

West Liberty Gun Club Inc.



Expanded Membership Procedures & Club Use Policy Manual

(Revised 2/2025)

Emergency

In case of an **EMERGENCY** Call **911** first, then contact West Liberty Gun Club Inc. Staff at 319-627-2295.

In the event that you or any other person is injured, there are trauma first aid kits located in the Orange boxes on the North Pistol Bay behind the indoor range building, the 100 Yard Rifle Range, and between Bays 1 & 2 and Bays 4 & 5 in the South Pistol Bays.

West Liberty Gun Club Inc.

The Primary Objective of the West Liberty Gun Club Inc. shall be the promotion of organized and informal shooting activities with an emphasis on education and public safety, and to promote better knowledge of the safe usage, handling, and proper care of firearms, as well as improved marksmanship. It shall be a further objective and purpose to promote the development of honesty, responsibility, good fellowship, self-discipline, team play and self-reliance, which are essentials of good sportsmanship and the foundation of true patriotism.

West Liberty Gun Club Inc., Board of Directors

The West Liberty Gun Club Inc., Board of Directors consists of members who volunteer to serve on the Board. These members are elected to office and will exercise fiscal responsibility in the club's operations and oversight. The Board of Directors holds monthly meetings to conduct the club's regular business and affairs. The monthly meetings shall be open to all members. Members are ineligible to vote on regular business matters but may express their opinions and ideas to the Board. Anyone who is interested in volunteering to serve, may run for an open board spot at the annual meeting which is held at 6:30 PM on the 4th Wednesday of September each year.

The West Liberty Gun Club Inc. is operated by members who are willing to take the time and effort to make the club a desired destination and a positive community leader.

Club Website

The West Liberty Gun Club Inc. website is located at www.westlibertygunclub.org please check it for club updates, match schedule, and general club information. There is a lot to explore on our website.

Public Service

You may never have thought about all the things that your club does as a public service in the community. All of our practical shooting matches are open to the public. We hold public hours so that non-members can enjoy a little range time.

We allow several of our local Law Enforcement Agencies to conduct training on our ranges and have several Professional Memberships with Security Firms and other Groups to use our range for training.

General Information

This document has been created as a supplement to the West Liberty Gun Club Inc., By-Laws. The contents of this document contain membership and other policies that outline how the club operates. This document references other documents that should be reviewed by all members on a regular basis.

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Section 1. Range Safety Rules

The West Liberty Gun Club Inc. has adopted Range Safety Rules. These rules are implemented to keep our members, visitors, property, and surrounding neighbors safe.

Please review the Range Safety Rules on a regular basis as they may be modified or updated without notice.

Copies of the Range Safety Rules are available at the Yellow Check-In Box, The RO Office and online at our website, www.westlibertygunclub.org/range-rules.

Section 2. Range Security / Club Access

The security of our club is a top priority. All members and guest are under video surveillance while on club grounds.

Access to the club is controlled by a gate control system.

2.1 All members **entering** and **exiting** club property must swipe their issued gate key card no matter what position the gate is in.

2.2 If other passengers have a gate key card, they may scan the card without signing in.

2.3 All other passengers and guests who do not have a gate key card shall be signed in at the log-in station (The Log-In station is in the Yellow Box near the South Pistol Bay Entrance).

2.4 All individuals entering club property must have a signed liability waiver on file. Liability Waivers are available in the Yellow Log-In box or at the RO Office during Public Hours.

2.5 Exceptions:

2.5.1 During Public Hours, all Guest of West Liberty Gun Club Inc. Members SHALL Check in with the RSO and sign the RO Log Sheet. **Sections 2.1 & 2.2 still apply.**

2.5.2 During scheduled sanctioned matches or special events the gate will be open. Match participants must check in with the Match Director or check in according to the match registration process specific to the sanctioning organization. Special event participants must check in with the events coordinator. **Sections 2.1 & 2.2 still apply.**

2.5.3 Members should be prepared to show proof of membership (IE: membership card or gate-key card) when requested by club personnel. Do not be offended; we cannot know everybody, and range security is important.

2.6 As a member or guest of the West Liberty Gun Club Inc., you are subject to video surveillance and other monitoring.

2.7 Please check to make sure the gate closes behind you. If the gate is locked open when you arrive, it is usually because a sanctioned match, public hours, or a scheduled club event.

Section 3. Hours of Operation

No Shooting before 8:00 AM

No Shooting After Dark. Shooting shall cease at dusk to allow proper clean-up of the area.

