



**ASSOCIATED GUN CLUBS OF BALTIMORE, INC.**  
**PATAPSCO RANGES**

**LEGISLATIVE OFFICE**

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**REVISED: 01-12-2012**

## 2012 RANGE BADGE INFORMATION

### AGC Range Badge Procedures

Range Badges will be handled on an individual/club basis by Staff Range Safety Officers (RSO) or other AGC Officials. Badge requirements include proof of Club Membership (valid club membership ID card which includes the year shown on the Range Badge) and photo ID verification (driver's license). Badges are normally available for club "batch sales" beginning in the 1<sup>st</sup> week of November of any year. Individual badge sales begin on December 1<sup>st</sup>. Badges are immediately valid when issued.

Range Badges are Annual in nature and are issued for the calendar year beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of the year noted on the Badge. This means that a Range Badge can be valid for up to a nominal 14 month period beginning in November and ending on December 31<sup>st</sup> of the year noted on the Badge.

NOTE: The AGC does not issue membership cards. The club membership cards prove to the AGC that you are a member of one of the associated clubs that make up the "Associated Gun Clubs of Baltimore". Your club's membership cards must indicate the period for which the card is valid. For example: Year and/or Expiration Date as applicable. Undated club membership cards are not sufficient to verify that you hold a club membership in the same year for which the Range Badge is valid.

First time range badge purchasers are also required to provide a range orientation certificate which is provided by the member's club. Please do not expect the Range Safety Officer to give you the range orientation course; it is not the RSO's duty to provide range orientations.

Please Note: Range badge transactions will be conducted at the Barnes Range House, Upper Meeting Room during regular range operating hours.

### Badge Fees

**Annual Badge:** \$150

New members who join an affiliated club after July 1<sup>st</sup> are eligible to purchase a half year badge at ½ the cost of an annual badge. This provision applies in the first year only.

### Family Badge:

Family members of an annual badge holder may purchase a Family Badge for 1/3 the cost of an annual badge. See AGC By-laws for additional information.

### Junior Range Badge:

Juniors [16 years of age and above] may purchase a Junior Range Badge for 1/3 the cost of an annual badge. See AGC By-laws for additional information.

## **AGC By-laws**

Individual members in good standing of affiliated clubs shall pay a fee of an amount approved by the Board of Trustees for each range identification badge. Family member badges may be issued to bona fide family members for 1/3 the fee of adult badge. Only immediate family members of a regular adult AGC badge holder may purchase additional Family Badges. Immediate family members of the regular Adult AGC badge holder include the spouse and children under the age of 23 still living at home. All badges are assigned to an individual by name and are to be used by that person exclusively."

### **Section 3 - Range Fees (continued)**

Said badge shall be issued by the treasurer or secretary-treasurer of the Executive Board to each affiliated club upon payment of the fee to the Association and shall entitle the holder of record to use the facilities of the Patapsco Range for the year of issue, ending December 31 each year, except when Association sponsored events are scheduled as described in "Rules and Regulations for the Patapsco Range." Provision shall be made for issuance of half-year range badges after July 1 each year to individual members of affiliated clubs joining such clubs after July 1 each year. The fee for the half-year range badge shall be one-half of the annual range fee. When issued to bona fide junior members of affiliated clubs, the annual fee shall be one-half the range fee of an adult member. If the junior member is eligible as a family member the fee will be 1/3 of the adult badge fee. Provisions shall be made for issuance of half-year range badges after July 1 each year to bona fide junior members of affiliated clubs joining such clubs after July 1 each year. The half-year fee for junior range badges shall be one-half of the annual range fee for juniors. Any changes in range fees can be presented and discussed at any Association meeting, but not voted on until the second Association meeting afterwards in order to allow dissemination of the proposed changes to be discussed at affiliated club meetings.

#### **Section 3(a) – Junior Member**

Junior range badge holders [16 years of age and above] having a certificate of qualification (NRA, Boy Scout, 4H, etc.) & range orientation course signed by a club officer, reviewed by the executive board, approved by the trustees, and conforming to all federal, state, and local firearm regulations, may use the range, for which they are qualified, without adult supervision. A junior club member without a certificate of qualification may only handle firearms on the firing line when supervised by an adult who will be responsible for the junior's conduct.



