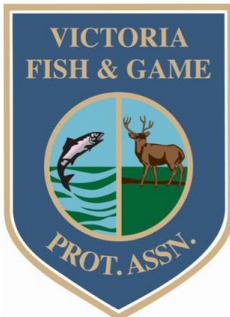


VICTORIA FISH & GAME PROTECTIVE ASSOCIATION		
FiGSOP #	013	
Title:	EXEMPTION REQUEST	
Board Ratified:	07 June 2021	
Responsible:	President	



Scope

1. This FIGSOP applies to all VFGPA directives such as FIGSOPs, regulations, policies and procedures promulgated by VFGPA. It does not apply to, nor have precedence over, anything contained in the VFGPA Constitution or ByLaws.

Intent

2. Over the years, with the best of intentions VFGPA administrations have put in place various directives and rules with the intention of bringing some degree of order, fairness, financial responsibility, predictability and most importantly, safety to the manner in which we conduct ourselves as members of VFGPA. The membership of VFGPA is constantly growing and includes folks with a wide range of personalities and maturity levels. To some individuals, there are bound to be directives that seem overbearing or excessive, however, it must be kept in mind that our directives and rules must unfortunately be written to allow for the lowest common denominator and with a view to the limited supervision our day staff and RSOs are reasonably able to provide. The purpose of this FIGSOP is to provide members with an administrative vehicle to seek permission for temporary exemption from specified restrictions contained in VFGPA directives. Any exemption granted under this FIGSOP will have conditions of time, safety and responsibility attached to it.

Approving Authority

3. The VFGPA President is the approving authority for all requests for exemption under this FIGSOP. In the absence of the President for more than a week, the designated Vice-President may provide approval. The decision of the approving authority is final and cannot be appealed.

4. In reaching a decision on exemption requests, the approving authority will consider as a minimum such factors as:

- a. the identity of the person making the request;
- b. the nature of the request;
- c. the timings of the request and the impact on concurrent and adjacent activities;
- d. risks associated with the request and actions to mitigate risks and to ensure safety is not compromised. For firearms safety issues, the CRSO is to be consulted;
- e. the geographic limits of the request;
- f. the effect of any federal, provincial or municipal restrictions (ie: fire bans & fire size) on the request – exemptions cannot be in breach of laws or regulations;
- g. who the designated responsible member will be during the period of the exemption;
- h. effect of proposed exemption on VFGPA property and liability insurance;
- i. ensuring all participants in the activity subject to the exemption have signed the VFGPA Liability Waiver.

Who May Request an Exemption

4. The following individuals or groups may submit an exemption request:

- a. any member of VFGPA in good standing may submit a request through their Discipline Director;
- b. any staff member through the Range Manager:
- c. for VFGPA sponsored events, the applicable Discipline Director or Range Manager;
- d. for pan-VFGPA events, any member of the Executive; and
- e. non-members or groups renting VFGPA property or facilities may request a waiver through the VFGPA Treasurer as part of their rental contract.

5. Notwithstanding paragraph 4 above, individual campers that are not participating in VFGPA Sponsored event are not permitted to request exemptions, the provisions and restrictions of FIGSOP 401 – Camping Policy apply.

The Request

6. Exemption requests are to be submitted by email at least a week prior to the proposed time of initiation of the exemption to allow for proper and timely consideration of the request. Should a short-fuse request be received by the approving authority, it most likely will be rejected as there would be insufficient time to process the request and notify those affected in a timely manner.
7. The email sent to the approving authority must be originated or forwarded by an Executive Member, the Range Manager or a Discipline Director – the latter to ensure s/he is aware of the request being made by one of their members. The Range Manager should always be in CC of any such requests.
8. The request must include the following information:
 - a. which Discipline or other entity is sponsoring the request and who is requesting the exemption including full name, contact information and member number (if applicable);
 - b. which particular rule, regulation or FIGSOP article exemption is being sought from;
 - c. the start and end date of the exemption;
 - d. specify whether the request is for an exemption or a relaxation. If the latter, to what extent;
 - e. where geographically the exemption is to apply;
 - f. if the exemption is approved, what the risks are and what actions are proposed to mitigate the risks; and
 - g. who will be the responsible member on site during the exemption or relaxation.