy Action shooters.

1.2 A **muzzle loader** is any firearm into which the projectile and usually the propellant charge is loaded from the muzzle of the gun. (Wikipedia, the free encyclopedia)

1.3 **Cowboy Action Shooting (CAS)**, also known as **Western Action Shooting, Single Action Shooting, or Cowboy 3-gun** is a competitive shooting sport that originated in Southern California, USA, in the early 1980s. Cowboy action shooting is now practiced in many places with several sanctioning organizations including the Single Action Shooting Society (SASS), Western Action Shooters Association (WASA), and National Congress of Old West Shooters (NCOWS), as well as others in the USA, and in other countries. (Wikipedia, the free encyclopedia)

1.4 A muzzle loader is considered **charged** when powder and a projectile is loaded into the muzzle of the firearm and is ready to be discharged when the firearm is primed.

1.5 A muzzle loader is considered **primed** when there is powder in the flash pan, or a cap is placed on the nipple.

1.6 A muzzle loader is considered **loaded** when it is charged and primed.

1.7 **Primitive ignition** means any ignition system that dates pre-1840. All other ignition systems will not be considered Primitive.

### 1.8 Black Powder

noun

1. an explosive powder consisting of saltpeter, sulfur, and charcoal, used chiefly in old guns fired for sport, in fireworks, and for spotting charges in practice bombs, black gunpowder.
2. another name for gunpowder.

1.9 The **loading bench** is a special area set up for the loading of muzzle loaders, and may not be part of the firing line.

1.10 For the purpose of this section, any reference to the word **Pistol** will also mean **Handgun**. The definition of a Handgun can be found in the Canadian Firearms Act. There are no exceptions for a Black Powder pistol from modern **Handguns**.

1.11 **The Black Powder Section binder** will be a collection of information pertaining to the Black Powder Section, also included is Cowboy Action. This binder will be available to all club members to review the Black Powder Section Policy and related material.

1.12 The 50M range, approved for Muzzleloaders, Cowboy Action and Archery will be referred to as the **'PRIMITIVE RANGE'** and will have the designation number as **'RANGE 7'**.

## **2. PURPOSE OF THE BLACK POWDER SECTION**

2.1 The goal of the Black Powder Section is to promote the safe use and handling of all Black Powder firearms.

2.2 To promote the sport of Black Powder as a family orientated activity to encourage all family members to participate.

2.3 To promote the use of period clothing and lodging during events or competitions.

2.4 To promote and encourage the safe use and handling of Cowboy Action firearms and ammunition as referenced by the Single Action Shooting Society (SASS).

## **3. SHOOTING**

3.1 Regular shooting for Black Powder will be on the second Saturday of every month from 1000 to 1400 hrs. on the 50 metre Primitive Range (No. 7).

3.2 Regular shooting for Cowboy Action will be on the first Sunday of every month from 1000 to 1400 hrs. on the 50 metre Primitive Range (No. 7).

3.3 Members who have not participated in CAS at AVSSC should arrive at 0915 hrs. for the purpose of undergoing a new shooter orientation (see section 26.5.6).

3.4 Regular shooting days may be rescheduled or cancelled due to weather, scheduling for other section events, and/or competitions.

3.5 Special events and/or competitions will be scheduled by the chairperson, or co-chairperson at various times during the year with the approval of the Executive and Chairpersons of the affected shooting disciplines.

3.6 Members of Annapolis Valley Shooting Sports Club, AVSSC, and the Black Powder Section are responsible for their guests at all times while on AVSSC property.

## **4. BLACK POWDER RANGES**

4.1 The principal Black Powder range is the 50-metre range, which is just to the east of the existing 100M range. This range will be called the Primitive range, and is designated as RANGE #7.

4.2 Cowboy Action events and/or competitions on any range for which they are approved will follow the rules of SASS and AVSSC. Only firearms and ammunition approved by SASS and AVSSC will be permitted in this discipline.



4.3 The only cartridge firearms and ammunition approved for use on the **Primitive Range** (No. 7) are those prescribed for use in main matches by SASS (see Appendix A1).

4.4 All Black Powder shooters may use the 100M range. All range rules will be the same as if the Black Powder shooter is using a modern firearm and ammunition as well as rules for muzzle loaders.

4.5 Anyone shooting a muzzle loading shotgun will follow all rules relevant to the Shotgun Section.

4.6 All muzzle loading pistol shooters can only use pistol approved ranges.

4.7 The Primitive Range, (No. 7), is considered a “No Danger Zone” range and, as such, requires additional safety considerations. All Primitive shooters, using firearms of primitive ignition, will have to attend two muzzle loading shooting events on the range and demonstrate range rule knowledge to the Section Chairperson or their designate before using the Primitive Range unsupervised.

4.8 The shooting of unshrouded steel targets is permitted on the Primitive Range, provided the ammunition falls within SASS guidelines.

## **5. COWBOY ACTION SHOOTING**

5.1 Cowboy Action Shooting (CAS) is a Sub Section of the Black Powder Section.

5.2 References, as stated in the Black Powder Section Policy, will affect CAS as they relate.

5.3 The governing policy of CAS will include the following:

5.3.1 The general Rules, Regulations and Policy of AVSSC.

5.3.2 The policy sections of the Black Powder Discipline as they relate to CAS.

5.3.3 The Rules, Regulations and Policy directives of the Single Action Shooting Society (SASS) see Appendix A1 in the Black Powder Section binder, or the club copy.

