



**CRANBOURNE – DANDENONG PISTOL CLUB INCORPORATED.**

**Club Information and By-Laws**

**March – 2019**

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## Constitution

The club constitution is based on the model rules provided by the Government of the State of Victoria via the Department of Justice. The current version of the model rules was published in 2012.

The CDPC is currently in review by the Registrar of Consumer Affairs Victoria and is the document guides our operation as a Registered Association.

## CDPC By-Laws

These by-laws were previously known as the Club Information and Rules – 2010 Revised. That version was based on the rules that were published in booklet form in the early part of the 1990s. The purpose was to cover the need of the club to not only run as an Association, but also because of the strict guidelines of running a pistol club. The need to ensure ongoing permission from VicPol to operate.

There are areas within the model rules that need to be enhanced by local by-laws to achieve the needs of a pistol club and hence were developed for this reason.

This current document contains information and by-laws that are aimed at ensuring the on-going safety of our members and ensuring that only people prepared to abide by club by-laws and civil law requirements are members of this club.

Graham Griffiths

John Jemal

Secretary,  
CDPC

President  
CDPC

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## General Information

### What is the Club History?

The Cranbourne Dandenong Pistol Club Inc. (C.D.P.C.I.), formerly Dandenong Pistol Club Inc. is an incorporated body which has been in existence since 1956. It is the oldest pistol club in Victoria and was formed so that a team could be fielded in the Melbourne Olympic Games.

### What do I have to do before joining?

The CDPC does not accept people as members unless they have been to the range on several occasions to demonstrate both their awareness of safety procedures, and their ability to safely handle a pistol. A "Notification of Receiving Instruction" form must be filled out each time a perspective member or visitor shoots. A maximum of 13 such visits or 3 for juniors is allowed. Membership application forms are available from the Secretary, the President and the club Captain. At least one of them is usually at the range.

## Participating at the Club

### What types of competitions are run?

Competitions are I.S.U. type as shot in the Olympics (Air pistol, standard pistol). We also shoot Centrefire, .45 Post 1911, Practical and I.P.S.C. for holster qualified shooters as well as Single Action Western Style matches and .22 Rifle Competition.

### When can I get my first pistol?

You can only apply for a pistol after you have a full pistol license and you have satisfied the CDPC Committee and have met the Licensing Branch requirements. This usually takes approximately 12 months. There is a waiting period from when you join the club before you can apply for a pistol. This is a requirement of the police, not the club, and you can not avoid the wait. During this waiting period the police undertake an extensive check to verify that you are of a fit and proper character, i.e. that you are able to hold a pistol licence.

You must be able to show that you are a keen, safe shooter, before you can apply for a pistol. You do this by regularly attending the range and using the clubs pistols under instruction by a club member to familiarise yourself with safety procedures and the operation of various pistols.

When your waiting period is up you can apply to the CDPC Committee of Management for your first pistol. Once club approval has been gained here it then goes to the Central Firearms Registry for final approval and for the paperwork to be done. This is the procedure for each pistol that you may wish to own.

### What do I use in the meantime?

The club has a limited number of pistols which are available for use by new members and visitors. Also, you may be lucky enough to be offered the use, from time to time, of pistols owned by other members.

### What firearm can I use at the range?

The only firearms permitted on the range are those firearms that are approved by the Central Firearms Registry for target shooting on our range. No other types of firearms or licences allowed.

## Participation Requirements.

To keep your Handgun Licence you must be a member of a licenced pistol club and shoot the required competition and practice shoots as laid down by an act of Parliament. Failure to comply may result in confiscation / loss of firearms. However, if you have a valid reason for non compliance for a period you can apply to the Club and the Central Firearm Registry for an exemption for that period.

## What if I belong to another Club?

If you want to remain with your current club but also participate in the CDPC you could join as an Associate Member.

If you belong to more than one Club you must nominate one Club as your principle Club. You must inform both clubs of your decision in writing, within 28 days of joining the second club. Firearm purchase applications can only be made through your principle club.

