



SULLIVAN TRAIL ROD & GUN CLUB

Established November 5, 1951

STANDARD OPERATING GUIDELINES

JANUARY 1, 2024

STANDARD OPERATING GUIDELINES OF SULLIVAN TRAIL ROD & GUN CLUB

January 1, 2024

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ARTICLE I - KEY CLUB INFORMATION

Name: Sullivan Trail Rod & Gun Club
Address: 1525 Greatsinger Road, Elmira, NY 14901
Phone: 607-733-2928
Web Site: strgc.org
Email: sullivan_trail_rod_and_gun_club@aol.com
Facebook: www.facebook.com/Sullivan-Trail-Rod-Gun-Club-116013188457462/
EIN Number: 82-2130663 (see Appendix A2)
NY DOS ID: 77003
NY DOS File: 550Q-43

ARTICLE II - DUES & MEMBERSHIP

- A. Annual Membership **\$55** (includes Membership Card and Parking Decal - Appendix M2)
- B. Annual Senior Membership (ages 70 and over) **\$35**
- C. Additional Parking Decal **\$5**
- D. Membership Form (see Appendix M1)
- E. For new MEMBERS only, who join and pay their dues in the period from July thru December, the Membership Chairperson may prorate their dues for the remainder of that year.
- F. New MEMBERS must complete a Probationary Period of 3 to 6 months before they are issued a Facility Key (access to Clubhouse, Shooters Shack and storage sheds).
- G. Facility key requires a \$5 deposit, remains CLUB property and must be returned upon leaving the CLUB or loss of good standing (failure to pay dues).
- H. New MEMBERS must complete trap and/or skeet field opening/closing training before they may operate either of these fields.

ARTICLE III - FACILITY USE AND RATES

1. USE OF CLUBHOUSE, RANGES & GROUNDS:

- A. Exclusive use of the facilities by MEMBER volunteers for meetings, events and training shall have no fee.
- B. Exclusive use of the facilities by a MEMBER for small private gatherings of less than 25 persons shall have a daily fee of \$75.
- C. Exclusive use of the facilities by a MEMBER for larger parties and/or gatherings of 25 persons or more shall have a daily fee of \$150. Additionally, the use should be approved by the Facility Manager 2-3 weeks prior to the scheduled event to ensure that there are no conflicts with other scheduled CLUB activities.
- D. Exclusive use of the facilities by a MEMBER for any purpose for profit shall have a daily fee of \$75. In addition, the MEMBER shall have personal liability insurance for the event.

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- E. Exclusive use of the facilities by any non-member for any purpose for profit for profit shall have a daily fee of \$150. In addition, the non-member shall have personal liability insurance for the event.
- F. If trap and skeet fields are used, there shall be an additional fee for clay targets at the current practice rate per person per round.
- G. The Clubhouse/facilities should be left in better condition than you found them, clean and with all garbage removed from the premises. Everyone's cooperation will assist in keeping our CLUB a wonderful place to visit.

2. USE OF EQUIPMENT - BORROWING:

- A. CLUB equipment may be borrowed by any MEMBER in good standing. Equipment that will be removed from the CLUB property for personal use should be signed out prior to removal and advise the Facility Manager of this use and its return date. An Equipment Sign Out Sheet (see Appendix F7) will be posted on the bulletin board in the Clubhouse. All items are to be returned as quickly as possible in clean condition.

ARTICLE IV - CLUB EVENTS

1. EVENT SCHEDULING:

- A. Event Chairpersons are responsible for all activities related to their event. Event Chairpersons should notify the Facility Manager of any upcoming event so that there are no conflicts with using the facility for other purposes. Event Chairpersons should notify the Communications Director so that the event is properly and expeditiously posted on CLUB advertising sites.
- B. Due to Town of Elmira noise ordinances, no shooting Events may be scheduled at our CLUB between the hours of 10 PM and 8 AM.

2. PISTOL EVENTS:

- A. All new participants to our Pistol Events must complete a Pistol Event Registration (see Appendix PR4)
- B. All Pistol Events should be conducted with a qualified Range Safety Officer (RSO) present.
- C. The RSO is responsible for completing a Pistol Range Inspection Checklist (see Appendix PR2) prior to the start of the Event. The RSO must also complete a Pistol Range Safety Briefing (see Appendix PR3) with all participants before the start of the Event.
- D. Pistol Range Rules and Specific Event Rules must be posted at the Event.
- E. All CLUB-sponsored Pistol Matches are certified as NRA Special Tournaments (see Appendix PR5)

3. RAFFLE GUIDELINES:

- A. All CLUB Raffles should be conducted to the guidelines provided by Appendix A3.

