

Oakland County Sportsmen's Club

Processes & Procedures



1-22-2026

Document Version Table

Version	Date	Author	Change & Reason
1.0	12/10/2021	Various	Working Document as of December 10, 2021
2.0	1/22/2026	Processes & Procedures Committee	Major Revision
2.0	2/25/2026	Processes & Procedures Committee	Final approval by General Membership

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Procedures Modification Process

1. Recommendations and/or requests for additions, changes, and/or deletions to OCSC Procedures must be submitted in writing to the Standing Committee for its review.
2. Standing Committee reviews additions, changes, and/or deletions and provides recommendations to the Executive Board for review and then to the Board of Directors.
3. All approved additions, changes, and/or deletions must be included in the minutes of the Board of Directors meeting.

Board of Directors Meeting Agenda (minimum requirements)

1. Chair is to Call to Order - Date and Time to be recorded in minutes.
2. Recite the Pledge of Allegiance and Conservation Pledge by all in attendance
3. Roll Call of Executive Officers and Board of Directors, the names of Officers and Directors which are absent without excuse are to be recorded in the minutes in accordance with the Constitution and Bylaws. Article IV, F, section b (page 9 of the Constitution and Bylaws).
4. Approval of previous meeting minutes as published in the Oakland County Sportsman (publication).
5. Report of Treasurer
6. Communications and Bills
7. Unfinished / Old Business
8. New Business (agenda items developed at Executive Board Meeting)
9. Report of Officers, Sub Clubs and Committees (will be given in writing to the Chair and Board Secretary at the meeting)
10. Adjourn – Date and Time to be recorded in minutes.

General Membership Meeting Agenda (minimum requirements)

1. President to Call to Order- Date and Time to be recorded in minutes.
2. Recite the Pledge of Allegiance and Conservation Pledge by all in attendance
3. Recognition of deceased members
4. Roll Call of Executive Officers and Board of Directors, the names of Officers and Directors which are absent without excuse are to be recorded in the minutes in accordance with the Constitution and Bylaws. Article IV, F, section b (page 9 of the Constitution and Bylaws).
5. Approval of previous General Membership meeting minutes as published in the Oakland County Sportsman.
6. Approval of previous Board of Directors meeting minutes as published in the Oakland County Sportsman.
7. Reception of New Members
8. Report of Treasurer
9. Communication and Bills
10. Unfinished / Old Business
11. New Business
 - a. Report of Officers, Sub Clubs and Committees (will be given in writing to the President and Executive Secretary at the meeting)
12. Adjourn– Date and Time to be recorded in minutes.

Acceptable notification method for an “Excused” Absence from any required meeting

An Excused absence is a notification to the President or presiding Secretary by email, text or in person. Anything else is NOT accepted.

Constitution, Processes & Procedures Violations

Any officer of OCSC found to be in violation of the Constitution and Bylaws or Processes & Procedures submitted via an Incident Report shall be reviewed by the Executive Board. Following review, the Executive Board shall forward a recommendation for disciplinary action to the Board of Directors for final determination.

Incident Record Procedure

1. Incident Report is filed with the Main Club Office.
2. Incident report is given to the Executive Board.
3. The Executive Board determines the type of incident.
4. Range Violations will be forwarded to the Range Safety Committee.
5. Range Safety Committee investigates and presents its findings and recommendations to the Executive Board.
 - I. All other Incidents will be addressed by the Executive Board.
 - II. Executive Board forwards the incident and findings to the Board of Directors.
6. Board of Directors determines the outcome.
7. Incident is to be published in the minutes of the Board of Directors meeting for a final vote by the General Membership.



OCSC Incident Report

Member reporting the incident:

Date and time of incident

_____/_____/____ : ____ am/pm

Location incident took place: _____

Incident concerning member(s): _____

Witness(es) to incident: _____

Description of incident:

Reported to office:

Received in office by:

_____/_____/_____

Date submitted to Exec. BOD:

Date sent to Range Safety Committee:

_____/_____/_____

_____/_____/_____ N/A

Recommendations received from RSC:

Date submitted to Board of Directors:

_____/_____/_____

_____/_____/_____

Life Membership Process

1. As stated in the OCSC Bylaws, OCSC may grant a Life Membership to any Regular or Senior Member who has been a member in good standing for five full consecutive years and who has rendered a minimum number of work hours to OCSC.
2. Work hours shall include a minimum number of hours on Main Club activities held purposely and specifically for the benefit of the Main Club. Main Club work activities may include: Main Club Work Bees, Hunter's Banquets, Main Club Banquets, Hunter Safety, kitchen help, purchasing General Membership Meeting Prizes, unpaid hours worked at the Bar, Fish Fries, maintenance of Club Grounds, time spent off site representing OCSC at functions authorized by the Executive Board and/or the Board of Directors and other Main Club activities.
3. Only authorized work hours of the member, properly filled in on their annual membership cards, will be used for their Life Membership. Volunteer work hours do not apply to Life Membership.
4. Work hour exclusions include time spent at any and all meetings except those authorized by the Board of Directors and time spent on any project or activity for which cash compensation is received.
5. All Main Club work hours shall be validated by an OCSC Officer, Event Chairperson or the Club Manager. All Sub Club work hours shall be validated by an Officer or Event Chairperson of that Sub Club. Sub Club work hours may include work bees, league chairperson, Sub Club banquets and/or parties, fund raisers, maintenance of Sub Club ranges, and other activities which pertain directly to a Sub Club.
6. Work hours accumulated as a Junior Member shall count toward Life Membership as long as membership from Junior to Regular is unbroken and the Junior Member has been a Regular Member for five (5) full years prior to applying for a Life Membership.
7. Work hours shall be recorded on forms supplied by OCSC and submitted to the OCSC Office for Life Membership application.
8. The Trustees shall review Life Membership applications within 30 days of submission. After an application has been verified, the members name will be added to the Life Member List of approved applications. All names will be listed in chronological order, with the oldest date at the top of the list.

9. Each year, five (5) members names will be taken from the top of the list to be approved by the; Executive Board, Board of Directors and the Membership at the March General Membership Meeting. Upon approval at the General membership meeting, the member shall be granted an OCSC Life Membership.
10. Anyone becoming a member after the date of February 28th 2018 shall be held to the Life Membership requirements as printed in the New 2018 Constitution & Bylaws. All members prior to the February 28th 2018 date will be held to the Life Membership requirements as printed in the 1996 Constitution & Bylaws.

Absentee Ballot Process

1. All references in this process refer to absentee ballots only.
2. Ballots may be utilized in voting for election of officers (see Bylaws, Article V, Section 5) and bylaws changes (see Bylaws, Article VI, Section 9)
3. One ballot is allowed per member in good standing (see Bylaws, Article III, B, Section 4)
4. No absentee ballots will be issued before 2 weeks prior to the election.
5. Ballots will be issued in person through the Club office or by mail request.
6. The Executive Secretary or their designee shall control all absentee ballots.
7. Absentee ballots must be returned to the Club office prior to the day of the election.

Employee Hiring & Firing

Per the Bylaws Article IV – Officers, A. Executive Officers Responsibilities. Section 1. President. letter n. and Section 7. Trustees. Letter g. – together the President/Trustees, have the authority to hire and fire Club employees.

To clarify, the President has one vote. The Trustees together have one vote. Forming two votes to hire or fire an employee of OCSC.

Membership Application Process

1. Application for membership must be made on the form provided by OCSC and must be signed by the applicant and by a sponsor who is a member in good standing of OCSC. The application must be accompanied by any Initiation Fees and/or Application Fees and the First Year Dues.
2. Annual dues and application fees are established by the Finance and Planning Committee and approved by the membership at the August General Membership Meeting.
3. Membership dues may be prorated based on the month of application.
4. The application must be processed through the OCSC office and the name appearing thereon shall be written upon a ballot.
5. The application and ballot can be reviewed for completeness by the Executive Board at the next regular or special Executive Board meeting.
6. Thereafter, at the next Board of Directors meeting the ballot shall be presented to the Board of Directors for discussion and a vote. If a Board of Directors meeting cannot be held for any reason, a vote via email or other electronic means will be acceptable.
7. Executive Officers and Directors shall vote in a secret manner to accept or reject each applicant.
8. The ballot shall be checked by the Sergeant at Arms or their designee and submitted to the Chairman of the Board.
9. The names of all new members approved by the Board of Directors shall be published in the next Oakland County Sportsman.
10. At the Membership Meeting following the Board of Directors meeting, the approval of the Board of Directors meeting minutes constitutes final approval for new members accepted at the Board of Directors meeting. Membership cards will then be given to those new members who have attended a New Member Orientation. See Article III, C, Section 1 of the Constitution and Bylaws. If a Membership Meeting cannot be held for

any reason, final approval will be completed when the Board of Directors ballot is completed.