**ASSOCIATED GUN CLUBS of BALTIMORE, INC.  
11518 MARRIOTTSVILLE ROAD  
MARRIOTTSVILLE, MD 21104**

**Outline of AGC range and safety orientation course**

- I. General Introduction
  - A. Explanation of Organization \_\_\_\_\_
  - B. Brief history of the AGC \_\_\_\_\_

**INFORMATION ONLY**

- II. General Firearms Safety
  - A. Brief analysis of firearm types
    - 1. Characteristics of firearms: loading, unloading, etc. \_\_\_\_\_
    - 2. Safe handling procedures for different types \_\_\_\_\_
  - B. Cease fires
    - 1. How firearms are made safe for a cease fire \_\_\_\_\_
    - 2. How and when a cease fire is called \_\_\_\_\_

- III. Range Orientation and Range Rules
  - A. Hours of operation--reasons why strictly enforced \_\_\_\_\_
  - B. Physical walk through of each range \_\_\_\_\_
  - C. Discussion of the purpose of each range and range rules applicable to each range:
    - 1. 50 Yard Pistol Range \_\_\_\_\_
    - 2. 100 Yard Range \_\_\_\_\_
    - 3. 200 Yard Range \_\_\_\_\_
    - 4. Trap Range \_\_\_\_\_
    - 5. Archery Range \_\_\_\_\_
    - 6. Patterning Range \_\_\_\_\_
    - 7. Indoor Pellet Range \_\_\_\_\_

- IV. Range Facilities
  - A. Restrooms, telephones, etc. \_\_\_\_\_
  - B. Parking procedures \_\_\_\_\_

**INFORMATION ONLY**

**AFFIDAVIT**

I, \_\_\_\_\_, affirm that I have had each of the above items explained to me to  
(print name)  
which I have affixed my initials; that I fully understand and accept the explanation; that I have received a copy of the current range rules; that I have had range rules explained to me and that I fully understand and accept the explanation; and that I will abide by all rules, regulations, and policies of the Associated Gun Clubs of Baltimore, Inc., in effect at any time.

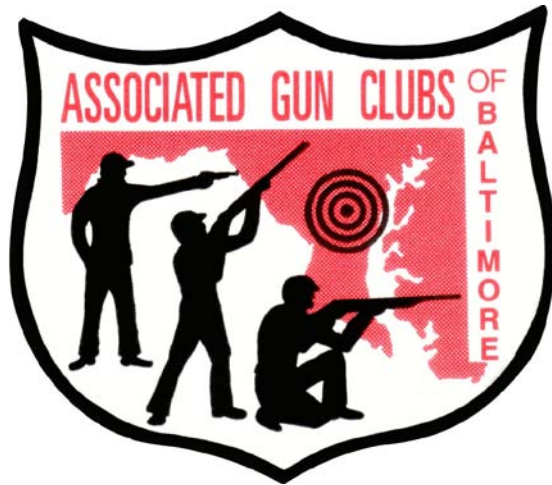
I also understand and agree that I am solely and personally responsible and liable for my actions and absolve all others of any liability for my actions.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of Club \_\_\_\_\_ Email \_\_\_\_\_ (optional)

**Club Instructor: This completed form must be returned to the AGC Range Office within two (2) weeks.**

Club Instructor \_\_\_\_\_  
Signature of Instructor \_\_\_\_\_

**INFORMATION ONLY**



## **Associated Gun Clubs Of Baltimore, Inc.**

11518 Marriottsville Road  
*Marriottsville, Maryland 21104-1220*

# **POLICIES & PROCEDURES Manual**

Revised  
September 22, 2009

## Approval Page

This POLICIES & PROCEDURES Manual has been approved by the AGC Executive Board.

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## **I. Kitchen Policy**

### **A. Large Kitchen**

1. The large kitchen is not to be used by member clubs.

### **B. Small Kitchen**

1. The small kitchen may used by member clubs which have reserved the facility.
2. The member club using the kitchen must return the kitchen back to a better-than-found condition.
3. No food shall be stored in the kitchen refrigerator longer than the facility reservation.

## **II. Alcohol Policy**

Range rules prohibit the consumption of alcohol on any of the firing points of the property of the AGC.

The use of alcohol and the subsequent use or handling of firearms is strictly prohibited at all times anywhere on AGC property.

Consumption of alcohol is permitted on AGC property only when the following conditions are met:

1. All shooting must be completed before the consumption of alcohol is allowed.
2. Consumption of alcohol shall be limited to Memorial Hall and the Barnes Range House; no alcoholic beverages are permitted on or near any AGC range firing area.
3. Clubs using AGC facilities for club events will be held responsible for enforcing these rules, as well as for full compliance with any federal, state, or local laws and regulations which may be pertinent.
4. Consumption of alcohol in, from, or near any parked motor vehicle or parking lot is strictly forbidden.

