

**Waverly Gun Club**  
PO Box 94  
Waverly, MN 55390

## **Membership Policy and Procedure**

### **Waverly Gun Club Membership**

- I. Membership into the Waverly Gun Club, a non-profit 501 (c)(7) organization is a “voluntary” annual membership that is comprised of an annual membership due that is adjusted annually for inflationary increases for the functional operation of the club and it’s sanctioned activities. In addition to the annual membership dues, each member is required to contribute sixteen (16) hours of work assignments for the orderly execution of club sanctioned activities, or the repair and maintenance of club property. All newly considered members must complete an application to join the club and be co-sponsored by three (3) current club members in “Good Standing”. Each new member is introduced at a regularly schedule club meeting, or Executive Session meeting of Directors and Officers and voted on by a majority of the members present.

#### **A. Membership In Good Standing**

1. Club Membership is predicated on several requirements to obtain the “Membership In Good Standing” status”.
  2. In 2022, the membership fee is \$50.00. By proposal and voted upon at the Annual Membership Meeting, a majority vote is established for any annual due increases. Annual increases in membership dues is predicated on inflationary factors due to increases in the cost for the functional operation of the club, club grounds, maintenance items and supplies.
  3. Payment of Annual Dues
    - a. Annual Dues must be paid prior to the first Monday in February, or a late penalty fee of \$25.00 will be assessed, and regulated annually before each member obtains; “Member In Good Standing” status.
    - b. Failure to pay both the annual due and any outstanding late fee penalty will result in the member’s temporary loss of access to club grounds and facilities on the members access card.
2. Member Access Card
  - a. All members who have obtained “Member In Good Standing” status are provided with a designated access card that is assigned to that member and provides access to the club property and the benefits therein.

- b. Members are prohibited from providing, loaning, or borrowing access cards to non-members or other members of the club.
- c. Access cards in possession of non-members or non-designated members will be seized and returned to the Club Executive Management, or other designated person responsible for the administration of the access card program.

B. Additional Membership Requirements

1. Each Member annually is required to attend “in-person” training on the safety rules and regulations while either participating in shooting activities, supervising shooting activities, or working at sanctioned events while on club property.
  - a. A signed acknowledgment document is obtained annually from each member that participates in the training, and acknowledges the club safety requirements.
  - b. Club Members on club property for any purpose are required to have their access cards available upon request to reflect active membership on the club.
2. Each Member is required to participate in a total of sixteen (16) hours of work assignments as a condition of “Member In Good Standing”. Work Assignments include;
  - a. Landscape Maintenance or Repair
  - b. Shooting Range Maintenance or Repair
  - c. Shooting Activities that include:
    - (1). Setting Up Clay Shooting Ranges and Scoring
    - (2). Re-stocking of Clay Pigeons
    - (3). Trash Removal.
    - (4). General Clean-Up of range and range house.
    - (5). Shooting Supply, Registration and Fee Collection for Participation.
    - (6). Conceal and Carry Class organization and delivery.
    - (7). Ladies Shooting Night
3. Work Assignment Tracking
  - a. Each area of the functional operation of the Club and its activities is broken down by Assignment. Each Assignment has a designated “Captain” who is responsible for the Assignment, Date, Time and Club Members who have been assigned to work under that Captain to fulfill their (16) hour work requirement for club membership.

- b. Work Assignments Captains and assigned members will be contacted directly by the Club member assigned under Director # 2 by designated method, (email or phone) those club members that are assigned under them to work a specific work assignment, date(s) and time(s), in addition to club email notification.
- c. Captains are responsible for ensuring that club members sign in and check out from each work assignment in order to track the total hours worked and reported then to Director #2 for notification the Membership Committee which members have completed their work requirement and those that have not.
- d. Club Members assigned to a work assignment, date and time are responsible for showing up on time, or if they are going to be late, communicating directly with their assigned Captain.
- e. Club Members that are unable to meet the date and time requirement are responsible for arranging one of three alternatives within 24 hours of their assignment:
  - (1). Contacting the membership at large for a “day trade” of work assignments.
  - (2). Obtaining a volunteer from the Student Volunteer Work Assignment List to take their scheduled work assignment on that date and time. Accessed online with Google Docs.
  - (3). Obtaining a Member Volunteer from the Volunteer Work Assignment List, (available online - Google Docs)
  - (4). Contacting their Captain of either the “day trade”, or volunteer that is replacing them on that assignment date.
  - (5). The Work Assignment Captain will be responsible for updating the Online Work Schedule (Google Docs).
    - (a). If the volunteer member fails to complete the “day trade” as agreed upon and fails to show up for their traded work assignment, a penalty of \$100.00 will be paid to the club to retain their “Membership In Good Standing”.
    - (aa). If the member fails to pay the \$100.00 penalty, their Membership Access Card will be temporarily suspended until such fee is paid. That suspension will be for a period not to exceed 30 days from notification of suspension. If the Member does not pay within that time period there membership will be terminated.