## What do I do to join?

1. Complete the membership form (Form 1) and present references
2. Take the fingerprint request form to your local police station and have your fingerprints taken.
3. Obtain two passport photos of yourself and write your name on the back of each one in full.
4. Attend the Committee of Management Meeting and present yourself for membership. (Hand over the forms, photographs and the fingerprint stub to the Secretary).
5. The joining fee plus annual fee, as determined by the Club, shall be paid when you are accepted as a member.
6. On acceptance you will be issued with a photo identification card which you must carry at all competitions and practice shoots.

# **CRANBOURNE – DANDENONG PISTOL CLUB INCORPORATED.**

## **By-Laws**

On making application to join the club or in renewing the annual Membership the member agrees to abide by the Constitution and the bylaws set out in the By-Laws of the club.

## **Membership**

- i) **MEMBER** – Has paid the requisite joining fee and maintains financial membership annually, by the date specified by the Committee each year. This is generally in July each year.
- ii) **FULL MEMBER** – is a financial member who is qualified to own and use firearms under these rules and other applicable rules and regulations and has nominated **CDPC as their Primary / Principal Club**
- iii) **JUNIOR MEMBER** – Junior Members – any Member that meets LRD regulations as a Junior and is up to 18 Years of age.
- iv) **NEW APPLICANTS** - All persons wishing to become a member of CDPC are subject to LRD regulations and must notify the Committee if they have ever been refused a firearms licence or had one cancelled by VicPol. You must inform CDPC if you have been refused entry to a club, have been the subject of disciplinary action or been expelled from any other club – including any not related to shooting sports.
- v) **MEMBERSHIP CARDS** - Members will carry and wear membership cards when at the Club
- vi) **COMMITTEE MEMBER**
  - (1) Is a Full member of CDPC who has been duly elected to the Committee of Management.
  - (2) The member must nominate CDPC as their principal club and
  - (3) Must have been a member of the club for one year or be approved by the current Committee to stand for a position.
  - (4) The Committee has the right to co-opt a person to a position if required between elections.
- vii) **FAMILY MEMBERS**

Family membership fee reductions apply only to the immediate family of a FULL MEMBER.

**Immediate family:** Spouse/partner and children are considered immediate family to qualify for the family discount.
- viii) **LIFE MEMBERS**
  - (1) Persons who have rendered valuable service to the Club.
  - (2) A nomination for Life Membership shall be made in writing by a proposer and a seconder, who shall both be Full members of the Club.
    - (a) Such nomination shall be lodged with the Secretary not less than twenty-eight (28) days immediately preceding the annual general meeting at which it is proposed that the Life Member be elected.
    - (b) Members shall be notified in the Notice of Annual Meeting of such proposal.
    - (c) Life Members shall have all the rights and privileges and be subject to the obligations of members, not be obliged for payment of any annual subscription, or levee. Nor shall they be required to attend working bee days.

ix) **INTRODUCING MEMBER** –

- (1) Must be a financial member of the CDPC who presents a visitor to the CDPC on any given day, for whatever purpose.
- (2) Associate Members cannot, without prior approval of the committee, act as an introducing member.
- (3) Must provide a written recommendation to the committee for the potential member if that person makes application to join the club.

x) **ASSOCIATE MEMBER**

( As of 1st June, 2019 no new Associate Members will be admitted to CDPC)

- (1) Is a Full Member of another club and has no voting rights and will only be able to compete in competitions as determined by the Club.
- (2) An associate member must nominate which club/s they are a full financial member of.
- (3) An Associate member cannot lodge a Permit to Acquire a firearm through CDPC.
- (4) Cannot hold a Committee position

xi) **VISITOR** – is a person who is not a financial member of the CDPC but who is, for the time being, visiting within the boundaries of the area known as the CDPC range and is not undergoing instruction in the use of a firearm. Visitors must complete the Visitors Indemnity form on entry to the range.

xii) **NORI** – These are shooter undergoing instruction prior to applying to become a member of the club. They must comply with C.D.P.C. NORI Policy and Procedures.

xiii) **CODE OF CONDUCT** - All Members will abide by the CDPC Code of Conduct in all matters

## Committee Members and Roles

### Committee Positions and Eligibility to hold Committee Positions

The Committee must have the following positions elected each year:

1. President
2. Secretary
3. Vice President
4. Assistant Secretary
5. Treasurer
6. Senior Range Safety Officer

The committee can nominate other positions for filling each year and advertise these with the Committee Executive Positions for election at the AGM.

