



Rules & Procedures Handbook

Stoughton Conservation Club

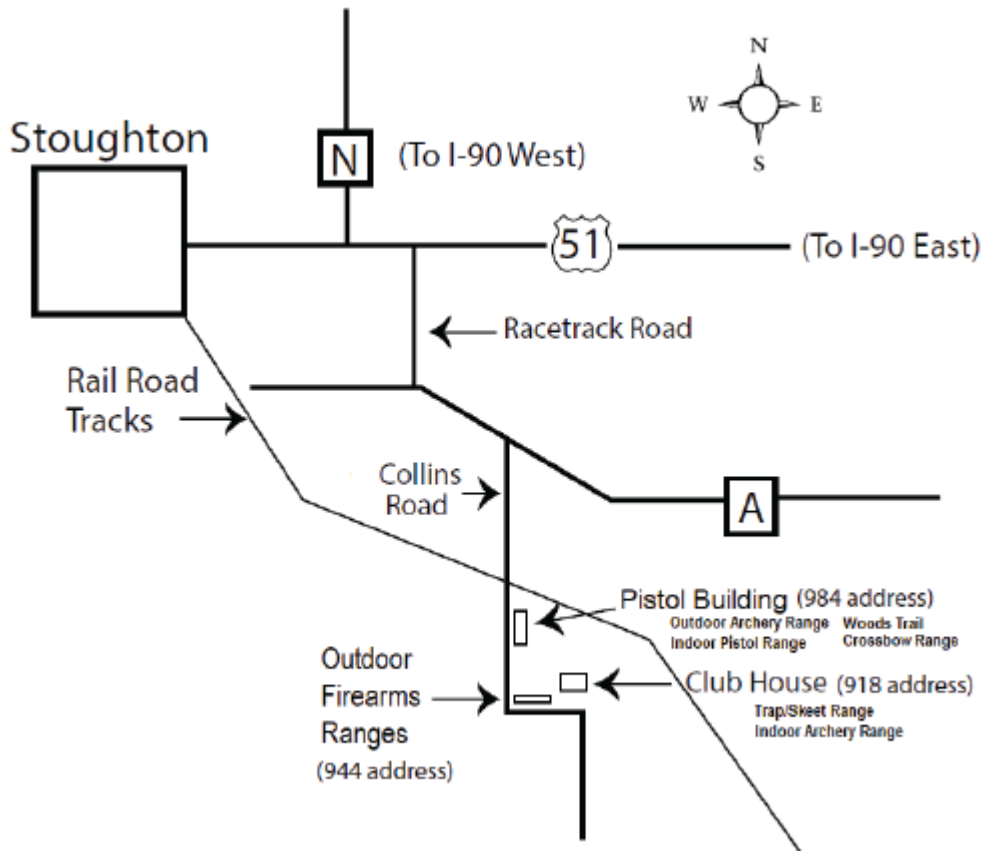
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Location & Facilities

<p>Mailing Address</p> <ul style="list-style-type: none"> All Correspondence 	<p>Stoughton Conservation Club PO Box 366 Stoughton, WI 53589</p>
<p>Main Clubhouse</p> <ul style="list-style-type: none"> Indoor Archery Range Trap & Skeet Fields 	<p>918 Collins Rd Stoughton, WI 53589 608-877-1047 (not monitored)</p>
<p>Rifle Range</p> <ul style="list-style-type: none"> 25, 50, and 100 yard Firearms Ranges 	<p>944 Collins Rd Stoughton, WI 53589</p>
<p>Pistol Building</p> <ul style="list-style-type: none"> Indoor Pistol Range Outdoor Archery Range Crossbow Range Archery Woods Trail Course 	<p>984 Collins Rd Stoughton, WI 53589 608-873-9833 (not monitored)</p>



Introduction

Welcome to the Stoughton Conservation Club! As a member, you are part of a proud group that values the traditions and activities of conservation, outdoorsmanship, hunting, and education. The Stoughton Conservation Club is a private organization run by dedicated volunteer members who generously give their time and skills to keep the club clean, safe, and fun for everyone. An elected board of directors oversees the Club and makes sure it runs smoothly.