### **III. Smoking Policy**

All buildings are non-smoking facilities.

### **IV. Handicap Bathroom Facility Policy**

The bathroom located on the first floor of the Barnes Range House is designated as the handicap accessible bathroom and is reserved for handicapped personnel only.

### **V. Trap Range Policy**

These guidelines have been developed to improve the facilities and use of the Trap Range. These guidelines have been developed to cover both Club and Public Shoots on the Trap Range and they have been designed to provide a smooth operation with as little involvement as possible from the property managers or RO.

1. To establish a date for the use of the Trap Range a club member must first fill out the date request on the AGC website. Your date request is not valid until you get a confirmation from the Calendar Coordinator or the Executive Officer responsible for setting dates. If an advanced date is not required and a trap range is available, then see item number 5.
2. Strict Attention to the AGC rules and restrictions must be adhered to and violations could affect your clubs use of the facilities.
3. The fee for a club shoot is now set at \$3.00 per person per round. Junior fees are set at \$2.00 per person per round.
4. If your club requires any services other then the use of a trap it is your clubs responsibility to pay the additional cost.
  - a. Trap thrower rental fee = \$5/each
  - b. Wobble Trap tokens = 3 tokens for \$10

5. Procedure on the day of the club shoot.
  - a. Inform the RO that you need the trap house unlocked.
  - b. Pick-up materials for the shoot from the RO. You should acquire the trap score sheet, money envelope, shoot report, and clip board.
  - c. Arrange to purchase ammo if necessary from range officer or property manager.
  - d. Check the condition of the Trap House; it should be stocked with birds.
  - e. Note on the score sheet form the trap house in use, the trap machine counter setting, and the number of cases in the house.
6. Trap reports and monies are to be turned over to the RO after the shoot and before leaving the range.
7. The Executive Officer is responsible for the condition and maintenance of the traps.
8. A Trap Committee has been formed to facilitate public shoots and to develop a plan for attracting shooters to public shoots.
9. The Trap Committee representative or RO will evaluate any infraction of the trap and range rules obtaining enough information to furnish the Executive Officer sufficient information to present at an executive board meeting. Witnesses should be notified of the date for meeting so that the executive board can render a decision as to disposition of infraction. This for both club and open infractions.

Your cooperation is appreciated and it will help the overall management of AGC Property.

## VI. Range Badge Distribution Standard Operating Procedure

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**Overview** Range Badges are an important component of AGC revenue. The range badge process occurs in stages.

1. October, Ordering yearly badges
  2. November, Sales to AGC Clubs
  3. November – December, Sales to Individuals
  4. January – November, Individual Sales by RSO/Bookkeeper
- 

### Stage 1 October

#### Ordering Yearly Badges

Range badges must be ordered by October 10th for distribution in November.

Step	Action						
1	Range Badge Coordinator contacts vendor and orders range badges						
2	Coordinator receives badges and confirms all range badge numbers are produced and correct. <table border="1" data-bbox="565 1081 1388 1350" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>If the range badges are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Correct</td> <td>Go to Step 3</td> </tr> <tr> <td>Incorrect</td> <td>Range Badge Coordinator interface with vendor.</td> </tr> </tbody> </table>	If the range badges are...	Then...	Correct	Go to Step 3	Incorrect	Range Badge Coordinator interface with vendor.
If the range badges are...	Then...						
Correct	Go to Step 3						
Incorrect	Range Badge Coordinator interface with vendor.						
3	AGC Range Badge Coordinator confirms number of range badges stored in AGC safe and provides the AGC Secretary badge data, e.g., number of badges purchased, missing numbers, etc.						
4	Badges are given to the Range Officer for storage in the AGC safe until Stage 2.						

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**Stage 2  
November**

**Batch Sales to AGC Clubs**

Range badge distribution begins in November with batch sales to club representatives. The AGC Executive Committee is responsible for selling badges to clubs at this point in the process.

Note: Individual Badge Sales will commence in Stage 3.