### Eligibility to hold Committee Positions

1. Any Member that has paid the requisite joining fee and is financial can nominate for a committee position; and
2. The member must nominate CDPC as their Principal Club to be eligible
3. Junior Members cannot hold a committee position

### Eligibility to vote at AGM or Special General Meetings

1. Junior Members cannot vote
2. Any Member that has paid the requisite joining fee and is financial at the time of the AGM or Special General Meeting can vote

### Committee Executive Roles and Responsibilities

- i) Undertake duties on the Committee on a voluntary basis with no expectation of payment for time and effort put into the club administration or maintenance.
- ii) The Committee Executive comprises the President, Secretary, Treasurer and Senior Range Safety Officer. The Committee may nominate an additional position to the Executive if necessary or in the case of an extended absence of an Executive member the Executive may nominate a temporary replacement.
- iii) Two members of the Committee Executive may authorise emergency expenditure for range maintenance or payment of bills
- iv) When necessary the Secretary may nominate/request individuals to represent the CDPC on external Committees, or meetings that have an impact on the club.

### Committee Positions

- v) Apart from the positions nominated in the CDPC Constitution the Committee positions available each year will be reviewed by the outgoing committee and positions determined will then be advertised for filling at the AGM.
- vi) Members can only nominate for one Committee role/position in any year



vii) Casual Vacancies:

- (1) the Committee can co-opt a person to take on that role
- (2) a Committee member may be nominated to fill the vacancy, where it is impractical to fill with another member
- (3) where the vacancy is longer than five months the Committee may elect to call for an election by members

### Conduct of Committee Members

- viii) Committee members will conduct themselves in strict adherence to the CDPC Code of Conduct
- ix) Committee members will at all times act in the best interests of the members of the club and will disclose any possible conflict of interest at committee meetings.
- x) Must ensure that the Club is financially viable at all times
- xi) Will keep members updated on the progress of projects and works to be conducted or in progress.
- xii) Will conduct Committee meetings and business in a transparent manner and publish minutes of meetings after being passed as correct by the committee.
- xiii) Where a Committee member breaches their authority in any way or is found to have breached the Code of Conduct the Committee member may be stood down by a majority vote of the Committee pending a DSC
- xiv) Committee members will at all times keep any matter classified as Confidential by the Committee strictly confidential or be subject to discipline as per xiii) above

### Other Operational Responsibilities

The committee will:

- xv) Review membership fees in the first quarter of each year and ensure fees charged cover all expenses and running costs of the club.
- xvi) Review memberships annually and determine who will have memberships renewals issued.
- xvii) Communicate any change in fees to club members immediately following the March meeting of the committee;
  - (1) The fee will be put to a vote, by e-mail, of the members to ratify the new fee.
  - (2) The vote will be valid if 15% or more of the members lodge a vote
  - (3) Will call a Special Meeting to put the case for the increased fee to the members If the fee recommendation is refused by the members vote
- xviii) The fee process must be concluded by the May meeting of the committee.
- xix) Determine a fee levy in any year, not exceeding the normal membership fee, to cover extraordinary maintenance or capital needs. This will be communicated by 31<sup>st</sup> April
- xx) Will adhere to club financial rules at all times and will not incur expenses on behalf of the club without prior authorization.

- xxi) No Committee Member shall accept payments in cash from club members or visitors without issuing a receipt.
- xxii) Will not incur expenses on behalf of the Club without approval. Such expenses MAY NOT BE reimbursed by the club.
- xxiii) Committee members MUST present receipts to the committee for approval before being reimbursed