The Club offers many activities and leagues throughout the year. To learn more, check out the Club website, social media pages, newsletters (emailed or available in the buildings), or the activity leader list posted in the buildings. If you have questions about specific leagues, events, or activities, please ask the leader of that activity first.

Before using Club facilities, always check the calendar to make sure there isn't an activity that might get in the way of your plans.

The phone lines are for emergencies. The Club does not have staff to answer phone calls or emails, so please be polite and patient when asking questions. If you have concerns, bring them up with the leader of the activity or league, at the general membership meeting, or directly with the Board of Directors.

Thank you for being a member!

Disclaimers

This edition of the Rules & Procedures Handbook supersedes all previous editions.

The Stoughton Conservation Club, also referred to as “the Club,” “Club,” or “SCC,” is not responsible for members’, non-members’, or guests’ personal belongings that may be lost, stolen, or damaged.

Personal property should not be left on Club grounds or in Club facilities.

The rules in this document apply to all activities on Club grounds and/or in Club facilities, and/or when representing the Club. Additional rules and exceptions may apply to specific events.

In no circumstance do these rules supersede local, state, or federal laws. If in doubt, please consult the activity leader or Board of Directors.

Membership

Membership is open to adults aged 18 and over. Membership is valid for one calendar year from the month the member completes the new member orientation and pays the required dues and fees.

Membership & Access Cards

Each member receives a membership ID card and an electronic building access card. The access card is not transferable nor loanable and **may not be used by anyone other than the specific member to whom it was issued.**

All members must swipe their own access card to enter a facility where a card reader is present. "Piggybacking," or following someone else in without scanning your access card, is not allowed.

Membership ID cards should always be carried or accessible when on Club property. Any member may request to see another member's ID card to verify their membership, especially if a person appears to be disregarding or ignorant of club rules or procedures.

Membership Renewal

Membership renewals are due on the first of the month, one year after you join. For example, if you joined on June 11, 2018, your next renewal date was June 1, 2019. Renewal fees can:

- be dropped into boxes inside the entrances of the main clubhouse and pistol building,
- be mailed to Stoughton Conservation Club, PO Box 366, Stoughton, WI 53589.

Members who fail to renew their membership within thirty (30) days of their renewal date (e.g. July 1, 2019) will receive a cancellation notice via postcard and/or email.

Sixty (60) days past the renewal date (e.g. July 31st, 2019) the access card will be deactivated, and the member will be required to rejoin as a new member, retake the orientation class, and pay all new member fees.

Family Participation

A member's spouse and children 18 years of age and younger are welcome to participate in club activities. Spouses may obtain their own building access card by participating in the new member orientation and paying the card fee. All children must be supervised by an adult who has been issued an access card, understands and agrees to the Club rules, and is capable of controlling their children.

When children reach the age of 19, they must apply for their own membership.

Member Responsibilities

Members of the Stoughton Conservation Club are expected to conduct themselves in a civil, respectful, and courteous manner at all times while on Club property or participating in Club events, free from any form of harassment, discrimination, or abusive behavior.

Members are expected to follow all Club rules, regulations, and safety guidelines.

Each member is entitled and encouraged to volunteer to help, participate in club activities, and vote for directors in the annual election, held at the general membership meeting in September.

Members are responsible for cleaning up after themselves. This includes picking up all trash and debris, such as spent shells, cases, targets, and food or drink containers. Use the trash and recycling receptacles provided. **Leave the Club in better condition than when you arrived.**

When you leave, ensure that buildings are secure, equipment is powered down and stored properly, gates are closed, lights are off, and doors are locked.

Meetings

General membership meetings are held in the evening of the second Monday of the month. All members are invited to attend.

Board of Directors meetings are held in the evening of the last Monday of the month.

Check the online calendar for specific times and locations of each.