5.3.4 The Rules, Regulation and Policy directives of the SASS Wild Bunch Action Shooting, see Appendix A2 in the Black Powder Section binder or the club copy.

5.4 Cowboy Action shooters, who are members in good standing of the AVSSC, will shoot at CAS events and competitions under the name, South Mountain Regulators.

5.5 The home range of the South Mountain Regulators will be known as Coopers Ridge.

5.6 The Primitive Range (No. 7) is considered a “No Danger Zone” range and, as such, requires additional safety considerations, especially when using centrefire firearms. Before an individual is permitted to shoot at CAS events and competitions or shoot any firearms other than primitive ignition muzzle loaders on the Primitive Range (No. 7) without the supervision of the section chairperson or their designate they must:

5.6.1 Watch the CAS section new shooters orientation video with the CAS section active section chairperson, or their designate.

5.6.2 Participate in three club sponsored CAS matches at AVSSC.

## 6. MUZZLE LOADER RANGE SAFETY RULES (LONG GUN)

- 6.1 All muzzle loaders, using the **primitive** range, will only use a **primitive ignition** system and patched lead round ball. Special permission may be given, for special matches, during an event or competition, for the use of pre-approved firearms and ammunition.
- 6.2 All muzzle loaders, using the **primitive** range, will be charged with Black Powder or an approved Black Powder substitute. The only Black Powder substitute approved, at this time, is Pyrodex.
- 6.3 Muzzle loaders are to be charged at the loading bench.
- 6.4 Muzzle loaders are to be capped or primed on the firing line only, pointed down range and horizontal to the ground. The muzzle must never go up past horizontal once capped or primed.
- 6.5 Muzzle loaders are to be pointed up, vertical, when being carried at all times.
- 6.6 A fouling shoot must be done down range, as a regular shoot, but must be put into the backstop. If a fouling shoot is to be done, the range officer must be informed that it is a fouling shoot.
- 6.7 When snapping a cap or flashing the pan a muzzle loader must be pointed down range and the shooter must be on the firing line.
- 6.8 There will be no alcohol or drugs on, or near the loading benches, or the firing line.
- 6.9 Any person that is suspected of being intoxicated will not be allowed in the loading area, or on the firing line.
- 6.10 No smoking will be permitted within 8 feet or 2.5 Meters of the loading benches when loading muzzle loaders, or Black Powder containers are on the loading benches.
- 6.11 Safety glasses and hearing protection should be worn by shooters and spectators.
- 6.12 Flint lock shooters will notify shooters or persons standing on the touch hole side of the firearm before taking a shot.
- 6.13 All targets will be set up as per club and range rules.
- 6.14 There will be no open powder containers on the line or loading bench unless it is being used to charge or prime a firearm.
- 6.15 No one is to blow down the barrel of a muzzle loader at any time.
- 6.16 No one is to use a container that can hold more than 120 grains of powder, at any one time, to charge a muzzle loader with powder.
- 6.17 No one is to handle a firearm, clean a firearm, or any item for charging or priming a muzzle loader when anyone is ahead of the firing line.
- 6.18 Members of AVSSC and the Black Powder Section are responsible for their guests at all times while on AVSSC property.
- 6.19 It is everyone's responsibility to observe these rules. Safety is our main concern and should be everyone's.

## 7. MUZZLE LOADER PISTOL RANGE RULES

- 7.1 Muzzle loading pistols are to be charged at the loading bench.
- 7.2 Muzzle loading pistols are to be capped or primed on the firing line only.
- 7.3 All Black Powder pistols will be moved from the loading bench with the muzzle up, vertical, until on the firing line when it is pointed down range.
- 7.4 A fouling shot must be made down range as a regular shot but may be put into the bank. If a fouling shot is to be done, the range officer must be informed that it is a fouling shot.
- 7.5 When snapping a cap, or flashing the pan, a muzzle loading pistol must be pointed down range and on the firing line.
- 7.6 There will be no alcohol or drugs on or near the loading benches or the firing line.
- 7.7 Any person that is suspected of being intoxicated will not be allowed in the loading area or on the firing line.
- 7.8 No smoking will be permitted within 8 feet or 2.5 Meters of the loading benches when loading muzzle loading pistols or Black Powder containers are on the loading benches.
- 7.9 Safety glasses and hearing protection should be worn by shooters and spectators.
- 7.10 Flint lock shooters will notify shooters, or persons standing on the touch hole side of the firearm before taking a shot.
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- 7.13 No one is to blow down the barrel of a muzzle loader at any time.
- 7.14 No one is to use a container that can hold more than 120 grains of powder, at any one time, to charge a muzzle loader with powder.
- 7.15 No one is to handle a firearm, clean a firearm or any item for charging or priming a muzzle loading pistol when anyone is ahead of the firing line.
- 7.16 Members of AVSSC and the Black Powder Section are responsible for their guests at all times while on AVSSC property.
- 7.17 It is everyone's responsibility to observe these rules. Safety is our main concern and should be everyone's.

## 8. MUZZLE LOADING PISTOL RULES

- 8.1 All regulations for storage, display, transportation and handling of **pistols** will be strictly adhered to by the Black Powder Section.
- 8.2 Any person may have a **pistol** in a **holster** if the rules in the following section 9 and the AVSSC General Holster policy are followed.
- 8.3 Muzzle loading **pistols** are to be used on **pistol** approved ranges only.