11. Membership in OCSC shall be limited after which a waiting list will be established. See Article III, C, Section 3 of the Constitution and Bylaws.
12. An applicant is rejected by a 'no' vote of one third of the Officers and Directors present at a regular Board of Directors meeting. In case of rejection the applicants name shall be placed upon a ballot at the next Board of Directors meeting and a second vote shall be taken.
13. If the applicant is rejected a second time the application fees shall be returned and the applicant must wait for one year before reapplying for membership in OCSC.

Nomination of Officers Process

1. All nominations must meet the conditions set forth in the Constitution and Bylaws. See Article V, Section 3.
2. The Nominating Committee must interview all candidates for all Executive and Board of Director positions prior to their name being placed on the ballot. (See Article V, Section 3 of the Constitution and Bylaws). If an interview is not completed prior to an election vote, the candidate's name will not be placed on the ballot.
3. The Nominating Committee will provide a recommendation to the Executive Board and the Board of Directors concerning the candidate's capability to fulfill the responsibilities of the office.
4. For elections held at the Annual Meeting, the Nominating Committee will provide one nominee for each open position.
5. Board of Director nominations:
 - a. Sub Club representative nominees should have prior Sub Club officer experience.
 - b. Sub Club representatives should not be nominated from the floor at a membership meeting.
6. Executive Board nominations:
 - a. Candidates with prior Board of Director experience and/or prior Sub Club officer experience are highly preferred.
Candidates with prior applicable experience (i.e., non-OCSC experience) will be considered.
 - b. Nominating Committee may not nominate an out-going President for any position on the Executive Board for a period of one year.

Posting of Signs on OCSC Property

See Article VI sec. 17 of the OCSC Constitution and Bylaws

1. All signs must be dated and approved when posted.
2. Posting of non-OCSC advertising signs must go to the Executive Board for approval.
3. Posting a sign in the main Clubhouse for general Club information (upcoming events, items for sale, etc....) must go to the office for authorization.
4. Posting a sign in/on a Sub Club building or grounds must be approved by a Sub Club executive officer.
5. Posting of signs for or by nonmembers is not allowed.

Sub Club Constitution and Bylaws

1. Must not conflict with OCSC Constitution and Bylaws.
2. Must support Sub Club interests, rules and operating practices.
3. Any amendments, edits, and/or rewrites are to be submitted by the Sub Club officers to the OCSC Executive Board and Board of Directors for review and approval before implementation.

Sub Club Accounts and Expenditures

Sub Club checking Accounts may NOT exceed \$5000.00. Any overage must be transferred to the Main Club Treasury within 30 days.

Expenditures of \$500.00 to \$1000.00 requires a phone call to the President and at least one Trustee for approval. Anything over \$1000.00 must still follow the process as outlined in the OCSC Constitution & Bylaws.

Any movement of monies from Sub Club fund raising accounts requires consultation with Sub Club President and Treasurer.

Check Signing Process

1. All checks, drafts, or orders of expenditure on the treasury of OCSC require two authorized signatures.
2. The power to sign checks, drafts, or orders of expenditure on the treasury of OCSC is authorized by the Executive Board and may be withdrawn temporarily or permanently at a regular or special meeting of the Executive Board at any time whatsoever.
3. As stated in the OCSC Constitution and Bylaws (Article IV, A. Executive Officer Responsibilities) the President, First Vice President, and Treasurer are empowered to sign checks, drafts, or orders of expenditure on the treasury of OCSC.
4. The Club Manager is empowered to sign checks, drafts, or orders of expenditure on the treasury of OCSC.

Sub Club Expense Reimbursement Request Process

1. Reimbursement requests are limited to expenses related to Marketing/Advertising, Capital Improvements, Event Expenses, Capital Expense, and Maintenance.
2. Must complete Reimbursement Request Form. See below
3. Provide all receipts.
4. Forms and receipts must be submitted to the Trustees at the Executive Board Meeting for approval.
5. Receipts over 90 days old will not be reimbursed. (Added May 2021)



Reimbursement Request Form

Sub Club Treasurers Section

Archery D.R. Wilson Shotgun Muzzleloader Junior Rifle Fishing

Amount Disbursed: \$ _____ Date: ____/____/____

Disbursed to: _____ Date: ____/____/____

For: Marketing/Advertising Event Expense Maintenance
 Capital Improvement Capital Expense Miscellaneous

