

## **'Association User-Group' Range time Booking & Use Policy & Procedure**

Note; for the purposes of this policy, 'Association User-Group' (AUG) is defined as internal VFGPA member-only user groups such as Airsoft, Archery, BlackPowder, Fishing, Frontier Action Shooters, Police Pistol Competition, Rifle, Silhouette, South Island Action Shooters, Trap & Skeet, and other internal groups as the club may have from time to time. It does NOT refer to External groups or rentals.

### Pre-booking

Association User-Groups may pre-book range time for the following year at the October or November Board meeting. Bookings should generally follow the procedures, times, and frequencies set up in the Job-Description section of the Policy & Procedure manual. Booking of Consecutive weekends is discouraged at this early date unless it is for an invitational or instructional type event. Co-operation and conciliation between the various user groups is expected. Should set-up requirements involve booking range time that requires the range to be closed, this time should be minimized and scheduled to give consideration to other club members (ie. after 4 pm. If possible on the Rifle/Pistol range). If set-up requirements do not require full closure of a range, the set-up times can be more liberal (ie. After 12 noon on the Multi-Purpose range).

Note that due to the heavy use of the Rifle Range, Club policy is to try to keep the Rifle Range open for at least one day each weekend (other than major AUG events).

### Changes to Booked dates;

Changes may be made to dates initially booked AFTER all user groups have taken part in the initial October-November booking process. At that time, if consecutive weekend dates are available, booking of consecutive weekend dates would be acceptable. Discretion and co-operation is expected. Range use by all members must be considered.

### Match and Event Bookings and Fees;

Intra-Club as well as Inter-Club matches and sanctioned events are encouraged. Participant Registration sheets are expected to be recorded. Match fees are to be collected and recorded. Fees, less listed expenses, for any event on Association property are to be submitted with the appropriate paperwork to the Treasurer. Match fees are expected to be set to a level that produces a contribution to the Club that compensates for the closed range time and is commensurate with the attendance and participation at the event (while still being 'Industry Standard' rates for the discipline involved).

### Practice sessions;

Drop-in practice sessions without pre-booked closed range time are encouraged. If user-groups book practice sessions with closed range time, use of fees should be considered as a contribution to the Club for the closed range time.