## **9. BLACK POWDER MUZZLE LOADING HOLSTER RULES**

9.1 All muzzle loading pistol shooters must read the AVSSC General Holster Policy and the Black Powder Muzzle loading holster rules before being allowed to carry a pistol in a holster.

9.2 All muzzle loading pistol shooters must show the acting Black Powder chairperson or their designate that they understand all of the rules pertaining to the safe use of a holster.

9.3 No muzzle loading pistol is to be carried in a holster charged or primed.

9.4 All muzzle loading cap lock pistols must have the hammer on half cock and for all flintlock pistols the frizzen is to be open, at all times, so that the firearm shows that it is not capped or primed.

9.5 There are a number of period holsters for a muzzle loading pistol, so all muzzle loading holster rules must be followed, as well as all AVSSC General Holster Policy.

9.6 A Muzzle loading pistol may not be removed from its holster unless done so on the firing line of an approved pistol range or a Safety Area.

## **10. COWBOY ACTION HOLSTER RULES**

10.1 Holsters may be worn by members shooting CAS that have completed the club's Cowboy Action New Shooters Clinic.

10.2 Members must at all times conform to the rules regarding holster wear of SASS and AVSSC.

10.3 Members are permitted to carry holstered pistols during club sponsored events.

## **11. BLACK POWDER SECTION CHAIR**

11.3 The Section Chair shall appoint committees and/or initiate and develop activities for called by the Section Chair.

11.2 The Section Chair or designate will preside over all Black Powder Section meetings the By-laws for Annapolis Valley Shooting Sports Club.

11.1 The Section Chair will be responsible for all requirements listed in section 11.7 of the efficient running of the section and the betterment of the club.

11.4 The Section Chair or designate will schedule, organize and arrange prizes for events, such as the annual shoot, monthly shoots and special competitions as deemed applicable by the Black Powder Section.

**Original Passed by order of the AVSSC Executive.  
December 3, 2012**

**Last Modified on June 23, 2021**

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**President**

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**Secretary**

# **Annapolis Valley Shooting Sports Club Handgun Section Policy**

## **1. Handgun Facilities**

1.1 Handgun facilities presently include the 25m outdoor range, and the indoor range.

1.2 Handgun courses of fire will be determined by the wishes of the majority of handgun members shooting on a regular basis, or at a particular time. It is hoped that this will encourage interest and participation by shooters of all skill levels. The intention of the Section is to build a program including sufficiently varied courses of fire to cultivate a large group of interested participants.

## **2. Section Policy**

2.1 The Handgun Chairperson shall determine who shall access the indoor shooting bench and 25m cabinet. Key holders shall be responsible for target, ammunition and financial records.

2.2 The Chairperson, or their designate, shall order targets, ammunition and other items required by the Handgun section.

2.3 A pre-determined Range Officer shall be responsible for the range whenever said range is active; A range that has more than one shooter on the line requires a RO be designated to control the safe course of fire.

## **3. Ammunition**

3.1 No ammunition that dents or otherwise damages the backstop shall be used on the indoor range (i.e., 7mm TCU, steel core, steel jacketed, steel tipped, spire point, etc.).

3.2 No ammunition that penetrates or causes excessive damage to metal targets will be used on such targets.

3.3 On the Outdoor 25-meter range only, the following are to be used: handgun, .22 rifle, and Cowboy Action calibers. With the exception of Cowboy Action Shooting the following calibers are not permitted: .223 or 308, 30-06 etc., or shotgun.

3.4 On the Indoor range, only handguns up to and including .44 magnum, and rim fire .22lr rifle firearms are to be used.

3.5 Tuesday evenings, commencing at 4:00PM shall be regarded as an evening for non-competitive style shooting for all members. Friday evenings at the same time shall be regarded as an evening for competitive style shooting. Section sanctioned events such as scheduled practices, or competitions will take precedence over these scheduled shoots.

3.6 All relevant Municipal, Provincial and Federal regulations shall be closely adhered to by members of the Handgun Section and their guests while on the Annapolis Valley Shooting Sports Club property.

3.7 Range Officers shall be vested with the authority by the Handgun Chairperson to review any members firearm licensing and/or legally required documentation at his/her discretion while on the Annapolis Valley Shooting Sports Club property.

#### **4. Holstering and Unholstering Handguns**

4.1 Members, who have received instruction in the proper use of holsters at the club facilities by the Handgun Chairperson and/or their designates, may carry a firearm in a holster on club premises during training, competitions or practice times under the following conditions:

4.2 The gun may not be removed from the holster except on the firing line, or in a designated safety area.

4.3 The gun must be empty, and the hammer must be down, except when at the firing line.

4.4 The gun may only be loaded or carried cocked while at the firing line under the supervision of a Range Officer.

4.5 Handling of ammunition is not allowed in the safety area while guns are being holstered or un-holstered.

4.6 After a competitor is finished firing, they must unload their firearm. The Range Officer must inspect it to make sure it is unloaded and properly stored in the holster.

4.7 Any Club Range Officer shall have the authority to check that any holstered handgun complies with club policy. Such checks must be done in appropriate areas.

## **5. Handgun Section Range Safety Rules**

5.1 Before advancing beyond the firing lines the designated Range Officer shall inspect all firearms to make sure that they are safe (i.e., action open and ammunition, or magazine removed).

5.2 No person shall approach the firing line, or handle firearms while there are people forward of the firing line, or until the Range Officer gives the order to approach the firing line.