Property Use and Access

Public access to the Club property is only permitted during supervised, scheduled events. Any individual found on Club property who is not a member, a guest accompanied by a member, or a participant in an approved Club activity open to the public will be considered trespassing.

Participation in Club leagues is restricted to Club members.

Hunting is strictly prohibited on all Club property.

Vehicles are only allowed on designated driveways, parking lots, and other areas specifically designed for vehicular use. The use of off-road vehicles, whether motorized or non-motorized, is prohibited on Club property, except when operated on driveways, parking lots, or other designated vehicle areas. Exceptions are granted for Board-authorized work crews and event operations.

Bringing Guests

Club members with valid access cards may bring one guest. A guest is defined as an individual and members of that individual's immediate family. For example, a member may invite their neighbor and his neighbor's teenage son along to shoot trap. Both the neighbor and the neighbor's son are "the guest."

To use the ranges, a guest must be registered and pay a \$10 fee for a one-day guest pass, as well as any applicable fees (such as for targets). The guest fee is waived for active-duty military family members stationed out of state. We encourage repeat guests to become full members of the Club.

Prospective members may view, but not use, Club facilities if escorted by a member. To use the facilities, they must be registered and have the guest fee paid.

Guests may not participate in club leagues or events that are not otherwise open to the public.

Guests must always be accompanied by the member. Members are responsible for signing in their guests, supervising them, and ensuring they always follow Club rules. Members are held accountable for any violations or misconduct by their guests, as well as for violations and abuse of the guest policy.

Web Site, Email, and Social Media

The Club web site is stoughtoncc.com. On it you will find announcements, links to the official Club calendar, and information about events and programs.

Membership and general inquiries can be emailed to sccmembership@gmail.com. However, questions about specific activities, leagues, and events should be directed to the leader of the activity.

Newsletters are emailed from communications@stoughtoncc.com. You may subscribe to the newsletter email list at stoughtoncc.com/email or unsubscribe using the link in the email.

The Club maintains a Facebook group at www.facebook.com/groups/StoughtonCC for club-related notices and discussions. It is moderated and supervised as needed.

Emergencies & Accidents

In case of any type of accident or emergency:

- Call 911.
- Render assistance if you are trained and able.
- Have someone guide emergency responders to the scene from the road.
- Cooperate fully with authorities.
- Do not speculate as to the cause.
- Notify the Board of Directors of the incident as soon as possible.
- Make no statements to the press or media.
- Make no social media posts.

First aid kits and Automatic Emergency Defibrillators (AEDs) may be found in the Main Clubhouse and Pistol Buildings.

Fundamental Firearm & Range Rules

1. Everyone on Club property must always obey the fundamental rules of firearm safety:
 - a. Treat every firearm as if it is loaded,
 - b. Always point the muzzle in a safe direction,
 - c. Be certain of your target, what's before and beyond it,
 - d. Keep your finger outside the trigger guard until ready to shoot.
2. Keep all firearms unloaded with the action open or in a case, detachable magazines removed, until reaching the firing line. Only load firearms at the firing line when ready to shoot.
3. Members are responsible for knowing how to handle their firearms and equipment safely.
4. Dangerous behavior and horseplay are not allowed at any range.
5. Consumption of any intoxicating substance is not permitted before or during use of firearms.
6. Hearing and eye protection is required for all individuals at firearm ranges.
Before firing, make sure that everyone around you is wearing their protective gear.
7. Drawing from holsters is prohibited on all ranges. If you wish to shoot a holstered firearm remove it from the holster in your vehicle, unload it, remove detachable magazines, and open the action before proceeding into the range. Do not close the action or load the firearm until you are ready to shoot.
8. It is preferred, but not mandatory, that firearms be cased while being transported on Club grounds.
9. All ranges follow a 45-minute rule, which is an honor system designed to provide equal access to club facilities. If a range is full and another person arrives, the person who has been there the longest must give up their shooting position to the waiting individual within 45 minutes or less.
10. Anyone may call a cease fire. Shooting shall stop immediately and not resume until the reason for the cease fire has been fully remedied.
11. All shooters must fire from a common firing line. Before moving forward of the firing line, you must call a cease fire and personally check to ensure that all firearms are unloaded, with detachable magazines removed and actions open.
12. No one is allowed to handle firearms while anyone is downrange or in front of the firing line.
13. Use receptacles provided at each range for spent ammunition cases, targets, trash, and duds.
Leave the ranges cleaner and better than when you arrived.
14. Bring all maintenance issues to the attention of the activity leader or Club immediately.
15. No armor-piercing, tracer, explosive, or other uncommon types of ammunition (hand-loaded ammunition is permitted).
16. If you are uncertain about whether your activity or equipment is acceptable, please contact the activity leader or a Board member prior to doing it.
17. There is zero tolerance for shooting before or after the posted hours.