## Range Safety Rules

- i) RANGE OFFICER – is a member who has been considered by the Committee to be competent for the duties required and who has undertaken training at CDPC to the satisfaction of the Committee and the Senior Range Officer.
- ii) New members will only receive a Competition day key when the SRSO is satisfied the member has demonstrated clear understanding of safety requirements on the range.
- iii) New members will only receive the Range Officer Key when they have been trained and approved to be an RO by the Committee on advice by the SRSO.
- iv) APPROVED Firearms – only firearms approved by VicPol and purchased with a PTA approved by the member’s principal club can be used on CDPC Ranges. Notwithstanding this, firearms for competitions not approved by VicPol at CDPC cannot be used at the club range.
- v) AMMUNITION - Jacketed ammunition of any kind is **prohibited** at CDPC. Members breaching this requirement will be suspended immediately and Disciplinary action will be taken by the Committee against that member in accordance with the Constitution.
- vi) SECURE FIREARMS – every member must ensure firearms are kept secure, either on the person or in a closed carrying receptacle.
  - (1) The Senior Range Safety Officer’s ruling with regard to “an approved receptacle” will prevail.
  - (2) Firearms must be kept secure at all times when the gate is unlocked, before and after all competitions.
  - (3) Gate to be locked at all times when firearms are unsecured.
- vii) HOLSTERS – Firearms are not to be worn off the shooting range in holsters. When not in use for practice or competition all firearms must be kept secure as per by-law vi)
- viii) A CLEAR FIREARM – is a firearm which has the cylinder released and exposed from the body, or, in the case of a semi-automatic, the magazine is removed and the breech locked open for inspection, and is free of ammunition.
- ix) A SPECIFIED AREA – is any area within the confines of the property known as CDPC which is set aside either temporarily or permanently for the specific course of fire.
- x) A SAFE AREA – is an area set aside by the Committee where inspection and work on firearms can be undertaken. Firearms to be “Cleared” before entering the Safe Area. No ammunition or loaded firearms allowed.

## FIREARM OWNERSHIP

- i. It is the responsibility of members to notify the Club within 7 days, of all changes to firearm ownership or membership details
  - ◆ Any change to the handgun licence status including expiry date

- ◆ Elect to make another club their principal club
- ii. Permits to Acquire a firearm:
  - ◆ must be approved by the committee and signed off by a registered Committee member
  - ◆ Only members that have nominated CDPC as their Principal Club can apply for a PTA via CDPC
- iii. If they become a prohibited person and/or are issued with an intervention order

A failure to comply with these rules may lead to expulsion from CDPC.

### **VicPol – Licencing Regulation Division**

CDPC Inc. can only operate as a pistol club if VicPol provides the club with the requisite permission to do so. The Committee will therefore strictly abide by LRD Regulations and requirements.

Any member that behaves in a way that may put the club in jeopardy of registration with LRD or breaches the code of conduct will be subject to Disciplinary action and/or may not have membership renewed at the discretion of the committee.

The committee at its discretion will inform LRD of any such behaviour and any action taken by LRD will be at their discretion.

The committee must abide by the conditions of the grant of our permit approval

## RANGE RULES

### ACCESS to CDPC Range

Access to the area within the boundaries of the CDPC Range is restricted to:

- Members and their Visitors,
  - visiting shooters from other pistol clubs,
  - bona-fide prospective members who are accompanied by a Member for NORI Training,
  - Members of the Victorian Police Force who are engaged on official business or training.
- i) **Approved firearms** only, are permitted to be used on the area known as the CDPC Range
  - ii) Indiscriminate shooting will not be tolerated under any circumstances. The only targets to be employed are those that have been approved by the Committee of Management.
  - iii) Participation in forms of shooting other than accepted courses of fire must be sanctioned by the Committee and Senior Range Officer.
  - iv) Holsters may only be used by those who are holster qualified or are being trained.
  - v) Except during the course of fire, under no circumstances will members be permitted to carry **LOADED FIREARMS** in holsters.
  - vi) When moving firearms from place to place on the Range, firearms will be in the **CLEAR** condition, and must be carried by the barrel with the muzzle uppermost.

### Shooting - RANGE RULES

- i) The Committee of management, is responsible for INTERNAL CLUB SAFETY, and as such may vary "RANGE RULES" as necessary for the good order and safety of the Club and its Members.
- ii) The Committee has the right to change the rules at any time as deemed necessary for the safety of the members and the smooth running of the club.
- iii) Range Rules are to be strictly adhered to and whenever lapses or breeches occur, both the offending shooter and the Range Officer of the day shall be called upon to explain the circumstances associated with the misdemeanor.
- iv) Where lapses or breeches of Range Safety are brought to the attention of the Committee, the Committee will deal with the matter as determined by a majority vote where necessary.
- v) However, if, after investigation and due consideration of the known facts, the President and the Senior Range officer are, jointly, of the opinion that modified action is appropriate to the misdemeanor or that Committee investigation should therefore be unnecessary, then a decision by these Officers shall prevail. Right of Appeal to the Committee of Management will continue to be available to all members.
- vi) No shooting shall take place on any range under the control of the CDPC without the presence of a CDPC Range Officer.
- vii) The Range Officer of the day has total control of the Range and shooters thereon, and his commands must be obeyed without question. No part of a shooting sequence is to be carried out by members on the Range without the command of the Range Officer.