Specifically:

Receipts Attached: Yes/No

If No, why not

Amount Requested: \$ _____

Payee: _____

Approved / Denied

If Denied,

Authorizing Exec. Board Member

Date: ____/____/____

Paid/Office

Date: ____/____/____

Authorized Sub Club Recipient

Date: ____/____/____

Revised 4/09/2018

Sub Club Financial Requirements/Responsibilities

All income and expenses to be monitored by Sub Club Treasurer or designee with assistance from the OCSC Main Club Treasurer and/or OCSC Executive Board member(s). This document is to be used as a guide and to describe practice.

Income to be submitted to Main Club Treasurer:

- Shooting/League/Event Fees (Members and Non-Members) (fees need to adhere to OCSC Standards and submitted to Board of Directors)
- Banquet fees
- Prize and Award income and/or fees
- Target fees
- Guest fees

Income to Sub Club Treasury:

- Food & Beverage monies from items sold at Sub Club (sold in Sub Club kitchen)
- Sub Club Merchandise
- Profits from OCSC Board of Directors Approved Fundraisers
- League/Shooting registration
- Sub Club Membership Dues

Expenses to be submitted to Main Club Treasurer:

- Any and all expenses related to the day-to-day operations, maintenance of building or property, and sponsored functions.

Expenses to Sub Club Treasury:

- Kitchen stores and/or food costs
- Merchandise
- Raffle licensing or fees associated with OCSC Board of Directors Approved Fundraisers

Sub Club checking Accounts may NOT exceed \$5000.00. Any overage must be transferred to the Main Club Treasury within 30 days.

*Any new items, not outlined above, need to be submitted to OCSC Executive Board for Approval.

Any modification or major repairs to property or building need to be presented as a Business Plan to the OCSC Executive Board. Presentations to the OCSC Executive Board must adhere to the following.

Business Plan

- Cost of Project
- Scope of Project (must include timeline and range closing information)
- Benefit to OCSC and its Membership
- Project Funding Plan or Opportunities (Raffles, Fund raising, Donations)

Work Hours Process

Work bees of main Club and Sub Clubs for Club hours and Life Membership
(Volunteer cards do not count for Life Member hours.)

1. All work hours are to be validated by an OCSC officer, Event Chairperson, or the Club Office.
2. All Sub Club hours are to be validated by an officer of the Sub Club or the Event Chairperson.
3. All work hours must have some kind of description to be counted for Life Membership.
4. Hours for dues reduction:
 - i. 10/19 hours worked will reduce annual dues
 - ii. 20-34 hours worked will reduce annual dues
 - iii. 35-49 hours worked will reduce annual dues
 - iv. Over 50 hours worked will reduce annual dues

Constitution and Bylaws Article III, Section 4, a.

- a. How to find out about getting hours
 1. Club magazine
 2. Web site
 3. General Membership meetings
 4. Office
 5. Sub Club meetings
- b. Who can sign cards?
 1. Office
 2. Club or Sub Club Officer
 3. Work bee chairperson

Main Club hours

- a. Hours worked for the support of OCSC's main Club. Excludes meetings unless approved by Executive Board.
- b. Hours worked on or off Club grounds. (Ambassador events, fund raisers, work bees, fish fry, grounds keeping)

Sub Club hours

- a. Hours worked for the support of the Sub Club whether the money is turned into the main Club or kept for the use of the Sub Club
- b. Hours worked on or off grounds. (For Sub Club specific events, league secretary, fund raisers for Sub Club, Sub Club work bees). Excludes meetings unless approved by Executive Board.