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ARTICLE V - RANGE RULES

All Ranges are open for casual use from 8 AM until 10 PM.

1. TRAP & SKEET FIELD RULES - See Appendix TS1

- A. TRAP FIELD OPEN/CLOSE PROCEDURE - See Appendix TS2
- B. SKEET FIELD OPEN/CLOSE PROCEDURE - See Appendix TS3
- C. ATA TRAP RULES APPLY TO ALL ATA-SANCTIONED TRAP EVENTS
- D. NSSA SKEET RULES APPLY TO ALL NSSA-SANCTIONED SKEET EVENTS

2. RIFLE RANGE RULES - See Appendix RR1

3. PISTOL RANGE RULES - See Appendix PR1

4. HUNTING RULES

Hunting regulations for CLUB members:

- A. Hunting is permitted by any member that has a current membership for that year. If you are not a member you may not hunt on the property.
- B. We do not have a member/guest hunting policy. Guests are NOT allowed to hunt at the CLUB.
- C. While hunting on the property, courtesies will be extended to all members and any conflicts should be reported to the Directors or Officers of the CLUB. All courtesies will be extended to our neighbors in event they inadvertently wander onto CLUB property. Please advise them of where they are and ask them to leave. If this becomes a problem, report them to the CLUB President who shall contact the local police.
- D. New York State Game Laws will be the general guideline for our hunting members. All New York species of game may be hunted on the property. Consult your game directory for seasons, times and limits.
- E. The use of portable/climbing tree stands is permitted. Do not use any device that will do harm to the trees on the property. Permanent tree stands are not permitted for safety reasons. Nail/bolt/lag style devices are not permitted.

5. ATV USAGE RULES:

- A. Use Of ATV & UTV Vehicles on CLUB premises is for CLUB members only!
- B. Use of dirt bikes on CLUB premises is prohibited.
- C. Youths 16 years old or younger will not be allowed to use motorized vehicles at any time on CLUB property.
- D. All motorized vehicles used on CLUB property will meet the requirements set forth in any applicable New York State laws governing such vehicles. Motorized vehicles will be required to meet all safety requirements set forth by New York State and the vehicle manufacturer.

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- E. Helmets with shields or goggles are required at all time when riding open ATV-style vehicles, with the exception of work parties and facilitating special events.
- F. Motorized vehicles are NOT to be driven onto the Skeet/Trap fields, Pistol Range or Rifle Range at any time, with exception of work parties and facilitating special events.

ARTICLE VI - MEETING PROCEDURES

1. MEETINGS, MOTIONS & VOTING:

- A. All meetings shall be guided by Roberts Rules of Order
- B. A typical Membership Meeting Agenda may be found in Appendix A1
- C. A Motion may be made by any MEMBER.
- D. The Motion must then be seconded by another MEMBER.
- E. After the Motion is seconded, the President will open the floor for discussion on the Motion. When discussion has ended, a show of hands vote FOR and AGAINST the Motion by the MEMBERS present will be taken and recorded. The Motion shall pass by a vote of the majority.
- F. A Motion to table may be made by the President or any MEMBER. The Motion to table must be seconded by another MEMBER.
- G. The President shall not vote, with the exception of a tie, in which case the President will cast the tie-breaking vote.

2. KEY MONTHLY MEMBERSHIP MEETINGS:

- A. January - Annual Membership Meeting; Installation of Officers
- B. October - Nominations Chairperson chosen; Audit Committee process begins (then takes place throughout October)
- C. November - Next year's CLUB Dues rates are determined; Candidate slate presented by Nominations Chairperson for upcoming open Officer & Director positions; Audit Committee results reported
- D. December - Nominations accepted from the floor for open Officer & Director positions prior to election vote; Officers & Directors elected by Membership