5.3 No person shall fire their firearm until the Range Officer gives the order.

5.4 Upon the order of “cease-fire” by the Range Officer all persons shall cease fire.

5.5 Upon the order to “make safe”, all persons shall unload their firearms and make them safe, at which time they shall step back from the firing line; when holstering, a range officer is required to confirm the firearm is clear before placing the firearm in a holster and stepping back.

5.6 Ear and eye protection are mandatory.

5.7 Unsafe gun handling is not permitted.

5.8 The Range Officer shall have the power to expel any shooter from the range for persisting in unsafe behavior.

5.9 Targets are to be placed in a manner and position to prevent damage to the walls and supports of the indoor range, to prevent ricochets on either range. Targets are to be placed so that shots will not miss the backstop.

5.10 Glass targets are not permitted.

5.11 Pop cans, water jugs, etc. are not to be placed on the target holder supports on the ranges.

5.12 If you are a “new member” and have any doubts, ask for help or advice. There will usually be someone willing to provide assistance.

5.13 Exploding targets are not permitted.

5.14 Only the Chairperson or his/her appointed designates are allowed to sign new “Probationary Membership Cards” for attendance at training sessions.

5.15 Please clean up your targets and the range when you are finished shooting.

5.16 Misfires are to be left chambered for at least one (1) minute before removing. After removing a .22 cartridge from the chamber, the bullet head is to be removed before disposal. For larger calibers, the cartridge should be appropriately disposed of in a drop box.

5.17 Pistol cases must be brought to the firing line before removing firearms. Firearms must be removed from the case with the barrel pointing downrange.

5.18 Handgun magazines that hold more than 10 rounds of ammunition are prohibited.

5.19 There shall be NO SHOOTING OF STEEL TARGETS on the indoor range.

5.20 The “red light” is to be turned on while using the indoor range.

5.21 The ventilation system is to be turned on before commencing fire on the indoor range.

5.22 The entry door on the downstairs range must be closed before commencing fire on the downstairs range.

**Original Passed by order of the AVSSC Executive.  
December 3, 2012**

**Last Modified on April 22, 2021**

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**President**

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**Secretary**



## **Annapolis Valley Shooting Sports Club Rifle Section Policy**

The purpose of the Rifle Section of the Annapolis Valley Shooting Sports Club is promoting and encouraging the sport of target shooting in all of its disciplines.

In all aspects of rifle shooting, safety is the most important consideration. It includes encouraging and promoting a better knowledge of safe handling and the care of firearms by all citizens.

### **1. RIFLE SECTION SAFETY RULES**

1.1 Always put the red flag up when using the outdoor and indoor range and take it down again before you leave.

1.2 When carrying a rifle on the range, the bolt or action must be open and/or removed or, in the case of a Muzzleloader, no caps placed on nipples or loads put in until on the firing line; bolt flags are highly recommended for any rifles

1.3 Always be sure of your backstop or know where your bullet is going to stop.

1.4 No caliber rifle other than .22 long rifle or Air rifle shall be used on the indoor range.

1.5 No targets shall be placed on the range floor. Targets must be placed so that a projectile passing through will strike the back stop. No targets shall be placed on the overhead baffles.

1.6 When there is more than one person present at the range, one shall act as Range Officer.

1.7 Prior to any person moving forward of the firing line, all firearms must be unloaded with their action open, magazine removed, and a chamber flag visibly installed.

1.8 Firearms will not be handled when anyone is down range.

1.9 There is usually someone from the Section who is willing to offer advice and/or do some coaching if needed. If you are a new member and need any help, contact your Rifle Chairperson

1.10 Hearing and eye protection are mandatory for all individuals on or near an active firing line.

1.11 A “bull-horn” is now available for use by Range Officers at matches or for “sight-in days”.

- 1.12 After using ranges, clean-up your targets and firing line; pack it in, pack it out is mandatory on all ranges
- 1.13 There shall be NO SHOOTING OF STEEL TARGETS on the indoor range. Reactive steel targets are permitted on the 100 m range for sanctioned events only. They must be placed no closer than 20 m to the firing line and at a height that the projectile will strike the backstop. No calibre other than .22 rimfire is permitted to be used on steel reactive targets.
- 1.14 Steel jacket or steel core ammunition is prohibited on all ranges.
- 1.15 The rifle ranges consist of the indoor range and 100-meter outdoor range. These are the only places where rifles are permitted to be fired. The 25-meter handgun range may be used for “sighting-in” day and for competition with the express permission of the handgun Chairperson. No rifle with a caliber larger than .22 long rifle shall be used on the 25 Meter range.
- 1.16 No rifle shall load more than five rounds at a time (small bore and big bore) on any range.
- 1.17 No automatic rifles are to be fired on or in the ranges allotted for small bore or big bore.
- 1.18 The “RED LIGHT” is to be turned on while using the indoor range.
- 1.19 As Officer in Charge (OIC) you are ultimately responsible for the safety of all present at the range of which you are OIC.
- 1.20 Know who are certified Range Safety Officers (RSO) and delegate to those who you feel meet your comfort level and standards. Take personal responsibility on safety.
- 1.21 Make clear who is the Range Safety Officer (RSO) or Officer in Charge (OIC) at any given time.
- 1.22 Spectators will follow all directions given to them by the RSO or OIC. Spectators must remain 5 meters behind any active firing line.
- 1.23 Be familiar with the range safety orders
- 1.24 Firearm safety is the shooters responsibility; however, you must stop someone from shooting if you think they, or their equipment, is unsafe.
- 1.25 If a guest does not have a firearms license for the class of firearm being used, the ‘sponsoring member’ must not be shooting at the same time and must be in ‘direct supervision’ of the ‘Guest’. ‘Direct Supervision’ is interpreted as being “at arms- length”.
- 1.26 The detonation of explosive devices is prohibited on any range property.
- 1.27 When using a rifle range, you are personally responsible to read and follow the instructions/restrictions for that range.