Oakland County Sportsmen's Club

4770 Waterford Road

Clarkston, MI 48346

248-623-0444

248-623-2498 fax

Website ocsc.club

Email ocsclub@sbcglobal.net

OCSC Campground Rules

- 1) All campers must register at the OCSC office, prior to setting up camp.
- 2) Preregistration for campsites can be obtained up to 1 month prior to date requested. Full payment of \$10.00 per night, per campsite, must be made at the time of request. Refunds will be granted if cancellation of reservation is made no less than 48 hours prior to reserved date.
- 3) Campsite Registration Cards issued by the OCSC office must be displayed in a conspicuous manner at the designated campsite.
- 4) Campsite must be occupied at least 6 nights of a 10 day stay.
- 5) Campers are allowed to stay in the campground for 10 consecutive days (if space is available), then must leave the campground for at least 1 week before returning.
- 6) Campers are responsible for the maintenance of their campsite. Campsites and picnic areas must be left clean at all times. All garbage and food scraps must be placed in dumpster.
- 7) Grey and / or Black Waste water must NOT be emptied on the ground. A pump out service is available at camper's expense. The phone number is available from the club office and will be posted at the restroom/shower building.
- 8) Fires are only allowed in a fire pit. AT NO TIME ARE YOU ALLOWED TO CUT ANY TREES ON OCSC PROPERTY, alive or dead. All fires are to be completely extinguished, campsite is to be clean and any unused wood is to be returned to the wood rack before camper leaves the campground.
- 9) Pets are permitted in the campground, but must be on a leash and must be controlled by camper at all times. Pets must not make constant noise, (barking, whining ...etc.). Campers MUST clean up after their pets and deposit their bagged waste in the dumpster.
- 10) The Registered Member/Camper is responsible for the actions of his/her children and guests.
- 11) Fireworks are not permitted on OCSC grounds.
- 12) Mini-bikes, dirt-bikes, or ATV recreational vehicles are not allowed on OCSC grounds. Golf carts and bicycles must use lights after dark. Absolutely NO Racing or Stunts are permitted on OCSC grounds.
- 13) Absolutely no hunting or disturbing of any wildlife is permitted on OCSC grounds.
- 14) No discharge of any weapon is permitted in the campground.
- 15) Disruptive behavior WILL NOT BE TOLERATED. Violators will be evicted from OCSC grounds.
- 16) Anyone caught vandalizing or destroying OCSC property or another camper's property will be turned over to the Oakland County Sheriff's Department.
- 17) QUIET TIME is from 10pm until 10am due to township rules. Please be courteous to other campers and to our neighbors.
- 18) On Special Event or Rae Weekends, the Campground may be closed to other members. Rates subject to change for Special Events.
- 19) Any camper that fails to abide by these rules will be asked to leave the campground. Failure to leave will result in campsite being emptied at camper's expense or a storage fee will be assessed.
- 20) OCSC may adjust/modify these rules or enforce additional rules at any time as deemed necessary.

Effective 2023



Oakland County Sportsmen's Club

OCSC Campground Registration Form

Payment of \$ _____ Receipt # _____ Camp Site # _____

Office Use Only

Name: _____

Please Print Clearly

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Cell Phone: _____ Home Phone: _____

License Plate No: _____ Number in Party: _____

Pets: _____ All current on shots? Y / N

Type of Camp (please circle): Tent Pickup Camper Trailer _____ ft

Trailer _____ ft & Tent Motor Home _____ ft

Number of days: _____ (up to 7) From: ____/____/____ to ____/____/____

Check out time is 3pm on your last day

I have read and understand the accompanying campground rules and will abide by these rules established by the Oakland County Sportsmen's Club. Failure to do so will result in my expulsion from these grounds at my expense.

Signature: _____ Date: ____/____/____

Date Issued: ____/____/____ Authorized by: _____

Revised 5-28-2021

OCSC Campsite

_____/_____/_____/_____/_____/_____

Approved By: _____ On __/__/__

Display this card in plain sight at your campsite

OCSC Campsite

_____/_____/_____/_____/_____/_____

Approved By: _____ On __/__/__

Display this card in plain sight at your campsite

Range Violation Penalties

In order to promote timely and consistent solutions for violations on any of the OCSC shooting ranges, the following penalty guidelines are established for use by the OCSC Board of Directors. All violations shall be reported to OSCS's Range Safety Committee who will submit findings to the Executive Board. Following review, the Executive Board shall forward a recommendation for disciplinary action to the Board of Directors for final determination.

1. The 1st offense may result in a loss of all range privileges for a minimum of 30 days. Additional penalties may be applied, subject to the recommendations of the Range Safety Committee.
2. The 2nd offense may result in a loss of all range privileges for up to twelve (12) months. Additional penalties may be applied, subject to the recommendations of the Range Safety Committee.
3. The 3rd offense may result in permanent loss of range privileges and/or loss of club membership.
4. **All range violations may include an additional penalty of eight (8) mandatory work hours performed at the range before range privileges are restored.**
5. All range violations may require violator to view the safety video.
6. Club members that bring guests to OCSC ranges are responsible for the actions of their guests while they are on the club grounds. Any violation by a guest may result in a violation being filed against the club member.
7. Penalties shall be assessed in accordance to Article VI, Section 11. Page 13 of the OCSC Constitution & Bylaws.