<b>Step</b>	<b>Action</b>
1	Club representatives can purchase badges, at the Barnes Range House, for their entire club on specified dates. These dates will be published by the Secretary in advance of November.
2	To purchase badges in batch quantities, a club representative must produce <ol style="list-style-type: none"><li>an electronic file containing their club's roster of badge purchasers and</li><li>a check in an amount sufficient to cover the cost of the number of badges requested.</li></ol> <p>The electronic file must be configured to the file format specified later in this section.</p> <p>In lieu of providing an electronic file, the club representative may elect to manually enter his club's roster directly into the computer.</p>
3	The AGC official assigns range badge numbers to the members in the roster.
4	Badges are released to appropriate club representative along with an official printout of the roster which contains the members' new badge numbers.
5	The club representative is responsible for the badges and must distribute the badges to club members according to the official roster.

Stage 2 Batch Sales can occur at any time after range badge sales begin. Priority dates are given to clubs that desire to purchase badges in bulk quantities in order to alleviate sale pressure on the AGC sales officials.

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**Stage 3  
November –  
December**

**Individual Badge Sales**

After the batch badge sale dates, individuals will be allowed to purchase new range badges in the Barnes Range House. The AGC Secretary will announce available sale dates in advance.

<b>Step</b>	<b>Action</b>
1	AGC club member shows the AGC official photo identification <u>AND</u> club affiliation verification <sup>1</sup> .
2	AGC official will enter name and badge data in the electronic database located on the AGC computer.
3	The individual club member will present a personal check, money order, cashier's check, or cash for payment of the badge.
4	Range badge payments received should be filed in the Treasurer's folder.  Payments <b>are</b> necessary to pick up a range badge.

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<sup>1</sup> All AGC clubs should be issuing club affiliation cards or receipts that list the member's name when their members pay annual dues. Range Safety Affidavits will also be accepted.

**Stage 4  
January -  
November**

**Walk-In Range Badge Sales**

Range badges sold on an “as-needed” basis by the RSO or AGC Bookkeeper. Sales will not be allowed to interfere with the RSO’s primary range safety duties.

<b>Step</b>	<b>Action</b>
1	AGC club member shows AGC official photo identification <u>AND</u> club affiliation verification <sup>2</sup> .
2	AGC official will enter name and badge data in the electronic database located on the AGC computer.
3	The individual club member will present a personal check, money order, cashier’s check, or cash for payment of the badge.
4	Range badge payments received should be filed in the Treasurer’s folder.  Payments <b>are</b> necessary to pick up a range badge.

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<sup>2</sup> All AGC clubs should be issuing club affiliation cards or receipts that list the member’s name when their members pay annual dues and range badge fees. Range Safety Affidavits will also be accepted.

## Range Badge Fees

The AGC has eight different types of badges for sale annually. The Life Badge is the ninth badge type and is no longer available for sale. From the AGC By-Laws, revised April 2008, the range badge fees and types are:

Range Fees	Description	Type
\$150.00	Annual Badge Fee	Full
\$75.00	Half-year Badge Fee	Half
\$75.00	Junior Range Badge Fee	Junior
\$37.50	Half-year Junior Range Badge Fee	Half Junior
\$50.00	Family Badge Fee	Family
\$25.00	Half-year Family Badge Fee	Half Family
\$50.00	Junior Family Range Badge Fee	Junior Family
\$25.00	Half-year Junior Family Range Badge Fee	Half Junior Family

**Half-Year Sales:** As stated in the AGC By-Laws, Half-Year badge sales commence on July 1st. Half-Year sales can only occur with new club members. A “*new club member*” is defined as someone who did not purchase a range badge in the prior two years. Exceptions are made for active duty military personnel with proof of deployment in the previous year.

## Range Badge Credit

Range Badge Credits can be earned by performing various jobs at the range. These jobs need to be pre-approved by the Trustees, in advance, to earn credits. Each hour of work performed earns one (1) range badge credit. Each range badge credit is worth \$3.75/hour. Range badge credits are used against the upcoming year’s range badge fee.

Example: 16 hours of credit were earned by member. The upcoming year’s range badge fee would be \$90 ( $\$150 - 16 \text{ hrs} * \$3.75/\text{hr} = \$90$ ).