**Annapolis Valley Shooting Sports Club  
Rifle Section Policy**

**Original Passed by order of the AVSSC Executive.  
December 3, 2012**

**Last Modified on June 7, 2022**

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**President**

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**Secretary**

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## **Annapolis Valley Shooting Sports Club Shotgun Section Policy**

The purpose of the Shotgun Section of the Annapolis Valley Shooting Sports Club is to promote and encourage the safe participation in the sport of clay target shooting in all of its disciplines. The Shotgun Section is run as a co-operative effort to make good Trap, Skeet, 5- Stand and Sporting Clay shooting available to members at a reasonable cost. With this in mind, all shooters should realize that we must service and maintain our grounds and equipment. Please do your share by volunteering your personal time.

These policies apply to Skeet Fields 1 and 2, Trap Field, 5 Stand, Sporting Clays Course, Manual Thrower and the Pattern Board.

### **1. General Policies**

1.1 AVSSC Membership Cards must be worn and visible while on Shotgun Ranges.

1.2 All guests must be signed in and supervised at all times by the Member signing them in. Guests shall not be charged more than regular members. If a visitor comes on 3 different occasions in a calendar year, they will be required join the club in order to continue to use our facility.

1.3 The RED FLAG must be up on the field you are using.

1.4 The electric machines on all fields are to be powered up, loaded, adjusted or otherwise maintained by a qualified Section Member. These members have been designated by the Section Chair. If you have not been designated **DO NOT TOUCH THE MACHINES!**

1.5 All shooters must wear SAFETY GLASSES and HEARING PROTECTION.

1.6 Only TARGET LOAD is to be used on all fields - that is # 7 1/2, # 8 or # 9 shot.

1.7 Your gun must be UNLOADED and have the ACTION OPEN at all times except when on a shooting station preparing to call a target.

1.8 No gun shall be loaded until the shooter is ON THE STATION and the muzzle is controlled in a safe direction downrange.

1.9 A shooter may load one or two shells - never more than two.

1.10 Once the shots have been fired the shooter must break down the gun or have the action open with the EMPTY SHELLS REMOVED BEFORE they turn to leave the station.

1.11 If shooting is interrupted for any reason the shooter must immediately unload the gun.

1.12 **HAND THROWERS are PROHIBITED** on all fields.

1.13 The manual thrower located on the trap field is available for use for all club members on non-section days. Its location and settings shall not be changed or altered in any way, except by a section member authorized to do so.

1.14 Double barrel break action, pump action or semi-automatic Field, Sporting or Trap Shotguns with a minimum barrel length of 22 inches are highly recommended. Short barrel “Tactical” and “Home Defense” or bolt action shotguns are **NOT** recommended.

1.15 **Pistol grip or Raptor grip shotguns without a full shoulder mounting stock are prohibited on all shotgun ranges.**

1.16 **Rifles and handguns are prohibited on shotgun fields.**

1.17 Due to the wide range of shotguns and aftermarket alterations available, the suitability of any shotgun to be used on our fields will be determined by the Section Chair or their designate. The decision will be final.

1.18 Should a shooter have a concern or issue regarding the actions of another shooter, it should immediately be brought to the attention of the Section Chair.

## **2. Shotgun Section Administration Policy**

### **2.1 Keys**

The Section Chair of the section, with advice from 3 senior members shall determine who will hold keys to the trap and skeet houses.

To obtain Key privileges a member must meet a minimum of 3 of the below criteria with emphasis given to the first three items:

- a. They are experienced and are willing to arrive early to open the fields, load machines etc. to make ready for shooting on our regular days.
- b. They are qualified and willing to do maintenance on our machines.
- c. They require access to equipment for lawn care or snow removal.
- d. They have volunteered to assist with Ladies Day or Open House.
- e. Be willing to devote a Saturday in April to be involved in the club’s annual Clean-Up-Day.
- f. They are showing up to help with tasks such as moving targets, setting up for a shoot etc.

2.2 The Section Chair will be responsible for all the purchasing for the section. Members, singularly, or as a group, have the right to inquire as to the financial conditions of the section.

2.3 The Section Chair is not required to provide "field help" for either Trap, Skeet or sporting Clays.

2.4 Grass has to be mowed and snow has to be shoveled. You as a member can do your share of the work without being told. This should not fall on any one member, and all should help wherever they can. Check with the Section Chair or other senior member if you are not familiar with the operation of the mower or blower.

2.5 Do not drive on the fields unless specifically authorized to do so.

2.6 Shooters must pay for their targets at the same time as they shoot them.

### **3. Schedule of Shooting**

Year-round regular shotgun shooting is scheduled to start at 10:00 am every Sunday & Wednesday. For competitions earlier start times may be announced. Any other shooting on the shotgun fields must follow the shooting times set by the club.

### **4. First time shooters**

4.1 Must be accompanied by an experienced shooter who will review all the safe gun handling rules and basic safety rules with the new shooter.

4.2 The experienced shooter shall stand immediately behind the new shooter within arms-reach. This will permit physically stopping any unsafe motion of the firearm by the "first time shooter"

4.3 The experienced shooter should help the new shooter with the basics of shooting on our fields and target flight paths, standing positions, gun positions etc.