Rifle Range

Range Hours: Monday – Friday: 8:00 AM to sunset
Saturday: 8:00 AM to (5:00 PM or sunset, whichever is earlier)
Sunday: 8:00 AM to 3:00 PM
Sunset times are posted at the range entrance.

Location: 944 Collins Rd
Stoughton, WI 53589

The Rifle Range features 25-, 50-, and 100-yard ranges with benches inside sheltered enclosures. The range is not limited to rifles; shotguns and handguns may be used as well. There are no “in-between” positions for shooting; always shoot from the benches.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. The gate to the range parking area must always be kept locked when not entering or exiting.
3. Uncase firearms at the bench when possible. Uncased firearms must be unloaded with actions open and detachable magazines removed until ready to shoot.
4. **Zero tolerance: no rapid fire. There must be two (2) full seconds between any two shots.**
5. No fully automatic firearms.
No firearms and/or ammunition that produce more than 10,000 ft-lbf at the muzzle.
No equipment classified as AOW (any other weapon) or DD (destructive devices) by the NFA.
6. Shotguns with slugs, sabots, and/or shot of any size are permitted.
7. All shooting must be done inside the shooting enclosures, at the benches. When standing, shoot from the common firing line the benches form. **Never shoot in front of the benches.**
8. **It is strictly prohibited to handle firearms whenever anyone is forward of the firing line.**
9. Keep the shooting enclosure doors closed to manage noise.
10. Paper or cardboard targets only. Targets must be placed at the base of the backstop, attached to the plastic fence that is provided.
11. Use receptacles provided at each range for spent ammunition cases, targets, trash, and duds.
Leave the ranges cleaner and better than when you arrived.
12. **Zero tolerance: do not shoot before or after posted shooting hours.**

Trap & Skeet Range

Range Hours: Monday – Friday: 8:00 AM to sunset
Saturday: 8:00 AM to (5:00 PM or sunset, whichever is earlier)
Sunday: 8:00 AM to 3:00 PM

Location: 918 Collins Rd
Stoughton, WI 53589

There are four fields on this range, numbered 1 through 4. Trap is available on all, with a Pat-Trap automated thrower in the trap house. Skeet is available on fields 2 and 3, with MEC throwers. Pat-Trap throwers are hydraulic and require time to warm up when it is cold. MEC throwers do not.

All fields are equipped with Long Range wireless releases for both trap and skeet. This system offers prepaid self-service trap and skeet shooting. Using this system requires additional training. Contact longrange@stoughtoncc.com and/or watch the Club announcements for more information.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. All trap and skeet fields are closed when the main clubhouse is reserved for other activities. Check the Club calendar on the web site for conflicts prior to arriving at the Club.
3. Do not use fields where the “OUT OF SERVICE” magnet is on the door.
4. Ensure that you are using the correct card reader for the field and thrower you wish to use.
5. The Long Range system will time out after 15 minutes of inactivity (no throwing), at which time any remaining birds will be forfeited. Plan accordingly.
6. Ensure that nobody is present in the trap houses before you shoot. An orange safety cone on the top of the trap house means someone is there.
7. Only shotguns are permitted on the trap & skeet ranges. No other firearms or bows are permitted without prior authorization from the Board.
8. Only 2 ¾” shells with 7 ½ or smaller lead shot (i.e. higher number) are allowed. Use lead shot only.
9. Shotguns may be stored uncased on gun racks between rounds, unloaded and actions open. Break-action shotguns may have their actions closed in the rack.
10. All firearms must have their actions open until reaching the firing line or shooting station. Actions must remain open until ready to shoot, and when moving between stations.
11. Hand throwing clay pigeons is permitted on trap field 4.
12. Do not pick up spent shells until the round is finished.
13. Do not fire from one field to another.
14. Do not shoot at the houses. Do not shoot from the top or inside of the houses.