Night Shooting is not Authorized.

Public Hours are March through October.

Saturday & Sunday 1:00 PM until 5:00 PM

The West Liberty Gun Club Inc. is closed from 11:00 PM until 6:00 AM.

Only authorized personnel are allowed on the club property outside of these hours.

Section 4. Membership Application Process

Yearly memberships are annual and run from October 1st through September 30th every year.

All new members joining the West Liberty Gun Club Inc. are required to take a one-time Orientation Class & Safety Quiz in order to attain full membership status. New members must complete the orientation class within 90 days of submitting their application and payment or their membership will be terminated, and no refund granted.

Access to the club property is controlled by an automatic gate. Each member (except junior members) is issued an electronic gate key card for access to the club property. A \$10 refundable deposit (per card) will be collected with your first membership dues for each card issued.

All new members are considered “Provisional Members” until such a time they have completed all the membership application requirements. Those requirements include: Application completed and approved, proof of a current NRA Membership, confirmation that all membership dues are paid, completion of the Orientation Class, completion of the Safety Quiz, signed a Waiver for the range file along with all other required signatures to become a Full Member.

If you would like to add an Associate, Junior or Collegiate Membership to your existing Regular Membership please email us at thewlgc@gmail.com and we will walk you through that application process.

New Members joining after November 1st are eligible for pro-rated dues their first year only.

Section 5. New Member Orientation Day

Once the application process has been completed successfully, the new member will be required to schedule the orientation class. The day of this class you will meet the Secretary (or his/her delegate) at the club at a specific time.

The orientation class takes approximately one hour to complete. The first step is to complete any paperwork needed, sign the waiver, and score the quiz if not previously done.

You will be given a full tour of the club grounds and go over the safety rules that cover what firearms and ammunition may be used on each range. You will be able to see what equipment is

available to use and what equipment you are not allowed to use. This is the time and place for you to ask any questions you may have.

Once the tour is complete you will be issued your gate key card and given the opportunity to test it out.

At this time, you have successfully completed the application process and are now considered a member of the West Liberty Gun Club Inc. with all the benefits based on your membership type.

Section 6. Membership Dues Structure (Updated 10/01/2019)

Regular Memberships	\$120 *
Associate Membership (Spouse of Adult Member)	\$ 60 *
Senior Membership (65 and Older)	\$ 48 *
Collegiate Membership (Age 18-21)	\$ 48 *
Junior Membership (Age Under 18)	\$ 24 *
NRA Full Membership (Includes Magazine)	\$ 35 *
NRA Associates Membership (No Magazine)	\$ 10 *
Gate Key Card(s)	TBD

(* Memberships are Subject to Sales Tax)

Regular, Senior & Junior Work Memberships require a minimum of 12 hours (6 hours for Juniors) of ‘Approved’ work at the club to become eligible for a reduced membership rate.

Contact thewlgc@gmail.com to sign up for an approved project. An approved project is one that directly benefits the West Liberty Gun Club Inc. and shall be completed at the club unless otherwise authorized in advance.

Section 7. Membership Renewals

Renewal invoices will be emailed or mailed out on September 1st each year and are due no later than October 31st.

Please check your email ‘Spam’ folder if you do not see the renewal invoice by the 5th of October before calling the office.

Members whose membership has lapsed or expired may not use the club facilities until their membership is renewed, other than at sanctioned matches or public hours.

Section 8. Non-Member & Guest Policy

The West Liberty Gun Club Inc. range and facilities are for current members only.

Current Members may bring up to two (2) guests at a time onto club grounds for shooting or observing. All guests shall complete a ‘Waiver’ form prior to using the range. It is the member who brings the guest responsibility to ensure the form is completed if one is not on file.

You must brief your guests on the range safety rules and be present with them at all times while on club property. Members are responsible for the safety and behavior of any guest they bring to the club.

No guest or former club members may be brought to the club more than a total of twice per year. This same guest or former member may not be brought to the club by another current member in the same year after they have visited a total of two times.

Once a guest has visited the club twice in any given year, they have two (2) options.

1. Visit the club during Public Hours and pay the current Daily Use Rate.
2. Apply for a club membership per the current Membership Dues Structure.

Operating the club is an expensive undertaking, please help out and do not take advantage of the guest policy.

Section 9. South Pistol Bays & Grass Parking Areas.