4.4 The experienced shooter must determine if subsequent SAFETY instruction is required for this shooter.

## 5. Etiquette & Courtesy

5.1 It is logical and courteous to take turns shooting on a first come first served basis. You should not expect to shoot your second round until all present have had an opportunity to shoot their first round.

5.2 It is also good etiquette & courtesy to refrain from chatter when another shooter is on station & ready to shoot. Some squads shoot for sheer fun and don't mind the chatter, so determine the wishes of the other shooters in your squad and respect those wishes.

5.3 The rules of skeet dictate that a round of skeet with 5 shooters should take about 20 minutes. When there are a lot of shooters waiting their turn on a busy day, we should adhere to this. Spending more time on the fields for extra instructions or helping new shooters should be scheduled for slower times.

5.4 During all routine shoots, and club competitions, the shooter must pick up their empty casings at the END of their round. The exception is for an organized competition sporting clay shoot, such as the NOVA SHOOT, when the casings should be placed in the provided containers.

5.5 Shooters picking up casings at station 7 should keep all parts of their body below the target chute.

## 6. SHOTGUN SECTION RANGE RULES

6.1 ALL members **MUST** complete a Shotgun Section Orientation before being permitted to use any Shotgun Ranges unsupervised.

6.2 All unbroken clays are considered club property and should not be removed from the premises.

6.3 No person shall shoot at targets missed by another shooter on any station.

6.4 No person shall shoot at a target that is obviously "out of bounds". Doing so could pose a danger to other shooters or spectators.

6.5 Persons going to or from the trap house are responsible for their own safety and must ensure that they are in no danger from the shooters, or from flying target pieces on the Skeet field. People serving the skeet houses should do likewise.

6.6 It is prohibited to enter the low house to load the thrower during a round of skeet until all shooters have completed their course of fire on station 6. If there is a breakdown or the machines run empty prior to shooting commences on station 7, then the shooting must cease until such time as the machine is filled or repaired and the squad member has returned.



## **7. MACHINE BREAKDOWNS**

7.1 Should a machine break down do not attempt to repair it unless you have been instructed by one of our qualified techs on what to do. These are spring loaded machines and injury could occur.

7.2 Do not attempt to put targets in a machine while it is in operation as this is unsafe.

7.3 When shutting down for the day the machines must be put in the SPRUNG position, filled with targets and unplugged. All members should know how to do this, so if you are not sure then ask a senior member.

## **8. MECHANICAL THROWER**

When using the mechanical thrower on the trap field shooters must stand on one of the 5 cement shooting stations on the trap field. The mechanical thrower is not to be moved and must be sprung when finished shooting.

## **9. PATTERN BOARD**

When using the pattern board shooters must use one of the 2 cement block shooting stations. One is 17' from the board and the other is 30' from the board.

## **AVSSC Shotgun Section New Club or Section Member Orientation Guidelines**

The Shotgun Section New Member Orientation Sessions are held, weather permitting, on Wednesday and Sunday mornings by appointment only, **drop-ins will not be accepted.**

Please send an email to the Section Chair at [shotgun@avssc.ca](mailto:shotgun@avssc.ca) to request a session. Be sure to include your phone number in case you need to be contacted with last-minute notifications from your instructor (weather cancellation etc.).

Your session will take approximately one hour.

You will require the following in order to successfully complete your session:

- Your AVSSC Membership or Probationary Membership Card.
- A double barrel break action, pump action or semi-automatic “field or sporting style” shotgun with a barrel length of 22” or longer. (Skeet or Improved Cylinder Chokes are recommended)

**-Short barrel “Tactical” and “Home Defense” or bolt action shotguns are NOT recommended.**

**-Pistol grip or Raptor grip shotguns without a full shoulder mounting stock are prohibited on all shotgun ranges.**

- A basic knowledge of the safe operation of your shotgun.
- Eye and Ear protection
- Clothing and footwear appropriate for the weather and activity.
- At least 2 boxes of shells for your gun. #7 1/2, #8, #9 Target Load. We have 12g and 20g shells for sale at the clubhouse.
- Cash to cover the cost of each round of 25 clays you anticipate shooting. (2 boxes of shells and 2 rounds of clays are usually sufficient for a successful orientation session).
- The ability to understand and follow basic instructions such as those contained in these guidelines.

Please arrive on time and remember that the sessions are put on by volunteers, who have committed time in their schedule and their own personal funds for your benefit. Short notice cancellations, or no shows are not appreciated and may result in your loss of the privilege of having your section sign off/orientation.

**Annapolis Valley Shooting Sports Club  
Shotgun Section Policy**

**Original Passed by order of the AVSSC Executive.  
December 3, 2012**

**Last Modified on April 22, 2021**

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**President**

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**Secretary**

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# Annapolis Valley Shooting Sports Club Facility Access Policy

## 1. FACILITY ACCESS

1.1 Each Club Member in good standing (excluding Probationary Members and Junior Members) shall be entitled to have access to club facilities in accordance with club policy.

1.2 Each member shall be entitled to take part in any, or all Club activities unless otherwise stated. Participation in any section activities require the approval of the specific section chairperson, or their designate.

1.3 When a Club Member wishes to participate in a new or unfamiliar section, or to use an unfamiliar range unsupervised, they **must** seek training and guidance from the section chairperson, or their designate.