15. After a round, all shooters are expected to tidy the field and reload the throwers.
Ask for assistance if you are not familiar with the process.
16. Do not change the configuration of the throwers or Long Range releases.
17. All equipment must be returned to its storage spot, powered down, and locked up when done shooting. If a rubber weather guard is present on the lock replace it. The padlocks may need the combination dial rotated to re-lock.
18. Use receptacles provided at each range for spent ammunition cases, targets, trash, and duds.
Leave the ranges cleaner and better than when you arrived.

Pistol Range

Range Hours: Monday – Sunday: 8:00 AM to 9:30 PM

Location: 984 Collins Rd
Stoughton, WI 53589

The Pistol Range has nine 50-yard shooting lanes with a retrievable target system. The range is indoors, with the entrance through the Pistol Building. There is a registry on the bar by the door. **All range users must print their full name, date, time, and calibers they are shooting in the registry.**

The range is not limited to pistols; BB & .177 pellet air rifles and .22 LR rimfire rifles are also allowed. The range uses a “snail” type bullet trap backstop designed for ammunition under 600 foot-pounds of force (ft.-lb.f) at the muzzle, or 6000 ft.-lb.f. per square inch impact energy at the backstop. Ammunition that exceeds these limits will damage the backstop. Please see “Allowed and Disallowed Ammunition.”

Always be aware of your shooting angle to not cause damage to the building or range facilities.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. All members and guests must sign in to the registry.
3. **No rapid fire.** No more than five (5) shots in ten (10) seconds are permitted.
4. Jacketed and non-jacketed bullets are permitted.
5. No long guns or pistol-caliber carbines are permitted except as noted above (BB, .177, .22 LR).
6. All shooting must be done from the firing line benches. **Never shoot in front of the benches.**
7. Firearms may only be loaded at the shooting bench.
8. **It is strictly prohibited to handle firearms whenever anyone is forward of the firing line.**
9. Paper or cardboard targets only.
10. Targets must be positioned at or beyond the closest red line (7 yards).
11. Use target hanger extensions to lower the targets for people sitting while shooting.
12. Be sure of your backstop and angle of fire so you do not shoot the ceiling, floor, or walls.
13. Use receptacles provided at each range for spent ammunition cases, targets, trash, and duds.
Leave the ranges cleaner and better than when you arrived.

Allowed & Disallowed Ammunition

Repeated impact of high energy bullets will damage hardened steel plate backstop material. For this reason, higher energy pistol calibers are excluded from some indoor ranges, like the one at SCC.

In the SCC Pistol Range, no ammunition is permitted that produces more than 600 foot-pounds of force (ft.-lb.f) at the muzzle, or 6000 ft.-lb.f. per square inch impact energy at the backstop. For more information see “Computing Bullet Impact Energy” in the appendix of this handbook.

Calibers allowed are BB, .177 pellet, and .22 LR, 38 Special, 380 Auto, 9 MM, 40 S&W, and 45 ACP.

Calibers disallowed include, but are not limited to, all “magnum” rounds including .22 Magnum, .357 Magnum, .44 Magnum, 10 MM, .17 HMR, armor-piercing, tracer, centerfire rifle ammunition, shot shells, shotgun slugs, shot shells with sabots, or pistol-caliber shot shells for handguns.