The Senior Range Officer is the only person who takes precedence over the Range Officer of the day on matters of control and/or safety.

- viii) A red flag shall be flown at the mast-head when shooting is intended and shall remain aloft until shooting has ceased for the day. The Range Officer shall ensure that shooting has ceased before lowering the flag.
- ix) Access gates to the Range shall be closed and locked whilst the red flag is aloft, and may only be opened to allow access of authorized persons or vehicles, for as long as it takes.
- x) Despite the presence of a raised warning flag, no shooting will be undertaken unless a Range Officer is in command
- xi) If only one member wishes to shoot they must be a Range Officer.
- xii) Where only two members are present on the range and they desire to shoot simultaneously, they may do so, provided that one of the said members is a qualified Range Officer.
- xiii) Where more than two people desire to shoot simultaneously, a non-shooting Range officer will supervise shooters.
- xiv) Under circumstances where a Range Officer is required, said Range Officer will not participate in active shooting whilst responsible for supervision of shooters. A Range Officer who desires to shoot must provide a qualified Range Officer as a "stand-in", during the time in which he desires to be relieved of his Range Officers duties.
- xv) If, during shooting, any member sees the range is unsafe, it is the duty of the Member to immediately call a "cease fire" and indicate the condition of the range to the Range Officer who shall immediately take the action necessary to rectify the problem.
- xvi) All shooters must be aware of the applicable competition rules and the rules that govern that range.
- xvii) Appropriate clothing must be worn including fully enclosed shoes. Hearing and eye protection must be worn while shooting is in progress. Trousers with belt loops must be worn while using a holster on the Practical Range. Camouflage gear is strictly forbidden on the range.
- xviii) CDPC rules will over-ride all other specific range rules. E.g. I.P.S.C., Single Action etc

## RANGE OFFICERS

- i) Committee Members should, within six months of their election to the Committee of Management, qualify as Range Officers.
- ii) These requirements are to be discharged to the total satisfaction of the Senior Range officer and the Committee of management.
- iii) A Full Member of the Club, not elected to the Committee, may be nominated by any other member for appointment as a Range officer. The Senior Range Officer will be responsible for such nominations being presented to the Committee, and ensure the nominated person has been trained before being nominated and approved.
- iv) RO Training must be undertaken in Ranges 1 & 2 covering ISSF disciplines, before progressing on to RO training in IPSC or Single Action matches.

- v) An RO may appoint a competent member as an assistant during a shooting match – this person does not have to be a trained CDPC RO.

## **RANGE PROCEDURE – all persons**

- i) On arrival at the Range must sign the Attendance Book and necessary paper work. Shooters are also responsible for filling in their own personal record sheet of their participation and having the Range Officer sign it.
- ii) The Range officer for the time being in charge of shooting has total control of range and occupiers thereof. His decisions or requirements may only be overridden by the Senior Range Officer.

If a Range officer sees any unsafe actions undertaken on the range at any time, he is entitled to, and should call “CEASE FIRE” if necessary, until the situation is rectified.

In extreme circumstances the Range Officer is authorized to call “CEASE FIRE” and direct that no further shooting take place for the day, close the Range for the remainder of the day and lower the red warning flag.

In the event of this extreme action being exercised, the Range officer responsible will report to the Senior Range Officer as soon as possible thereafter, and the report of said circumstances will be made available to the Committee at the next meeting.

- iii) Any action taken under rule ii) above must be reported to the Senior Range Safety Officer in writing with 48 hours of the occurrence. The matter will be raised and discussed at a committee meeting and processes put in place to prevent a repeat of the problem.
- iv) All firearms behind the firing line must be secured.
- v) Unless otherwise provided in these rules, persons on the Range, shall remain behind the firing line, and shall leave all firearms secured until a Range Officer takes charge of the range.
- vi) Firearms may only be taken to the bench and the firing line in a secure condition, and only when the Range Officer has command of the shooters and calls them to the bench, or at his discretion, after shooting has begun.
- vii) After a Range Officer has taken command of Ranges one and two he may call shooters to the firing line, and the following procedures **WILL** be used. Guides are available on the range for the various competitions and must be adhered to The Range Officer will command:
- viii) When firing time has expired, or at the discretion of the Range Officer, the command “Cease Fire” will be given. No person may shoot, for whatever reason, after this command has been given.