## 2. Club Entry

Access to the clubhouse and the entrance gate shall be issued to each Club member in good standing (excluding probationary and Junior members).

Probationary members shall be issued entry information only after completion of their probationary requirements.

Access to the gate and clubhouse shall be changed when deemed appropriate by the executive and shall not be shared with any other person (member or non-member).

## 3. Signing- In and Out

All Club members and their guests are required to indicate their time of arrival and departure from the premises by signing the time book immediately inside the Clubhouse. **They shall print their name and membership number legibly!**

## 4. Guests

4.1 Members bringing guests into the club shall be responsible for the conduct of their guests. Members will be limited to no more than two (2) guests at a time.

4.2 Any guest may be signed in a maximum of three (3) times in a calendar year before being required to obtain a club membership.

4.3 If a non-member is attending a Club or Section sponsored event for which they are paying an admission fee, i.e.: monthly SASS match, Nova Series Shoot, Bow Fest, attendance at the event shall not apply towards the requirement as outlined in section 4.2 of this policy

**Annapolis Valley Shooting Sports Club  
Facility Access Policy**

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

# **Annapolis Valley Shooting Sports Club Facility Rental and Special Events Policy**

## **1. RANGE RENTAL**

- 1.1 Requests for the use of the clubhouse, or shooting facilities are to be approved by the Executive Committee.
- 1.2 Groups renting the clubhouse, or shooting facilities are required to sign the approved rental contract, remit the appropriate supporting documents and payment, and to abide by both the contract and Club policies.
- 1.3 A Club Executive, or designate shall be present at all such events and shall have final authority over all activities, participants, and guests.
- 1.4 A Club Range Officer shall be appointed and present at all shooting events, and shall have final authority over all shooting activity.

## **2. SCHEDULED EVENTS**

- 2.1 Requests for the use of the clubhouse, or shooting facilities are to be approved by the Executive Committee.
- 2.2 The website calendar is the system of record for all scheduled club events and activities.
- 2.3 Event organizers are responsible for ensuring that the website calendar is updated with the assistance of the club secretary. If events or activities are not scheduled on the website calendar, they are considered void until scheduled.
- 2.4 In the event of any discrepancies, the schedule will be as displayed on the website calendar.

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

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# **Annapolis Valley Shooting Sports Club Financial Policy**

## **1. Funds**

1.1 All funds generated by and in the name of the Club shall become the property of the Club. All section chairpersons shall be responsible for accounting of funds generated by their section.

1.2 Due to the unique revenue generation and purchasing requirements of the Shotgun Section, the Shotgun Section will maintain a separate chequing account for the purpose of depositing section revenue and paying section expenses. This account will be managed jointly by the AVSSC Treasurer and the Section Designate.

1.3: Any funds generated through the efforts of a section shall not be available to general expenditure except with the express consent of the section involved. Said funds shall be available to the contributing section after discussion with the treasurer.

## **2. Debts**

All expenditures and debts authorized from the Club Treasury shall be done so with the general approval of the membership, or the Executive prior to their occurrence.

Once debts or expenditure have been authorized, they shall then become debts of the whole club.

## **3. Capital Expenses**

Any capital expense in excess of ten thousand dollars requires the submission of a minimum of three signed bids, outlining scope of work and price, for approval by the Executive Committee. If three bids are not available, reasons why, i.e., specialized equipment or workers, or lack of available contractors must be noted in the meeting minutes.

## **4. Writing of cheques**

Any cheque in excess of Five Hundred Dollars must be countersigned by the President, or Vice President.

**Original Passed by order of the AVSSC Executive.  
April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

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# **Annapolis Valley Shooting Sports Club Harassment Policy and Procedures**

## **Policy Statement**

Annapolis Valley Shooting Sports Club, hereinafter referred to as AVSSC, is committed to fostering a harassment-free facility where all members and guests are treated with respect and dignity.

The Canadian Human Rights Act protects individuals from harassment based on race, nationality or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment at AVSSC will not be tolerated. Members or guests, who are found to have harassed another individual, may be subject to disciplinary action. This includes any member or guest who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

## **Application**

This policy applies to all current members, probationary members and guests of AVSSC. This policy applies to all behavior that is in some way connected to membership in AVSSC, including during off-site meetings, training and on club sanctioned and/or sponsored trips.

## **Definitions**

**Harassment is:**

- offending or humiliating someone physically or verbally.
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

**Sexual harassment is:**

- offensive or humiliating behavior that is related to a person's sex.
- behavior of a sexual nature that creates an intimidating, unwelcome, hostile or offensive environment; or
- behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's membership status or advancement opportunities.

**AVSSC** is responsible for:

- providing all members and guests a harassment-free environment at our facility.

**AVSSC Disciplinary Committee** is responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner.
- determining if allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

**AVSSC Executive Committee** is responsible for:

- the administration of this policy.
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of the organization.

**Section Heads** are responsible for:

- fostering a harassment-free environment and setting an example about appropriate behavior.
- communicating the process for investigating and resolving harassment complaints made by members and/or guests.
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made.
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

**Members and Guests** are responsible for:

- treating others with respect at our facility.
- reporting harassment to AVSSC Vice President or AVSSC Safety Officer
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process.

**Members and Guests** can expect:

- to be treated with respect at the AVSSC.
- that reported harassment will be dealt with in a timely, confidential and effective manner.
- to have their right to a fair process and confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

## **Procedures for Addressing a Harassment Complaint**

### **Filing a Complaint**

A member, probationary member or guest may file a harassment complaint by contacting the AVSSC Vice-President, or the AVSSC Safety Officer. The complaint may be verbal or in writing. If the complaint is made verbally, the AVSSC Vice-President or AVSSC Safety Officer will record the details provided by the complainant.