If the ammunition is not explicitly allowed it needs analysis and approval before using it in the range.

Members who hand-load and down-load other calibers may seek approval from the Board of Directors. Please supply caliber and load data so that the bullet impact energy can be computed. If approved, you will also receive further instructions which must be followed when using the range.

Do not shoot ammunition that is not on the approved list or has not been approved in writing by the Board of Directors. Direct questions to activity leaders and/or the Board.

The rifle range is often a suitable place to shoot ammunition and firearms that are not compatible with the indoor pistol range. See the section of this handbook entitled “Rifle Range” for more information.

Crossbow Range

Range Hours: Monday – Sunday: Sunrise to Sunset

Location: 984 Collins Rd
Stoughton, WI 53589

The crossbow range has a combination of backstops and sand pits, allowing crossbow shooters a safe place to practice. It is located across the parking lot from the Pistol Building.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. Neither firearms nor air rifles are permitted on the crossbow range.
3. Bullet and field target points only when shooting at the backstops.
Broadheads and hunting points are only allowed when shooting at the sand pits.
4. Lift and lay the rubber backstop cover over the top of the backstop before placing your target.
Do not shoot the rubber cover.
5. Replace the rubber backstop cover when finished.
6. Use only paper, cardboard, or thin (8 mil or less) plastic targets.
7. **Please vary where you place your target on the backstop, not just in the center.**
This helps the backstops wear more evenly.
8. Follow range safety rules; all crossbows down and no bolts knocked when people are downrange.
9. Crossbows are not to be pointed up at an angle where a misfire could go beyond the range.

Outdoor Archery Range

Range Hours: Monday – Sunday: Sunrise to Sunset

Location: 984 Collins Rd
Stoughton, WI 53589

The outdoor archery range features a range for field tips and a sand bunker range for broadhead shooters. It is located behind the Pistol Building.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. No firearms, air rifles, or crossbows are permitted on the outdoor archery range. Vertical bows only.
3. Bullet and field target points only when shooting at the bag-type backstops.
Broadheads and hunting points are only allowed when shooting at the sand pits.
4. Use only paper, cardboard, or thin (8 mil or less) plastic targets.
5. **Please vary where you place your target on the backstop, not just in the center.**
This helps the backstops wear more evenly.
6. Follow range safety rules; all bows down and no arrows knocked when people are downrange.
7. Bows are to be drawn straight back and not at an angle where a misfire could go beyond the range.

Archery Woods Trail Course

Range Hours: Monday – Sunday: Sunrise to Sunset

Location: 984 Collins Rd
Stoughton, WI 53589

The archery woods trail course is designed to give archers a more realistic hunting experience. The entrance is from the Pistol Building parking lot. The setup may vary based on current club leagues. There is a small fee for practice rounds to cover target replacement, with a box on a post by the entrance.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. No firearms are permitted on the course.
3. Vertical bows and crossbows are permitted on the course.
4. Bullet and field target points only when shooting at the bag-type backstops.
Broadheads and hunting points are only allowed when shooting at the sand pits.
5. Use only paper, cardboard, or thin (8 mil or less) plastic targets.
6. Follow range safety rules; all bows down and no arrows/bolts knocked when people are downrange.
7. Bows are to be drawn straight back and not at an angle where a misfire could go beyond the range.
8. There are no trash receptacles on the course. Pack it out with you and use the receptacles at the Pistol Building. **Leave the ranges cleaner and better than when you arrived.**

Indoor Archery Range

Range Hours: Monday – Sunday: 24/7 unless reserved or posted.

Location: 918 Collins Rd
Stoughton, WI 53589

The indoor archery range is located inside the main clubhouse and features 20 shooting lanes, two bow presses, a bow scale, and paper tuning equipment. It is open at all times of the day or night unless an event or class is scheduled. Please check the club calendar prior to arriving.

Tables in the range are meant for uncasing bows. Please store your cases elsewhere, out of the way.

Personal property should not be left on Club grounds.