Oakland County Sportsmen's Club Gun Range Rules

General & Gun Safety Rules on All Gun Range's

1. Keep action open/firearm unloaded until in position on firing line – Empty Chamber indicator in place.
2. EYE & EAR PROTECTION ARE MANDATORY ON ALL GUN RANGES.
3. Always keep the muzzle of your firearm pointed down range.
4. DO NOT raise the muzzle of your firearm above the targets.
5. Use target frames provided by OCSC and paper targets only
6. ONE TARGET PER FRAME – CENTERED ON THE FRAME.
7. 25, 50, & 100, yard outdoor ranges are closed for WHRRI spectator races.
8. NO Tracer, Incendiary or armor piercing ammunition allowed.
9. DO NOT go down range until a cease fire has been called (Red light on at Outdoor Range) and firing line is made safe.
10. LINE IS SAFE – ACTIONS OPEN EMPTY CHAMBER indicator in place.
11. DO NOT TOUCH FIREARM while people are down range.
12. EVERYONE MUST SIGN IN and pay Guest Fees if applicable – Members are allowed a max of four (4) guests and are responsible for their guest's actions.
13. Read and Obey ALL RANGE RULES AND COMMANDS.

25, & 50, Yard Outdoor Range Safety Rules

1. ONE SECOND (1) rule between shots. NO rapid fire.
2. Rifles, Pistols and Shotguns (w/slugs) are allowed.
3. No Birdshot or Buckshot shells allowed.
4. Multiple loading is allowed under covered baffled positions ONLY.
5. Standing or Bench shooting under covered baffled positions ONLY.
6. Target #13, Single load ONLY for Wheeled Chair use; Prone Rifle and Prone Shotgun ONLY.
7. Targets #14, #15, on the 50 Yard range, Single Load ONLY.
8. No OFF-Hand shooting outside covered baffled positions.
9. Outdoor range hours are 10:00am to Dusk.

100 Yard Outdoor range safety rules

1. Handguns are allowed on lanes 1 through 15 with target set at 100-yard impact berm.
2. Magazines can be fully loaded.
3. One second between rounds
4. Sitting or standing shooting positions are permitted on lanes 1 through 12
5. Sitting, standing, kneeling, or prone shooting positions are permitted on lanes 13 through 15.
6. NO SHOTSHELLS allowed except at the Pattern Board.
7. Outdoor range hours are from 10:00am to Dusk.

Event range

1. The range to the right of the 100-yard covered range is an event based only range with a current maximum distance of 50 yards
2. Range is closed for general use. Only events scheduled through D.R. Wilson allowed.
3. Events on this range will require a certified range officer or instructor be present.

Indoor Range House Safety Rules

1. Keep action open/firearm unloaded until in position on firing line – Empty chamber indicator in place.
2. Jacketed or lead pistol ammunition allowed – NO Tracer, incendiary or armor piercing ammunition.
3. Magnum pistols .22 and .32 H&R are allowed.
4. No Rifle larger than a .22 rim fire magnum is allowed except 9mm pistol caliber carbines.
5. Hang targets on OCSC target holders ONLY.
6. No Muzzleloader firearms allowed.
7. DO NOT go down range until a cease fire has been called and firing line is made safe.
8. LINE IS SAFE – ACTIONS OPEN EMPTY CHAMBER indicator in place.
9. DO NOT touch firearms while people are down range.
10. Always keep the barrel of your gun pointed down range.
11. DO NOT raise the firearm above the target line – NO EXCEPTIONS.
12. No Shotgun shells or Shotgun slugs are allowed.

13. Clean up, turn out the lights, make sure that the door is closed securely when you leave.
14. Normal Indoor Range shooting hours are 24/7.
15. These Large Magnum or Full power loads are NOT PERMITTED at the Indoor Range, plus any others that are invented in the future: .357 mag, .357-.44 Bain & Davis, .357 Rem Mag, .357 Herrett, .357 Super Mag, .357 JDJ, 10mm Auto, .41 Rem Mag, .44 Rem Mag, .44 Auto Mag, .45 Win Mag, .454 Casull, .460 Ruger, .475 Linebaugh, .460 Rowland, .50 AE, .500 Linebaugh, .50 S&W.

