



Keystone Gun Club

Founded 1928

902 East 28th Street. Erie, PA 16504

(814) 459-3620

Standard Operating Procedures

~ History ~

Keystone Gun Club was incorporated on May 21, 1928. The original range was located in a three story brick building at 630 State Street in downtown Erie from 1928-1956. The building was scheduled to be torn down to make way for a new City Hall and Police Department. Fortunately, the club's finances were robust enough to purchase a building large enough for an indoor range, classrooms, and a parking lot. On August 27, 1956 Keystone Gun Club moved from its downtown location to its present location at 902 E. 28th Street (E. 28th and Perry Streets). The building once housed the Emmanuel Presbyterian Church before being sold to Keystone for the sum of \$12,500. The church moved up the street and is currently located at E. 35th and Perry Streets. The club underwent several renovations during late 2010 and throughout 2011. The improvements included a new steel roof, electrical service upgrade, remodeled range with new lights, ceiling, automated target retrieval systems, and ventilation systems. Keystone Gun Club consist of approximately 300 members and is the oldest and club and indoor range in the City of Erie. The Keystone Gun Club continues to serve the city of Erie and is the only gun club in the city.

Club Objectives:

As set forth in its original charter, the objects of the Keystone Gun Club are to promote social welfare and public safety, law and order, and national defense; to educate and train citizens of good repute in the safe and efficient handling of small arms; to increase the knowledge of small arms and promote efficiency in the use of such arms on the part of members of law enforcement agencies, of the armed forces, and of citizens who would be subject to service in the event of war; and generally to encourage the lawful ownership and use of small arms by citizens in good repute.

~ Hours of Operation ~

Good Fellowship Hours: Current hours are listed outside of the building and on the website.

Club Members: Seven (7) days a week from 8:00 AM – 10:00 PM

The range will close periodically for classes and maintenance. Notifications are mainly announced via e-mail, website and notice posted on the range door.

Shooting must cease at 10:00 PM every day.

~ Member Information ~

Electronic Key Cards:

Each member is issued an electronic key card which is used to gain entry into the building. Each key card is assigned to individual members and cannot be lent to another member or non-member. The cost to replace a key card is \$10.00. The assigned key card will not change year after year, as long as the individual remains a member in good standing.

Range Fees:

Shooters, both members and members' guests, shall pay a daily range fee. The member (key card holder) and anyone within the member's household falls under the membership, and shall pay the daily range fee of \$3.00 per person. Anyone outside of the member's household are deemed member's guests, and shall pay the daily range fee of \$6.00 per person. Gold Key Members: The key card holder is exempt from paying the daily range fee only. Anyone else within the household and member's guests are still required to pay their respective range fees.

Liability Waiver:

Anyone who goes onto the range(whether shooting or not) must sign the liability waiver/sign-in sheet. This form is located by the range door and each person must sign in for each session. You must print and sign your full legal name legibly. Only one name can be written on each line.

Guests:

Members may bring guests as many times as they would like. We would like to see guests join after a few visits but it is not mandatory. Members must remain on the range with their guests and cannot leave. Members are responsible for the actions and conduct of their guest(s).

By-Laws:

A copy of the club's by-laws are located on the bulletin board. Copies are available and will be given upon request.

Keystone Gun Club Rules and Regulations:

Please see attachment. These are the rules and regulations of the club and are subject to revision at any time.

Keystone Gun Club range:

The range consists of two areas where members and their guest(s) may be.

1: Ready Area(Preparation Area)- Where shooters are allowed to store and prepare equipment while awaiting their turn. This is the area behind the firing line with benches available upon which to set equipment.

2: Firing Line-The line immediately in front of the stalls parallel to the targets and backstop.

Opening the range:

When entering the range turn the range lights and the ventilation system on. The switches are located on your right upon entering the first door. All switches must be turned on and the ventilation must be left on while shooting. Make sure both range doors are shut before shooting.

Leaving the range:

When leaving the range you must return the target retrieval system back to the firing line and remove your targets. Clean up all of the brass in the ready area and dispose of all garbage. Please leave your area as clean (if not cleaner) as it was when you started. If you are the last to leave turn off lights and ventilation.

Shooting position:

Shooting, along with the loading and unloading of firearms, must be done only from the firing line in a stall. Members may shoot in front of the firing line only at events with prior approval from the Board of Directors. A range safety officer needs to be present to supervise events where shooting will be done in front of the firing line. Before the event can be approved, a copy of their standard operating procedures needs to be submitted to the Board of Directors.