### **THIS COMMAND MUST BE OBEYED INSTANTLY AND WITHOUT QUESTION.**

The next command will be “Clear Pistols”, followed by “Stand back from the benches”.

- ix) The Range Officer will then inspect ALL pistols on benches and only when satisfied that all pistols clear and safe will declare “Range Clear” and then allow patching out, scoring or changing of targets.

After shooters have received the command “Stand back from benches”, they may not again approach the firing line until the Range Officer has called “Shooters to the bench”. If a shooter desires to secure his pistol, for whatever reason, and remove it from the bench, he will approach the Range Officer as his pistol is being inspected and inform the Range Officer of his intention. After the Range Officer is satisfied that the pistols are clear he will remain at that location until the shooter has secured his pistol and removed it from the bench.

- x) After patching out, scoring or changing of targets has been completed, the Range Officer must satisfy himself that the range area forward of the firing line is clear, before starting the cycle again.
- xi) The Range Officer of the day, or the Senior Range Officer, may call "Cease fire and clear pistol", at anytime and these commands must be obeyed instantly. (An emergency may occur that only the Range Officer has detected, and it is essential that his commands be obeyed without question).
- xii) In the event of a malfunction, or a misfire on the part of a shooter's pistol, the shooter will raise their hand, so that the Range Officer is alerted. The shooter will remain at the bench with the subject pistol pointed down range. The Range officer will oversee the rectification of the problem and take whatever action he deems necessary. Unless inappropriate, the shooter personally, will rectify the problem with his pistol.
- xiii) Before a shooter can proceed to the practical range they must be competent in the type of firearm they wish to use.

## VISITORS TO THE RANGE – NORI Shooters

- i) Any person wishing to shoot on the range as a visitor and who is not a member of a pistol club must complete the NORI procedure. The Introducing Member must ensure this is complied with.
- ii) Bona-fide visitors to the Range are welcome, but must be accompanied by a member throughout the time they are on the CDPC Range.
- iii) A member who presents a visitor to the Range is responsible for introducing said visitor to the Range Officer of the day. The member will also insure that the visitor's name is recorded (legibly) in the Attendance book and the prescribed fee is paid. Visitors must sign the Attendance book and sign the Indemnity form and any other paperwork.
- iv) The introducing member will be held responsible for the actions of his visitor, and must therefore insure that said visitor is aware of fundamental firearm safety, the authority of the Range Officer, and the General Range Rules.
- v) An introducing member may be called upon to explain any of the actions of his visitor, and in the event of any untoward behavior by his visitor may be treated by the Committee as though he himself had infringed Range Rules.
- vi) A Range Officer must supervise the shooting of only one visitor at any one time.
- vii) Unless otherwise provided, where a member of another recognized pistol club desires to shoot as a visitor at the C.D.P.C., as an individual, not officially representing his own club for a competition, he must undergo scrutiny by a Range Officer as to his Range Procedures, before being allowed to shoot unsupervised.
- viii) Where the aforesaid visiting Pistol Club Member is known to any Range Officer of the CDPC and said Range Officer is prepared to vouch for the visitor's responsible approach to Range Safety, such visitor will be permitted to shoot unsupervised. Any Range Officer vouching for the above category of visitor shall be held responsible for the said visitor's behavior.
- ix) Visitors must defer shooting in preference to CDPC Members where conditions dictate same.
- x) Visitors may shoot at the CDPC on a limited number of occasions as determined by the Committee.

## **BLACK POWDER**

Established Black Powder regulations will apply whenever this discipline is undertaken on the Range.

Once a Black Powder firearm is primed, all powder receptacles must be adequately sealed and located safely in relation to the firing bench.

No smoking is permitted within three metres of a powder receptacle or primed firearm.

There will be no Black Powder shoots on days of Total Fire Ban