- (b). If the member enlists a “volunteer” to take their designated work assignment date and time, the member will pay the Club Treasurer the \$75.00 directly. The Treasurer pays the Volunteer by way of completed Work Assignment Replacement Slip, (see attachment).
  
- f. Volunteer Lists:  
The club will maintain a “Volunteer Work Assignment List” comprised of those club members that are in “good standing” that are available and willing to work for the assigned fee of \$50.00 paid to them directly by the Club Treasurer. The Captain submits the completed Work Assignment Replacement Slip, signed by the Assignment Captain to the Club Treasurer for payment.
  
- g. Student Volunteer Lists  
A separate volunteer list will be comprised of High School Students from the area that participate in their own High School Shooting Clubs and are willing to gain additional experience in the Shotgun Clay Pigeon sport by volunteering in advance to participate in a work assignment with a specific date and time to fulfill all or part of a members (16) hour work assignment obligation to maintain their “Membership In Good Standing” status.
  - (1). If a member chooses to forgo the actual work assignment either in part or whole, they can make prior arrangements with the Student Volunteer Coordinator, (typically the High School Coach) for that student to complete the Work Assignment Replacement Slip for the date(s) and time(s) of the work assignment. The member pays the work fee directly to the Club Treasurer. A member can also pay the full \$300.00 to the Club Treasurer and the Membership committee will fill the work assignment for that member. This is limited only by the number of volunteers available..
  - (2). The club member will communicate directly with their Assignment Captain of the student volunteer name and contact information, (see Work Assignment Replacement Slip).
  - (3). The member will write a check to the club for all or part of their assignment change. The fee for each (4) hour block is \$75.00 or \$300.00 for the (16) hour requirement. However, the student and member will be reimbursed at \$50.00 per worked assignment.

- (4). The Club Treasurer will make a check payable to the High School Shooting Club as a 501 (c)(7) donation in the name of High School Student who participated in all or part of the members work requirements, reflected in a copy of the completed Work Assignment Replacement Slip.
- (5). The Student Volunteer will complete the “Work Assignment Replacement Slip” to turn into the Assignment Captain that captures the necessary information as to who that Student is replacing, dates, and times. That slip is turned into the Club Treasurer by the Captain, (see attached slip).
- (6). For Club Members once arrangements are made will not be responsible for a “no-show”, and will not be penalized for the missed assignment.
- (7). Any member who misses a work assignment will be notified by Membership that they’re on probation for a period of 12 months. If a member fails to complete (3) work assignments within 12 months, their membership in the club will be terminated. Failure to pay the penalty will result in their Membership Access Card being temporarily suspended until such fee is paid.

## II. Membership Incentive Program

While the goal is to curtail and ultimately eliminate missed work assignments, there should also be an incentive for Members that not only meet but oftentimes exceed their (16) Hour Work Assignments through volunteerism at club activities. One example would be helping out in the administration of the Conceal & Carry Training course.

### A. Volunteer Work Assignment Incentive Program

1. Each Member who completes his (16) hours of work assignments will be provided with (16) raffle tickets.
2. Each Member who continues to volunteers additional hours will receive (1) Raffle ticket for each additional hour of work completed.
  - a. Work Assignment Captains will be responsible for the distribution of the Raffle Tickets to each member participating and completing their work assignment or voluntary work assignment.

3. Student Volunteers will be compensated at \$50.00 for every (4) hours of work completed. The Member that is being replaced, will pay to the Club Treasurer the full \$75.00 for that work assignment.
  - a. The residual \$25.00 will be deposited into the annual Membership Incentive Program.
4. Members who fail to provide 24 hour notice that they will miss their assignment, will pay the \$100.00 penalty to the Club Treasurer that will be deposited into the annual Incentive Program.

B. Reward Program

1. Contact will be made by the Membership Committee to local sporting good stores, such as All Season Sports, in Delano to provide the club at cost, Ammunition, a rifle or Shotgun, or gift cards to be raffled annually.
2. Proceeds from the Work Assignment Fund will be used to make those purchases on an annual basis.
3. Drawings will be conducted at an annual club meeting and membership drive activity, (yet to be determined).