Target hanging:

When hanging targets you must hang them below the cut-out in the cardboard backer. Please place target so it is directly in front of your firearm when shooting. This will greatly reduce the chance of damaging the range. An example of the proper way to hang targets is located on the inner range door.

Use of range:

If a member is done shooting but is still taking up one or more stalls and/or conversing with other members or guests, it is asked that the member either consolidate stalls or move to the lobby to converse. This will allow other shooters who may be waiting to use the range and stalls an opportunity to shoot.

Drawing and Shooting from a holster:

You may draw and shoot from a holster only in stall 1 and stall 2 must be empty. This must be done in stall 1 in a safe manner! At no time should the muzzle sweep any part of your body or sweep the stall side walls. Upon exiting the holster you must immediately point the firearm down range. The only holsters allowed for use on the range are strong side inside the waist band and strong side outside the waist band holsters. Prohibited holsters are cross-draw holsters, shoulder holsters, small of the back holsters, ankle holsters and any that are not a strong side holster. If you are not sure if your holster is allowed please ask. Upon re-holstering be aware of the above regulation and stay compliant.

Parking Lot:

Members and guests may park in the parking lot while using the club. It is advised that you lock your vehicle's doors to prevent any criminal activity. The club is not responsible for any damage or theft to any motor vehicle while parked in the lot. DO NOT block any driveways or doors. Please park in a conscientious way.

Smoking Policy:

Smoking is permitted outside of the building only. Please use proper receptacle to dispose of all cigarette butts.

Bulletin Board:

Members may post the following on the large bulletin board: ads looking to sell or buy, business cards, firearm/2nd amendment related information. Any posting that could be construed as in poor taste or supporting any political agenda is prohibited. The club reserves the right to remove any postings deemed in violation to the mission and standards of the club.

Building Security and Safety:

To ensure the security and safety of both members and guests, the club has an electronic access door control system, CCTV cameras on the range and building, fire suppression extinguishers located on the range, lobby, and both classrooms and a First Aid cabinet located by the sink.

Damage on the Range:

If a member notices any damage to the range such as shots to the yellow or red baffles, ceiling, lights, etc. the member is asked to report the damage to a member of the Board of Directors. The member may leave a note as to what they saw and slip it through the slot where range fees are deposited, speak to a member of the Board of Directors, or e-mail the Secretary at secretary@keystonegunclub.org. If a member or guest causes some form of damage on the range, they shall advise a board member through the above means. We may or may not take disciplinary measures against the member and/or guest. Basically, a lot of work went into range renovations over the past few years and we want to keep what was done intact. Also, it takes a lot of time and money to operate the club and undue damage only inhibits progress of the club.

Board of Directors:

The club administration is comprised of 7 to 11 board members. The Board of Directors is made up of four (4) Officers known as the Executive Board which are President, Vice-President, Treasurer, and Secretary and up to seven (7) Directors. Members of the board receive no pay and are strictly volunteers, and are charged with general operations of the club.

Board Meetings:

Board meetings are held on the Second Thursday of the month. The meetings start at 7:00 PM and run until approximately 8:30 PM and are open to the membership. Good Fellowship will not start until after the meeting.

How to Contact a Member of the Board:

If a member ever has a question, suggestion, or problem please feel free to speak to a board member through the following means: in person during any Good Fellowship night, e-mail the Secretary at secretary@keystonegunclub.org, or by telephone. A phone roster of the current board is located by the telephone in the lobby. We are more than willing to assist you!

Member Incentive Program (MIP):

For every new member that a current member recruits, the current member will receive five (5) free range passes. The new member must mention and write the current member's name on the Preliminary Application in order for the current member to receive the passes. This program does not apply to renewals.

Reward Program for Donated Labor:

Time donated will be rewarded as followed.

- 8 hours reward is 6 range passes
- 15 hours reward is a free regular membership
- 20 hours reward is a gold key membership may be purchased for \$75.00
- 34 hours reward is a gold key membership

Limit of one gold key membership per year. Gold key membership cannot be given to another member. Members may give range passes to their guest.

Range Brass:

Shooters who re-load ammunition are permitted to retrieve their brass only. Any brass left on the range or any brass discarded in the receptacles for casings is considered club property and shall not be taken. The club sorts the casings and sells them by the pound or for scrap as an additional way to generate revenue. If a shooter is interested in purchasing used range brass, please speak to a member of the board.

Competition Shoots:

The club holds a few competition shoots each month, including but not limited to; practical pistol shoots, .22 shoots, and holiday themed shoots. All the shoots are open to both members and non-members, and it does not matter if you're a novice or veteran shooter. Shoot notifications are sent via e-mail, quarterly newsletter, calendar, and posted on the main bulletin board in the club's lobby.