Please note, the south pistol bays are subject to flooding. When the bays are wet, please do not drive into the bays. Your vehicle tires will leave ruts in the bays that will become a problem when the surface dries. **You may never drive into Pistol Bay #6.**

The 100-Yard Range grass parking area along with the North Range / Trap Range grass parking areas are also subject to rutting in wet conditions.

Please be mindful of the weather conditions and avoid parking in areas subject to flooding or soft conditions.

If you are observed driving in a pistol bay or other parking areas and leaving ruts or destroying the surface, you will be held financially liable and possibly have other club sanctions placed against you until full restitution and repairs are made.

Section 10. Routine Maintenance & Repairs

The club is always looking for volunteers to help repair our facilities and range equipment. We occasionally need a welder, tree trimmer, carpenter, and general labor to help clean up the range repair equipment and service our outbuildings.

Section 11. Range Clean Up & Volunteer Days

Every year in the Spring (usually March) we schedule an entire range clean-up workday. We also schedule an entire range clean-up day prior to major practical shooters matches. In all 3 or 4 of these clean up days may be scheduled each year.

It is especially important that as many members as possible come out and help. The club cannot depend on a very few to maintain our grounds. Even if you can volunteer for only a short time, your work will be appreciated.

Other volunteer days may be available for special events or scheduled matches. Review Section 6 for work that may be eligible for a reduced membership rate.

The club will provide water and snacks at these scheduled events.

Section 12. Trash Barrels & Paint Can Disposal

Trash barrels marked “Burn” are located on each range for the convenience of the membership. The south pistol bays have specific trash cans mark for “Paint Cans Only”.

Please do NOT place any paint cans, flammables or live ammunition in the trash cans marked “Burn”.

Please clean up your area and the area around you after you are finished for the day. If you see trash laying the around the club, please clean it up.

Section 13. Match Scheduling & Match Reports

The West Liberty Gun Club Inc. supports numerous types of matches held at the club throughout the year. Some matches are sanctioned, and some may be produced internally by members of the club.

All matches shall be approved by the Chief Range Safety Officer (CRSO) and will be entered onto the official club calendar.

Each Match shall have an approved Match Director who is responsible for the match. The Match Director is also responsible to ensure all equipment used during the match is returned to the proper storage areas and secured.

A match report shall be submitted to the Chief Range Safety Officer (CRSO) within ten (10) days of the completion of any match by the Match Director.

All scheduled matches shall take precedence over club members individual or personal activity at the club. It may be required to close the entire club during some matches. The West Liberty Gun Club Inc. Calendar of Events is on our website at: www.westlibertygunclub.org/calendar.

Section 14. Members Responsibility

No member is authorized to store personal property or assets at the club property without written permission from the West Liberty Gun Club Inc., Board of Directors.

Everyone **SHALL** use proper ear and eye protection when shooting on club ranges, or when in the proximity of the ready line and other shooters. It is recommended that you wear both at all times.

No food, beverages or smoking on the ready line. Food, beverages & smoking are permitted outside of the **ready line**. **No smoking** in any structure on club property.

If you set out target frames to support your targets, you will need to return them to the storage area, target shed once you are done. This includes all range equipment, and all target stands.

Shooters under 18 years of age must be supervised by an adult at all times.

Do not fire at posts, supports or target frames or any unauthorized objects. These are expensive and time-consuming to replace.

Shoot at only range-approved targets. Review the Range Safety Rules document.

When leaving the club, make sure any target stands, supplies and buildings you accessed are locked and secured, and that the gate closes behind you before you drive away.

All members shall protect the assets of the club. It is every members responsibility to report broken equipment or dangerous conditions to club leadership by emailing: thewlgc@gmail.com.

Section 15. Members Conduct & Sportsmanship

West Liberty Gun Club Inc. personnel (Range Safety Officers, Club Officers & Board Members) are here to assist you to the best of their abilities and are responsible for the club. They are "in charge" when on the property, and their control of the club is not to be disputed. If there is a dispute, follow their instructions, then report your concerns to a board member.

Be aware of and courteous to other shooters. If a range you wish to use is occupied, ask if you may join shooters already using the range, or wait until they are finished. If you are using a range, make it available to other shooters if possible and make it safe for all to use.

Sportsmanship is important. Show respect to others while using the club. Our club is for everyone to use and should be shared. Please be respectful of the time you occupy a particular range if others are waiting to use it.

Section 16. Reserved

Section 17. Reserved

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(Revised 10/2020)