Rules of Operation

1. **Read, understand, and follow all rules in “Fundamental Firearm & Range Rules.”**
2. Vertical bows only. No firearms, crossbows, or other projectiles.
3. **Bullet and field target points only.**
4. Use only paper or cardboard targets.
5. New 5-spot, single spot, and Vegas targets are available for a fee. Put fees in the drop box by the new targets. Old used targets are free to use, or you may bring your own.
6. **Please vary where you place your target on the backstop, not just in the center.**
This helps the backstops wear more evenly. A good place is between the lane numbers.
7. Follow range safety rules; all bows down and no arrows knocked when people are downrange.
8. Bows are to be drawn straight back and not at an angle where a misfire could go into the ceiling.
9. Use receptacles provided at each range for trash. **Leave the ranges cleaner than when you arrived.**

Security & Rule Violations

Members of the Stoughton Conservation Club are expected to conduct themselves in a civil, respectful, and courteous manner at all times while on Club property or participating in Club events, free from any form of harassment, discrimination, or abusive behavior.

Members are expected to follow all Club rules, regulations, and safety guidelines.

If you witness a rule violation or inappropriate behavior, contact the activity leader or the Board of Directors. Provide as many details as possible, including the location, time, date, physical description of the individuals involved, their names if known, and a description of any vehicles.

As a member of the Stoughton Conservation Club, you always have the right to ask to see another member's ID card and/or address the issue directly with them. However, if you feel uncomfortable or unsafe in any situation, do not confront the individual. Instead, report the incident to the Board, providing as much information as possible, and the Club will review the surveillance video and access logs to investigate the matter further.

The Board of Directors has the authority to restrict or revoke a person's membership or privileges in the Club whenever they determine that such action is necessary to protect the best interests of the organization.

Malfunctions & Misfires

If a firearm misfires or malfunctions and cannot be cleared of a live round, the shooter must:

- A. Keep the firearm pointed downrange.
- B. Call a cease fire and shut down the range.
- C. If the firearm cannot be cleared within 15 minutes it should be cased and removed, always keeping the muzzle pointed in a safe direction.
- D. Reopen the range.

Appendix: Computing Bullet Impact Energy

To make a direct comparison of different calibers and load variations, impact area and cartridge energy are converted into foot pounds of force (ft.-lb.f) per square inch.

Muzzle energy data can be found on the Internet, such as on Wikipedia. In computing energies we use the highest energy value listed, as a worst-case to hedge against variances introduced by bullet shape, core material hardness, and jacket material, which are difficult to calculate.

“Wildcat” and hand loads can be calculated more specifically at shooterscalculator.com if the bullet mass and velocity data are known.

$$\frac{\text{Muzzle Energy (ft. lb. f)}}{\text{Area of bullet (in}^2\text{)}} = \text{Impact Energy (ft. lb. f/in}^2\text{)}$$

As an example, let’s compute this value for 45 ACP, which has a 0.451” diameter. Using πr^2 to calculate the area, we find that the impact area is 0.16 square inch.

To determine the number of bullets in 1 square inch we divide 1 by 0.16, resulting in 6.25.

We know from Internet data that the muzzle energy of a 45 ACP bullet is 587 ft.-lb.f. Plugging these values into the formula above, we get:

$$\frac{587 \text{ ft. lb. f}}{0.16 \text{ in}^2} = 3669 \text{ ft. lb. f/in}^2$$

In the SCC Pistol Range, no ammunition is permitted that produces more than 600 foot-pounds of force (ft.-lb.f) at the muzzle, or 6000 ft.-lb.f. per square inch impact energy at the backstop. The force imparted on the pistol range backstop from this 45 ACP round will be 3669 ft.-lb.f/in², which is below the limit of 6000 ft.-lb.f/in² and therefore acceptable to fire in the pistol range.

With regard to force at the muzzle, pistol-caliber rifles are disallowed in the pistol range because their longer barrels lead to increased force, which increases bullet velocity, and therefore greater impact energy against the backstop than an equivalent caliber handgun.