ARTICLE VII - KITCHEN PROCEDURES

- A. Food Storage Procedure - See Appendix K1
- B. Kitchen Opening/Closing Procedures - See Appendix K2
- C. Ala Carte Breakfast Menu with a maximum fee - see Appendix K3
- D. Ala Carte Lunch Menu ordered at the posted prices - see Appendix K4
- E. Dinners provided during meetings are by donation of a suggested price
- F. Chicken Barbeques are ordered as a Half Chicken Dinner (with sides), or as Half Chicken Only (no sides)
- G. Sodas, Bottled Water, Snacks and Candy Bars are \$1 each
- H. Grocery Shopping List - see Appendix K5

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ARTICLE VIII - FACILITY PROCEDURES

- A. Water Maintenance Procedures - see Appendix F1
- B. File Cabinet Organization Index - see Appendix F5
- C. Asset Log Procedure - see Appendix F6
- D. Equipment Sign Out Sheet - see Appendix F7
- E. CLUB Brochure - see Appendix F9
- F. CLUB Letterhead - see Appendix F10
- G. CLUB Property Boundries - see Appendix F11

ARTICLE IX - KEY CLUB POSITIONS & DUTIES

- A. Sergeant at Arms - Meeting peacekeeper
- B. Membership Chairperson - Collects dues, applications, Facility Key deposits and maintains the MEMBER database. Distributes Membership Cards, Parking Decals, and Facility Keys.
- C. Kitchen Chairperson - Responsible for kitchen income, supplies & stocking, annual Health Department Certification, staff scheduling, kitchen equipment maintenance, water purity testing. The Kitchen Chairperson may withhold money from the kitchen funds received in the kitchen to stock the kitchen for CLUB use and upcoming league shoots, providing the balance of said funds are turned into the Treasurer along with all accounting receipts from stocking the kitchen.
- D. Trap & Skeet Chairperson - Responsible for clay event income & supplies, clay bird storage and stocking. The Trap & Skeet Chairperson may withhold money from shooting funds received for a start up amount of up to \$50. He/she is also authorized to maintain a shot gun shell inventory for league shoots and will be allowed to deduct the funds from the shooting money; providing a receipt is turned in with the remaining shooting funds.
- E. Pistol Chairperson - Responsible for pistol event & training income, pistol Match Direction and NRA event sanctioning
- F. Rossi Shoot Chairperson - Manage advertising, funding, promotion, officiating, scoring, competitors, prizes, meals, and staffing for this annual event
- G. Building Chairperson - Responsible for renovations to CLUB structures and other capital improvements. Manages the Building Fund per Membership approval.
- H. Communications Committee - Responsible for facebook and web site update and maintenance. Coordinates CLUB emails, newsletters, media releases and event flyers. Maintains logos and stationary. Monitors and responds to CLUB emails received. Establishes a calendar of events for the current year.
- I. Groundskeeper - Responsible for mowing, weed control.
- J. Facility Manager - Responsible for building maintenance & supplies, facility scheduling, equipment borrowing, well, septic, lighting, security, rodent control, and janitorial duties
- K. Equipment Manager - Responsible for trap & skeet field equipment maintenance, repair & training.
- L. Nomination Chairperson - Selected annually at the October Membership Meeting. Responsible for presenting a slate of qualified CLUB Officer candidates for elections

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- M. Audit Committee - Reviews CLUB disbursements and income annually in October for accuracy and completeness
- N. Chemung County Federation of Sportsmen representative - Attends CCFS meetings and represents STR&G CLUB in all matters presented

ARTICLE X - INSURANCES

- A. Liability Insurance covering members, guests, volunteers, event participants
- B. Fire, theft, vandalism, acts of God Insurance

ARTICLE XI - ASSOCIATION MEMBERSHIPS

- A. National Rifle Association Club - #I4292
- B. National Skeet Shooting Association - #15778
- C. Amateur Trap Association - #
- D. Chemung County Federation of Sportsmen
- E. NY Skeet Shooting Association #

ARTICLE XII - ORGANIZATIONAL CHART

1. OFFICERS

President - Richard Rice
Vice President - Mark Claypool
Treasurer - Eric Phillips
Secretary - Peggy Phillips
Directors - Scott Beach, Mickey Beeman, Ron Beeman, Sperry Navone

2. BOARD OF DIRECTORS

President - Rich Rice
Directors (4) - Scott Beach, Mickey Beeman, Ron Beeman, Sperry Navone
Secretary - Peggy Phillips

3. COMMITTEE CHAIRS

Membership - Richard Rice, Sperry Navone
Building Fund - Scott Beach
Kitchen - Richard Rice
Trap & Skeet - Barb Schroth
Pistol - Mark Claypool
Rossi Shoot - Mark Kinner
Audit - Eric Phillips, Scott Beach
Nominations -