These rules apply during general Open Range use. Please shoot safely and be courteous to other shooters. IF YOU ARE NOT SURE – ASK. DO NOT engage in questionable shooting practices. ASK FIRST. KEEP SAFE!!!



Oakland County Sportsmen's Club Donation Form

Receipt No _____

Donated by _____

Address _____ City _____ State

_____ Zip _____ Phone Number (____) ____ - _____

Email _____

.....

Donation Date _____ Donation Value \$ _____

Sub-Club Donated too: _____

Donation Description

Representative Signature _____

Print Name _____

Thank you for your Generosity. We Appreciate your support.



KEY CARD ACCESS APPROVAL PROCESS

Access is granted to buildings other than the standard membership ranges which are Archery, Indoor Range and the Outdoor Pistol/Rifle Range after approval by the sub club President or the Executive Board member in charge of the requested area. Violations in access/use of these buildings shall be submitted via an Incident Report and reviewed by the Executive Board. Following review, the Executive Board shall forward a recommendation for disciplinary action to the Board of Directors for final determination.



KEY CARD ACCESS APPROVAL FORM

Access requested for: _____

(Members Name)

Sub Club President Approval: _____

Building Access Card Requested: _____

(Archery Pole Barn, Main Club Pole Barn, APR, etc.)

Manual Key Area: _____

(Bar back room, Archery back room, etc.)

Executive Board Member in charge of the Area Approval: _____

Date approved: ____/____/____

Starting Effective Date: ____/____/____

Ending Date: ____/____/____

Comprehensive Shooting Sports Instruction at OCSC

Shooting Sports training should be available as a service (product) that is provided by OCSC. This should cover from a beginning / introductory level through advanced training for Archery, Pistol and Rifle, Muzzleloader and Shotgun.

This service would include and absorb any current forms of shooting sports training offered by OCSC.

Firearms Instructor Protocol

Any instructor candidate seeking approval from the OCSC Range Safety Committee to provide firearms instruction must comply with the following requirements:

1. Membership & Credentials

- The instructor must be a current OCSC member in good standing.
- Proof of recognized firearms instruction certification (e.g., NRA, MCGRO, USCCA, or equivalent) must be submitted.
- All documentation shall be maintained on file at the OCSC Main Office.

2. Insurance Requirements

- The instructor must provide proof of instructor liability insurance that explicitly indemnifies the Oakland County Sportsman's Club (OCSC).
- Proof of insurance shall be kept on file at the OCSC Main Office.

3. Approval Notification

- Upon approval of an instructor, the Range Safety Committee shall notify:
 - The Executive Board
 - The Board of Directors
- Notification shall confirm that the member has been approved to conduct firearms instruction at OCSC.

4. Scheduling

- All training sessions must be scheduled through the OCSC Main Office and D.R. Wilson President notified by email.
- Instructors may not independently schedule classes without coordination and approval.

5. Class Size Limits

- Maximum class size is five (5) students.
- If an instructor wishes to exceed five students, they must contact the Range Safety Committee for approval and guidance on additional safety requirements.

6. Range Usage Fees

- Instructors shall remit a \$30 per student range usage fee.
- Students who are verified OCSC members will be charged a reduced fee of \$20 per student.
- All fees must be paid to the Main Office prior to instruction.

7. Waivers and Liability Forms

- Each student must complete and sign a:
 - Release of liability
 - Hold-harmless agreement
 - Indemnification waiver
- All signed documents shall be retained on file at the Main Office prior to the start of instruction.

8. Enforcement

- Failure to comply with any portion of this protocol may result in:
 - Suspension or revocation of instructor privileges
 - Additional disciplinary action as deemed appropriate by the Board of Directors

Asset Disposal Process

1. Items purchased for use as door prizes, meeting raffle prizes, auction fund raiser prizes, etc., do not need to follow this process.
2. Items donated to OCSC or one of its sub clubs for fund raising activities such as door prizes, meeting raffle prizes, auction fund raiser prizes, garage sale fund raiser items, swap meet fund raiser items, etc., do not need to follow this process.
3. Consumable items purchased for OCSC use such as office supplies, food service items, beverages (beer, pop, liquor, bottled water, etc.), supplies (napkins, placemats, disposable silverware, etc.), ammunition, clay pigeons, score cards, etc., do not need to follow this process.