NRA Firearm Classes:

The club offers a variety of classes to both members and the public such as: FIRST Steps in Pistol and Rifle for those who are new or relatively new to firearms, Basic Pistol which is the next step up, and Instructor classes for those interested in teaching classes. As an NRA sanctioned club, all classes are taught through and endorsed by the NRA. The club has certified NRA instructors, Chief Range Safety Officers, and one certified trainer. Classes are announced through e-mail, website and posted in the lobby.

PA Hunter-Trapper Education Classes:

The club, in conjunction with the PA Game Commission, hosts PA Hunter-Trapper Education classes for those who wish to hunt in PA and outside of the state where it's accepted. Yearly class schedule is posted in the lobby, PA Game Commission's website and on our website, along with information about how to sign-up.

Fundraisers:

When club fundraisers are conducted we ask that everyone participates in some form, though it is not mandatory. The more participation the better results will be shown, especially regarding increased revenue to assist with projects and general operations.

Membership Renewal Policy:

Membership runs one full year from the date of joining. A reminder to renew is sent to members at least thirty to sixty days prior to their expiration date. Reminders are sent by either e-mail or USPS. Members are given a grace period of thirty days after their expiration date to renew. Any member who does not renew after the grace period shall have their key card deactivated. In order to have the key card reactivated, the member must reapply as a new applicant.

Change of Information:

It shall be the responsibility of the member to notify the Secretary of any change to their e-mail address, mailing address and phone number.

~PRIVACY POLICY~

Keystone Gun Club is committed to protecting your privacy as a member. The following Statement of Privacy relates to the collection, use, security, disclosure and disposal of members' personal information.

DEFINITION OF PERSONAL INFORMATION: Name, address, telephone number, e-mail address, Date of Birth (DOB), employer/occupation, LTCF/CCW permit information and Driver's License/ID only information.

COLLECTION: Keystone Gun Club collects personal information through membership applications (Preliminary, Formal, and Renewal Applications), written correspondence, e-mail and educational classes.

USE: Keystone Gun Club uses some, but not necessarily all, of your personal information in order to better serve both you and the club in its operations. Some uses of your personal information are for services/offerings from Keystone Gun Club, membership renewals/services, general correspondence via US Postal Service and e-mail, club events/announcements and anything of importance relating to the firearm industry.

SECURITY: Keystone Gun Club secures your collected personal information from unauthorized access, use or disclosure. Current Personal Information is stored within the club which is only accessible by authorized persons. Keystone Gun Club does not sell, rent, lease or willingly give out your personal information, membership rosters, etc to third parties.

DISCLOSURE: Keystone Gun Club will disclose your personal information only if written consent is given by you. However, personal information shall be disclosed without notice/consent only if required to do so by a search warrant/court order duly ordered/authorized by law, to protect the rights or property of Keystone Gun Club, and under exigent circumstances to protect the safety of members, public or Keystone Gun Club.

DISPOSAL: Upon the decision to purge any and all records of personal information, including but not limited to: Applications, waivers, membership rosters, etc, Items will be taken by the Keystone Gun Club Board of Directors and destroyed by either shredding or incineration.

CHANGES TO STATEMENT: Keystone Gun Club may periodically revise the Statement of Policy to better serve our members and club. Upon a revision, the club will announce a change to the policy and what was changed. The announcement will be served by any of the following means: Quarterly Newsletter, e-mail, website or physical posting in a conspicuous place in the club's lobby.

~PHOTOGRAPHY/VIDEO POLICY~

The taking of pictures or video by cell phones, cameras, or any other recording device while on club property is forbidden without prior written permission of the Board of Directors. Failure to adhere to this policy will result in you being asked to leave the club and further disciplinary measures may be taken by the Board of Directors.

~ALCOHOL & DRUG POLICY~

If you observe a club member or guest on club property who is consuming an alcoholic beverage, using illegal narcotics, or appears to be under the influence of an alcoholic beverage or illegal narcotics, you are obligated to inform a board member as soon as possible. Please follow the below steps to report a violation:

Good Fellowship Nights: Report your concern to a board member present on site.

Non-Good Fellowship Nights: Utilize the Board of Directors phone list located by the telephone in the lobby. Start with the club President and work down until contact is made with a club official.

Take no action until a club official is on location. If you feel that your safety is in question, remove yourself from the area or leave club property. If need be, call the Erie Police Department at 870-1125 (non-emergency) or 9-1-1.