4. COMMUNICATIONS

Facebook - Mark Claypool, Richard Rice, Hal Sherwood
Email Received - Mark Claypool

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Email Distributed - James Knapp
Internet Web Site - Mark Claypool, James Knapp
Event Flyers - Mark Claypool
Chemung County Federation of Sportsmen - Ron Johnson, Mark Ochab

5. CERTIFIED INSTRUCTORS

Pistol/Rifle/Shotgun - Mark Claypool, James Knapp, Ross Yapple, Mark Ochab
Trap & Skeet Equipment Use - Scott Beach, Ron Beeman, Mark Kinner
Range Safety Officers - Mark Claypool, James Knapp, Lee Granger, Ross Yapple, Pat Hetherington
DEC Hunter Safety - Scott Beach, Mike Dipetta

6. FACILITY MAINTENANCE

Manager -
Groundskeeping - Sperry Navone
Janitorial -
Building Maintenance - Terry Green, Scott Beach
Trap & Skeet Equipment - Scott Beach, Ron Beeman, Mark Kinner

7. DISCIPLINARY BOARD

President - Richard Rice - Votes only to break ties
Vice President - Mark Claypool - No vote
Secretary - Peggy Phillips - No vote
Directors - Scott Beach, Mickey Beeman, Ron Beeman, Sperry Navone - All may vote

ARTICLE XIII - LEASE

A. LEASE - see Appendix F8

ARTICLE XIV - REIMBURSEMENT PROCEDURE

A. Reimbursement for any ancillary expenses for any purpose must be made by the Treasurer. An itemized receipt listing the item(s), quantity, supplier name, date and amount, along with a note regarding the purpose of the purchase, must be submitted to the Treasurer prior to reimbursement.

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SOG REVISION HISTORY

January 1, 2024:

All Guidelines as created herein, effective on this date. Article II-A Annual Dues increased from \$50 to \$55 as adopted by Membership on 11/1/2023.

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APPENDICES INDEX

KEY: A=Administrative, F=Facility, K=Kitchen, M=Membership, PR=Pistol Range, RR=Rifle Range, TS=Trap/Skeet Fields

APPENDIX A1	MEMBERSHIP MEETING AGENDA
APPENDIX A2	NYS DOS DOCUMENTS & EIN NUMBER
APPENDIX A3	RAFFLE GUIDELINES (with sample Flyer & Tickets)
APPENDIX F1	WATER TESTING & MAINTENANCE PROCEDURES
APPENDIX F5*	FILE CABINET ORGANIZATION INDEX
APPENDIX F6*	ASSET LOG
APPENDIX F7	EQUIPMENT SIGN OUT SHEET
APPENDIX F8*	LEASE
APPENDIX F9	CLUB BROCHURE
APPENDIX F10	CLUB LETTERHEAD
APPENDIX F11	CLUB PROPERTY BOUNDRIES
APPENDIX K1	FOOD STORAGE/HANDLING/PREPARATION PROCEDURE
APPENDIX K2	KITCHEN OPEN/CLOSE PROCEDURE
APPENDIX K3	BREAKFAST MENU FORM
APPENDIX K4	LUNCH MENU FORM
APPENDIX K5	KITCHEN SHOPPING LIST
APPENDIX M1	MEMBERSHIP APPLICATION
APPENDIX M2	MEMBERSHIP CARD & PARKING DECAL
APPENDIX PR1	PISTOL RANGE RULES
APPENDIX PR2	PISTOL RANGE INSPECTION CHECKLIST

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APPENDIX PR3	PISTOL RANGE SAFETY BRIEFING
APPENDIX PR4	PISTOL EVENT REGISTRATION
APPENDIX PR5	NRA SPECIAL TOURNAMENT APPLICATION
APPENDIX RR1	RIFLE RANGE RULES
APPENDIX RR2	BSA RIFLE RANGE SAFETY BRIEFING
APPENDIX RR3	RIFLE RANGE INSPECTION CHECKLIST
APPENDIX TS1	TRAP & SKEET FIELD RULES
APPENDIX TS2	TRAP FIELD OPEN/CLOSE PROCEDURE
APPENDIX TS3	SKEET FIELD OPEN/CLOSE PROCEDURE

*** = Needs to be updated**