

# XI. Range Rules Violation Disciplinary Actions

Rev. 5 September 2017

## PURPOSE

It is important that our large membership feel that disciplinary actions are imposed uniformly by all RSOs. Range rule violations have been categorized into 4 classes: Class 1, Class 2, Class 3 and Class 4. This policy provides the guidelines for reporting range rule violations, the action taken, the appeal process, and the maintenance of records of violations and actions taken.

## RESPONSIBILITIES & AUTHORITY

Executive Vice President: Bylaws Section V.6.3.

Enforcement of this policy.

Security of confiscated range badges.

Compilation of monthly report of infraction data for dissemination to Trustees.

RSSOP Chairman: Bylaws Section VI.1.2.3.

Conduct range rule conferences as required.

- I. Violation Classifications
  - A. Class 1 violations shall result in the offender being reminded of the range rule.
  - B. Class 2 violations are those considered to be a minor hazard. The short form incident report shall be prepared.
  - C. Class 3 violations are considered much more serious and the RSOs are authorized to order violators off the range for the day if such action is warranted. The long form incident report shall be prepared and forwarded to the EVP.
  - D. Class 4 violations REQUIRE the RSO to impound offender's range badge and give them the completed "Class 4 Range Rule Violation Notification & Procedure" form (Appended). The long form incident report shall be prepared and forwarded to the EVP along with the confiscated range badge. A copy of the infraction report shall be emailed to the RSSOP Chairman with an indication by EVP of concurrence with action taken by RSO.
    1. Appeal Process
      - a. If the offender wishes to be considered for reinstatement of their range privileges, they must present their case to their designated Club Officer.
      - b. The club may, at their sole discretion, appeal the range badge suspension by notifying the RSSOP Chairman of their intentions at: [rssop\\_chair@associatedgunclubs.org](mailto:rssop_chair@associatedgunclubs.org) in which case a conference shall be scheduled for the RSSOP Committee to hear the case.

- c. Upon conclusion of the conference, the RSSOP Committee shall make recommendation to AGC ExComm for disposition of the case.
- d. The offender and Club Secretary shall be informed of ExComm's decision via email.
- e. If you disagree with ExComm's decision, you may appeal, through your Club Secretary or other designated Club Officer, to the Trustees.
- f. The Board of Trustee's decision shall be final.



**ASSOCIATED GUN CLUBS OF BALTIMORE, INC.**  
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Class 4 Range Safety Rule Violation Notification & Procedure

Name: \_\_\_\_\_ Badge # \_\_\_\_\_ Date: \_\_\_\_\_

You have been cited for Class 4 Range Rule Violation(s) as indicated.

C4 Range Rule #(s): \_\_\_\_\_

You have been cited for multiple Violations as indicated.

C2 and/or C3 Range Rules: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Appeal Process

- A. If you believe you should have your range badge privileges reinstated, you must contact your designated Club Officer.
- B. Your club shall take such action as they deem appropriate and report same to the Range Safety and Standard Operating Procedures (RSSOP) Chairman.
- C. Your club may, at their discretion, initiate an appeal for reinstatement of your range badge privileges by requesting a conference with the RSSOP Committee through the RSSOP Chairman.
- D. The RSSOP Chairman shall inform you and your club via email of the conference venue, date and time.
  - 1. Officer(s) of your club is/are invited and encouraged to attend the conference.
- E. The RSSOP Committee shall interview you and discuss the circumstances surrounding the reported infraction and determine a recommended course of action to AGC ExComm.
- F. ExComm may affirm or modify RSSOP recommendation.
- G. The RSSOP Chairman shall notify you and your Club Secretary of the final disposition of your case and the conditions of range privilege reinstatement if warranted.
- H. If you disagree with ExComm's decision, you may request an appeal to the Trustees through your Club Secretary.