**ALCOHOL AND ILLEGAL NARCOTICS ARE PROHIBITED
ON CLUB PROPERTY!**

~PROHIBITED TARGETS POLICY~

Targets that depict a real person and/or those meant to demean a race, nationality, religion or political stance shall not be used on the range.

Violators will be asked to remove the targets and return them to their vehicle. Refusal/failure to comply by members shall be grounds for removal from club property and may include termination of membership. Refusal/failure to comply by guests shall be grounds for removal and the guest shall be barred from club property.

KEYSTONE GUN CLUB RULES AND REGULATIONS

1) General: Live firing conducted at Keystone Gun Club is designed to provide authorized personnel access to a facility where they may become proficient with privately-owned firearms.

2) Authorized Personnel: The following personnel are authorized to utilize the facilities of Keystone Gun Club:

- A) Current Members
- B) Guest(s) of current members, provided the authorized member is present and assumes full responsibility for the conduct of their guest(s).
- C) Personnel approved by the Board of Directors on a case-by-case basis
- D) It is not recommended for children under the age of 7 years old or those that may be pregnant to be on the range.

3) Club Members Shall:

- A) Pay the appropriate range fees and sign the *waiver/sign-in sheet* located by the range door or in the office. Failure to sign in or pay the appropriate range fees will be cause to terminate membership.
- B) Make sure any guest(s) in the accompaniment of the member, signs the *waiver/sign-in sheet* located by the range door or in the office, and pays the appropriate range fees. Guests not signing in may be charged with criminal trespass and the member's membership may be terminated.
- C) Conduct themselves in an orderly manner at all times and will be responsible for any guests they bring in.
- D) Be responsible for their firearms, ammunition, and related property while on club property.
- E) Only load and unload firearms on the firing line facing down range.
- F) Follow all posted instructions.
- G) No eating, drinking or using tobacco products on the range.
- H) Anyone on the range must wash their hands (using soap and cold water) before eating, drinking, using tobacco products or leaving the range facility.
- I) Not bring pets other than service dogs to the range.
- J) Not loan their issued club key card to another member or guest.
- K) Turn on range lighting and ventilation before shooting. The ventilation must remain on while shooting.
- L) **WARNING:** If at any time you are instructed or warned by a club official, officer, R.S.O. or C.R.S.O. that you are in violation of the safety rules or general range rules you must correct your violation immediately. There will be no second warning! You will be asked to leave the range and, if deemed necessary, disciplinary actions shall be decided upon by the Board of Directors.

4) Range Limitations: Shooters must adhere to the following:

A) Firearms and Ammunition:

Permitted are:

- 1) Rim-fire and center-fire pistol and rifle cartridges, not developing velocities over 1500 fps or on approval of the Board of Directors.
- 2) BB and pellet air rifles and pistols.

Prohibited are:

- 1) Shotguns or shotgun type ammunition. Unless being used in a certified class with prior approval by the Board of Directors with an approved Standard Operating Procedure and a Range Safety Officer present and observing and range operations.
- 2) Armor piercing, tracer or incendiary ammunition.
- 3) Black powder on Good Fellowship night. Black powder firearms may only be used on the range with the approval of all those on the range.

B) Approved Targets:

- 1) Paper and those approved by the Board of Directors.
- 2) Clay pigeons and ping pong balls are approved targets, but must be cleaned up after use.

C) Prohibited targets:

- 1) Targets that depict a real person and/or those meant to demean a race, nationality, religion or political stance shall not be used.

5) Safety Requirements:

A) General Safety Requirements

- 1) You must wear appropriate hearing and eye protection while on the range. NO exceptions.
- 2) Fire only on open lanes. Do not fire on lanes marked closed.
- 3) It is your responsibility to be sure the firearm is safe to operate (this is recommended to be done by a gunsmith) and be sure to use only the correct ammunition for the firearm being used.
- 4) Ensure all projectiles impact within the established safety limits. DO NOT shoot at any poles or baffles.
- 5) Do not place targets in front of the red poles, unless prior approval is granted by the Board of Directors.
- 6) Shoot only at your own targets. DO NOT shoot across lanes.
- 7) Call **Cease Fire** if any shooter is discharging a firearm at any location on the range other than the designated firing line, or if any shooter is acting in an unsafe manner.
- 8) Notify a Chief Range Safety Officer, Range Safety Officer(s) or club official of any unsafe conditions or safety infractions by any member or guest.

9) Follow the established and posted rules pertaining to safe gun handling.

