

Linden Sportsmen Club

Guidelines for Discipline / Committee Chairpersons

Event Timeline *(items in bold are LSC forms)*

1. Present new events to Board of Directors
2. Submit **“Event Requests”** for time and ranges desired
3. All non-Members must sign LSC approved **“Liability Waiver”** and **“Event Roster”**
4. Conduct Safety talk before event begins
5. Post-event, submit **“Event Report”** and **“Event Roster”**
6. Supplies and reimbursements are requested on **“Event Expense”** report
7. **“Year End Report”** submitted annually

1. Board of Directors Approvals

- a. **New events** are those which have not been previously held at the Club. This includes the **expansion of existing events** to reach a different demographic (age, gender, etc.) or offering existing events in a **different season**. A proposal for such shall be presented to the Board at least two (2) months in advance of the desired start date. The request will include:
 - i. Event description
 - ii. Course of fire to be used
 - iii. Number of rounds fired by each participant
 - iv. Awards that will be offered, if any
- b. Events/activities requiring Board approval, **on-going** and new, include, but are not limited to:
 - i. Matches
 - ii. Competitions
 - iii. Leagues
 - iv. Practice Sessions
 - v. Training
 - vi. Instruction
 - vii. Education

2. Scheduling of Events/ Activities

- a. When scheduling events as part of a national organization (NRA, ATA, CMP, etc.), each year, approvals will be obtained from LSC before securing approval from the national organization.
- b. No events/activities, on-going or new, will be scheduled or held on Club grounds without expressed prior approval of the Board. The group Chairperson or Sponsor shall present to the Board a written request on LSC approved forms for each event that includes all pertinent information. The **“Event Request”** form will be used for this purpose.

3. Reporting Revenue from Events/Activities

- a. All revenues and money generated from events/activities held on Club grounds, or elsewhere under the Club name, are the sole property of the Linden Sportsmen Club.
- b. Any check used for payment of a registration fee, ammunition sale, class fee, etc. as part of a Club-approved event must be made payable to: *Linden Sportsmen Club*.
- c. All revenues and money generated from events/activities will be turned in to the Treasurer within 15 days of the event. Any money not submitted to the Treasurer within 15 calendar days will result in disciplinary action from the Board. **“Petty Cash”** and all such slush fund accounts are not permitted.
- d. **CHARITY EVENTS**: Events may be conducted as fundraisers for a non-profit organization, with prior Board approval. For approved charity events, 100% of the registration fee may be donated. Accounting of member, non-member participation and **“Liability Waivers”** must be used. All

post-event reports must be submitted. Participants desiring to make additional contributions to the Charity should do so in a separate check made directly to the charity.

- e. Chairmen/Sponsors of all events shall maintain a detailed accounting of all income, expenses, profit/loss to the Club for the event. Income includes, but is not limited to:
 - i. Entry Fees*
 - ii. Registration Fees*
 - iii. Shooting Fees*
 - iv. Class Fees*
- *These items will be reported with line detail Member /Non-Member**
- v. Ammunition Sales
 - vi. Concession Sales
 - vii. Donations
- f. Expenses include, but not limited to: Perishable Targets, Supplies, Prizes, Food
 - g. The Chairman/Sponsor will present to the Board a written report, on the approved form, of all income and expenses generated by the event/activity. The report will be deposited in the Treasurer's mailbox no later than 15 calendar days following the event/activity using the "**Event Form**", as required by the LSC By-Laws.

4. Reimbursements

- a. Chairmen/Sponsors of events/activities will not reimburse anyone purchasing materials/supplies from money collected during an event/activity.
- b. Reimbursement requests will be submitted on the "**Event Expenses**" form, with original receipts, to the Treasurer for reimbursement. Keep a copy for your records. Copies of the receipt and "Event Expenses" form must be provided to all Board Members.
- c. The Treasurer will provide reimbursement if all conditions are satisfied and the request is reasonable.
- d. If Chairmen/Sponsors are not certain an expense will be allowed, it is advised that they present their request to the Board at a Regular Meeting prior to purchase.

5. Year End Reports

- a. Chairmen/Sponsors of all events/activities will file a written "**Year End Report**". This report will include, but is not limited to: Income, Expenses, Net Profit, Net Loss.
- b. The "Year End Report" will also include a detailed inventory of Club property used for the event/activity including, but not limited to: Firearms, Ammunition, Perishable and Non-Perishable Targets, Equipment.
- c. The written "Year End Report" will be presented to the Board before the January Board of Directors Meeting each year.
- d. Liability Waivers signed by event participants for the calendar year are to be turned in with the Year End Report.

6. Group Expenditures

- a. No group or person shall enter into any agreements to provide or receive services, funding or goods without the express prior approval of the Board. The Board will be informed of and approve or deny all terms and conditions of any such agreement prior to any exchange of services, goods or funds.
- b. No group or person shall purchase or receive services, funding or goods without the prior approval of the Board. The Chairman/Sponsor of the group will present a written description of the requested purchase including: explanation of need, proposed utilization, three (3) written quotes from three (3) different suppliers of the cost.

- c. All targets will be purchased in bulk from approved Vendors only, with prior expressed approval from the Board. Targets are expensed to the event/activity as they are utilized.
- d. Groups are permitted to purchase limited supplies and materials considered normal in the operation of their event/activity. This includes normal expenses for repair and/or maintenance of equipment, supplies. These will be in reasonable quantities required by current needs. If a group is unsure of what is normal for operation, they are advised to present their request at a Monthly Board Meeting for guidance.
- e. "Petty Cash" and all such slush fund accounts are not permitted.
- f. Under no circumstances will any group or person use any portion of the revenue generated by events/activities to purchase goods, services, equipment, or any other items considered "Club-owned" property.

7. Penalties

- a. Failure of any Chairman/Sponsor/Coach to adhere to these policies and/or the Constitution & By-Laws of Linden Sportsmen Club may result in punishment up to and including the loss of appointment of Chairmanship/Sponsorship. Continued or blatant disregard for these policies may result in restriction or loss of membership. Penalties will be determined by the Board.
- b. Continued or blatant disregard of these rules by the sponsoring group may result in punishment up to and including restriction or possible elimination of any or all of the groups' activities or events on Club grounds. Penalties will be determined by the Board.

8. Safety

- a. Event Chairpersons/Sponsors are responsible to ensure **Safety Talks** are conducted before every event by a currently certified Range Safety Officer. These should include, but are not limited to: reviewing range rules, reviewing firearm handling guidelines. Failure to hold safety talks will result in disciplinary action by the Board.
- b. All non-Members participating in LSC events **MUST** sign the Board approved "**Liability Waiver**" before participating. Waivers must be signed by the legal parent or guardian for any minors participating. Guests of an LSC Member are considered non-Members and must sign a waiver. Event Chairpersons must retain Liability Waivers in an organized manner that is easily accessible should the emergency contact information contained therein be necessary. Liability Waivers shall be submitted annually with Year End report.

**Linden Sportsmen Club
Discipline/Committee Chairperson
Acknowledgement**

**By signing below, I certify that I have received a copy, read and understand
the Discipline / Chairman Guidelines set forth
by the Linden Sportsmen Club Board of Directors.**

Discipline/Committee: _____

Name of Chairperson / Sponsor (Print): _____

Signature: _____

Date: _____