The complainant should be prepared to provide details such as what happened, when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible, but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the member from doing so.

The AVSSC Vice-President, or the AVSSC Safety Officer will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within fourteen days. The AVSSC Vice-President or AVSSC Safety Officer will advise both parties of the reasons why, if this is not possible.

If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, they should contact the AVSSC President.

### **Mediation**

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be the AVSSC President or another neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

## **Investigation**

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations.
- the response of the person the complaint was made against.
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to AVSSC Vice-President and Safety Officer to determine if referral to the AVSSC Disciplinary Committee is warranted. Both parties to the complaint will be given a copy.

## **Substantiated Complaint**

If a harassment complaint is substantiated, the AVSSC Disciplinary Committee will decide what action is appropriate.

Remedies for the member, or guest who was harassed may include: an oral or written apology.

Corrective action for the individual found to have engaged in harassment may include: a reprimand; a suspension, or termination of membership or in the case of a non-member, prohibition from entering club property.

Both parties to the complaint will be advised, in writing, of the decision.

## **Other Redress**

An individual who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission and/or the Nova Scotia Human Rights Commission.

## **Privacy and Confidentiality**

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved, and to limit the discussion of a harassment complaint to those that need to know.

AVSSC and all individuals involved in the harassment complaint process, will comply with all requirements of the Nova Scotia Freedom of Information and Protection of Privacy Act to protect personal information.

## **Review**

AVSSC will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all members and guests.

## **Enquiries**

Enquiries about this policy and related procedures can be made to AVSSC President, Vice-President or Safety Officer

**Original Passed by order of the AVSSC Executive.**

**April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

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# **Annapolis Valley Shooting Sports Club Video Surveillance Policy**

## **Purpose**

The Annapolis Valley Shooting Sports Club, hereinafter referred to as AVSSC, consists of a clubhouse and several ranges over a large area, utilized by members and guests participating in various shooting sports disciplines. While the AVSSC has strict safety policies the ranges are largely unsupervised. Video surveillance is a key component of the overall safety and security enforcement protocols in force and is necessary for the safety of club members and guests.

## **Collection**

Electronic images of **ALL** persons entering AVSSC property will be collected.

Video surveillance is authorized for all areas of the facility including, but not limited to, the clubhouse, all ranges, parking lot or any area deemed a common area and necessary by the Executive.

Video surveillance is **prohibited** in washrooms, or any area where a reasonable expectation of privacy exists.

Video surveillance will take place 24 hours per day, 7 days per week by high-definition cameras which may include the following capabilities, wide angle view, zoom in/out, facial recognition and enhanced night vision.

## **Notification**

By entering AVSSC property, individuals agree to be recorded.

Persons entering AVSSC property are notified by several high visibility signs placed at several locations throughout the property as well as at the main gate.

All current and new members will receive a copy of this policy.

## **Use**

The use of the video surveillance data will be used for club security, compliance to the AVSSC safety and conduct policies, and any legal purpose deemed necessary by the Executive.

## **Disclosure**

Authorized disclosures of personal information collected may include, but are not limited to:

- disclosure of information to the AVSSC Safety Committee and/or AVSSC Discipline Committee for the purpose of fulfilling their mandate.
- disclosure to a law enforcement agency under a request in writing through the use of a warrant.

Should a request for disclosure of video surveillance be received;

- **only** the AVSSC President and/or vice-President are authorized to disclose the data.
- the requestor must put the request in writing, stating the authority they claim for the disclosure.

All disclosures are to be recorded in a log and include the following information;

- copy of the disclosure request
- details of all information disclosed
- a clear identification of the authority for the disclosure.

## **Security**

### **Administrative security**

- in the event of an unauthorized disclosure of images, the disclosure will be reported to the appropriate law enforcement agency for investigation and prosecution.

### **Physical security**

- Monitors will be installed in a secure area and viewable only by authorized individuals.
- Recording devices will be locked in a secure area. The stored images are password protected and only accessible by authorized individuals. The accessing of stored images is automatically logged and retained by the system.

## **Technical Security**

- All recording equipment will be maintained and updated on a regular basis by a qualified technician to ensure the data collected is secure.

## **Personnel Security**

- only the AVSSC President, vice-President, Safety Officer and the Security System maintenance provider are authorized to operate the system and view the stored data.
- authorized users will periodically review their obligations under privacy law and this video surveillance policy to ensure compliance.

## **Contact information**

Any questions or concerns relating to this video surveillance policy should be directed to the AVSSC President or vice-President.

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April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**

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# **Annapolis Valley Shooting Sport Club Privacy Policy**

## **Privacy Notice**

This privacy notice discloses the privacy practices for The Annapolis Valley Shooting Sports Club, hereinafter referred to as “The Club”.

This privacy notice applies to information collected by the Club. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

## **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on the website. We only have access to the information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request. Unless you ask us not to, we may contact you via email for the purpose of communicating of Club notices.

## **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address, or the phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Whenever we collect sensitive information, that information is encrypted and transmitted to us in a secure way.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only members who need the information to perform a specific job are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately.

## **Links**

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

**Original Passed by order of the AVSSC Executive.**

**April 22, 2021**

**Last Modified on Month/Day/Year**

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**President**

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**Secretary**



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