- a) **Treat every gun as if it is loaded.**
- b) **Always keep the muzzle pointed in a safe direction.**
- c) **Keep your finger off the trigger until ready to shoot.**
- d) **Know your target and what is beyond your target.**

10) Clean up all debris in the shooter's immediate area including, but not limited to, casings, ammo boxes and used targets. Place items in the appropriate cans provided. Shooters who reload their own ammunition may pick up their own casings only! Casings left on the range or in the receptacles will be considered club property.

B) Requirements before going down range :

- 1) In order to go down range, call ***Range Cold*** and make sure all firearms are placed on the bench unloaded with the actions or cylinders open and the muzzles pointed down range. ***No handling of any firearms or ammunition while anyone is down range.***

6) Alcoholic Beverages and Drugs: Shooters and non-shooters shall not consume any alcoholic beverages or drugs (including prescription, over-the-counter and illicit drugs) before, during and after live firing. The aforementioned applies to club property as well. The CRSO, RSO or club official shall deny range access to anyone in violation.

7) Club Officials Shall:

- A) Inspect the range using the *Range Inspection Checklist* on a weekly basis.
- B) Report and/or rectify any issues that would affect the safety of the range. If issues cannot be rectified the range will be closed for the safety of the shooters.
- C) Enforce any and all rules for Keystone Gun Club.

8) Hours of Operation and Scheduling:

- A) *Club Members:* Seven (7) days a week from 8:00 AM – 10:00 PM
- B) *Good Fellowship:* Hours posted on signs outside and on the club's website.
- C) Shooting must cease at 10:00 PM every night.
- D) In the event the range will be closed for use due to an event, maintenance, etc. notice will be sent out to the membership, including but not limited to, e-mail, posting on the range door, website, etc.
- E) If a member wishes to hold a special event at the club, please speak to a member of the Board of Directors.

EMERGENCY PROCEDURES

- 1) In the event of a **Medical Emergency**, member(s) shall:
 - A) Take charge of the situation. (Determine seriousness of the injury and assign duties)
 - B) Render aid to the ill or injured to the best of your ability. The First Aid cabinet is located in the lobby next to the sink.
 - C) Call 9-1-1 or other emergency services (Phone numbers are posted by the phone in the lobby).
 - D) Direct help to location.
 - E) Notify a member of the Board of Directors via the phone list by the telephone in the lobby.
 - F) Take notes. Injury report forms and general incident report forms are located in the lobby.

- 2) In the event of a **Fire**, member(s) shall:
 - A) If possible, without placing anyone in danger, attempt to extinguish the fire via portable fire extinguishers located on the range, lobby or small classroom (if occupied).
 - B) Evacuate the structure and ensure everyone is safely out. **Call 9-1-1.**
 - C) The meeting area will be near the dumpster in the parking lot (otherwise known as the Northeast corner of the property). If possible, conduct a head count to ensure no one was left inside.
 - D) Advise EFD personnel of where the fire is located and if there may be anyone left inside the structure.
 - E) Notify a member of the Board of Directors, if possible. Otherwise Erie Co. Dispatch will do so.

- 3) In the event of a **Crime/Crime-In-Progress**, member(s) shall:
 - A) Call 9-1-1 if the nature is urgent (life or death), or call the Erie Police Department at 870-1125 (non-emergency).
 - B) Report your observations as to the nature of the offense. It's advised not to intervene.
 - C) Upon the arrival of Law Enforcement, follow their commands and state what was witnessed.
 - D) Notify a member of the Board of Directors.

- 4) **When calling 9-1-1 or other emergency services numbers, remember the following:**
 - A) Address: 902 EAST 28TH STREET, CITY OF ERIE.
 - B) Name: KEYSTONE GUN CLUB
 - C) Phone: 814-459-3620 (Club's number) or caller's cellular phone number.

This Standard Operating Procedure (S.O.P.) is intended to provide a consistent and documented set of rules that govern the range safety officers and serve as minimum guidelines to be followed by all users of the Keystone Gun Club.

Organizations that use the range facility owned by Keystone Gun Club shall provide to Keystone Gun Club a copy of their Standard Operating Procedures for verification that their range S.O.P. meets or exceeds this minimum range S.O.P.

If an organization does not have any written range Standard Operating Procedure, that organization shall adhere to this S.O.P.

If an organization's range S.O.P. does not, as a minimum, meet these procedures, that organization shall adhere to this range S.O.P.

Safety is never to be compromised.

Approved on: September 10, 2015

Revised on: December 28, 2015

Revised on: June 9, 2015