## Stage 2, Range Badge Roster Format

The **Range Badge Roster**, for Stage 2 Club Batch Sales, should follow the format detailed in the following example:

<b>BADGE</b>	<b>FIRST</b>	<b>LAST</b>	<b>Family Badge</b>	<b>Type</b>	<b>CLUB</b>
	George	Smith		Life	Arlington Rifle & Pistol Club
	Tom	Jones		Full	Arlington Rifle & Pistol Club
	Jerome	Cole		Junior	Arlington Rifle & Pistol Club
	Bill	O'Reilly		Full	Arlington Rifle & Pistol Club
	Tony	Jones		Family	Arlington Rifle & Pistol Club
	Gina	Jones		Junior Family	Arlington Rifle & Pistol Club
	Fred	Wilke		Full	Arlington Rifle & Pistol Club
	Darren	Contino		Full	Arlington Rifle & Pistol Club
	Roger	Jones		Family	Arlington Rifle & Pistol Club

Badge rosters can also be submitted in comma-separated format, see the following example:

FIRST, LAST, Family Badge, Type, CLUB  
 George, Smith, , Life, Arlington Rifle & Pistol Club  
 Tom, Jones, , Full, Arlington Rifle & Pistol Club  
 Jerome, Cole, , Junior, Arlington Rifle & Pistol Club  
 Bill, O'Reilly, , Full, Arlington Rifle & Pistol Club  
 Tony, Jones, 5001, Family, Arlington Rifle & Pistol Club  
 Gina, Jones, 5001, Junior Family, Arlington Rifle & Pistol Club  
 Fred, Wilke, , Full, Arlington Rifle & Pistol Club  
 Darren, Contino, 5001, Full, Arlington Rifle & Pistol Club  
 Roger, Jones, 5001, Family, Arlington Rifle & Pistol Club

## Range Badge Policy Changes

Beginning 2010 Range Badges:

1. Range badges will no longer be offered on consignment.
2. Monthly Range Badge Reports are no longer required.
3. All clubs need to provide a list of current Life Badge holders in their club at the start of each year. Life Badges are only valid for members that are paid current to an AGC club. Life Badge data will be collected for the Range Badge Database. For lost Life Badges, the Life member will have to be validated with past database records by the AGC Secretary.
4. ALL range badge sales are final. Badges cannot be returned for credit to the AGC.
5. Personal checks will be accepted. Bounced checks will result in a loss of range privileges until rectified.
6. AGC Officers will have badge numbers visible on the badge. Labels can be added indicating title above or below the badge number.

## VII. Match Policy

### *MATCH DIRECTOR/EVENT DIRECTOR RESPONSIBILITIES*

This policy is intended to cover matches organized by the AGC (e.g. Intramural Trap League). The Match Director of any event has the ultimate responsibility and final authority for the conduct of the event, scheduling, and furnishing of a complete accounting of all income expenses associated with the event, in accordance with the procedures set forth by the AGC.

1. Selects the time and date of the event and assures range facilities are available for the event.
2. Places the event on the main schedule of the AGC and decides whether to close the range to all non-competitors. If the range must be closed for the event, the requisite **Trustees' approval** and **advance notice** must be furnished to the AGC.
3. Obtains from the Executive Officer all match reporting forms due to the AGC.
4. Schedules the event and obtains any necessary outside approvals, e.g. NRA Approval.
5. Determines the course of fire for the event and prepares a Match Program for mailing to all interested parties.
6. Obtains sufficient volunteer help to stage the event.
7. Issues work badge credits for volunteers and files appropriate reports to the Executive Officer
8. Obtains appropriate club sponsorship of the event.
9. Prints and publishes any necessary programs for the event and maintains the distribution list for mailing purposes to all interested individuals, clubs or organizations.
10. Insures that all necessary supplies, targets, rule books, etc. are available for use during the event.
11. Arranges for coverage and working of the stat house for events requiring same.
12. Coordinates with the Executive Officer for all maintenance items to be completed prior to the match.

13. Coordinates the opening and closing of all range facilities with the Executive Officer, including the possible overnight camping of vehicles.
14. Insures compliance with all tournament and range rules.
15. Coordinates the return and proper storage of all event materials, such as targets, stands, etc. used during the conduct of the event.
16. Orders all awards, such as trophies, prizes, etc., posts scores as necessary, and determines what awards will be given to competitors.
17. Prepares all required statistical information and forwards to sponsoring organizations and all competitors.
18. Pays all expenses associated with the event. All expenses payable by the Match Director must be accompanied by a bill from the company or organization from which items or services are purchased.
19. Presents a full accounting of the event to the AGC at the next regularly scheduled meeting of the AGC.
20. Turns all profits made on the event over to the Treasurer of the AGC. Losses on events are the responsibility of the AGC.
21. If necessary, prepares and publishes a final Match Bulletin for distribution.
22. Responsible for assuring that the facilities are left in an orderly condition and that all trash is in containers provided.