

East Petersburg Sportsman's Association Policies

Policy No	Title	Pages	Revision	Revision Date	Effective Date	Approved
1001	Guests Brought onto EPSA Property for Range Use	1	0	02/13/20	02/13/20	Yes
1002	Sign-in Procedure for Each Range	1	0	02/11/21	02/11/21	Yes
1003	Annual Dues and Application Fees	1	1	10/10/19	01/01/21	Yes
1004	Work Parties	1	0	10/01/20	10/01/20	Yes
1005	Drone Take-off and Landing on EPSA Property	1	0	11/08/18	11/08/18	Yes
1006	Smoking on EPSA Property	1	0	11/28/19	12/02/19	Yes
1007	Use of Fireworks on EPSA Property	1	0	01/01/20	01/01/20	Yes
1008	Non-Members Entering EPSA's Property	1	0	03/11/21	03/11/21	Yes
1009	Family Membership Guidance	1	0	03/11/21	03/11/21	Yes
1010	Materials Brought onto EPSA Property	1	0	05/13/21	05/13/21	Yes
1011	Equipment and/or Tools Brought onto EPSA Property	1	0	12/09/21	12/09/21	Yes
1012	Members Use of EPSA Property	1	0	06/13/24	06/13/24	Yes

EPSA Bylaws

Section 4.12 Rules and Regulations

Members and guests of a member are expected to obey and enforce the rules and regulations of the Association, in addition to the provisions of these Bylaws. The Board of Directors and the President shall have the authority to pass and enforce such rules and regulations as may be appropriate for the maintenance and welfare of the Association.

By definition policies are the rules and regulations that serve as a guiding principle for the organization.



East Petersburg Sportsman's Association Policies

POLICY NO: 1001 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 02/13/2020

SUBJECT: GUESTS BROUGHT ONTO EPSA PROPERTY FOR RANGE USE

APPROVED: EPSA Board of Directors

DATE APPROVED: 02/13/2020

Policy

1. Members are permitted to bring guests occasionally onto EPSA property for range use.
2. "Occasionally" is defined as no more than two (2) times per year.
3. Members are allowed to bring no more than two (2) guests at the same time.
4. This guest policy is a recruitment tool.
5. The member and guest(s) are bound to the EPSA Bylaws, Range Rules, and EPSA Waiver which each member has signed, therefore agreeing to its terms.
6. Guests are required to sign the log-in book: "Guest of (member name)".

References

1. EPSA Bylaws:
 - a. Section 4.8, "Conduct of Members"
 - b. Section 4.12, "Rules and Regulations"
2. EPSA Waiver, Revision 1, Dated 2/13/19



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POLICY NO: 1002 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 02/11/2021

SUBJECT: SIGN-IN PROCEDURE FOR EACH RANGE

APPROVED: EPSA Board of Directors

DATE APPROVED: 02/11/2021

Policy

1. Members and Guests are required to sign-in immediately when entering to use any firearm or archery range.
2. A sign-in notebook is provided and stationed at every range.
3. Members, and their Guests will, on the appropriate line of the notebook page print the date, their name, what caliber of ammunition/arrow or bolt, sign-in time, sign-out time when leaving, and noting that they have picked-up their spent brass.
5. All members must display their membership card.

References

1. EPSA Waiver, Revision 1, Dated 2/13/19
2. EPSA Bylaws:
 - a. Section 4.8, Conduct of Members
 - b. Section 4.12, Rules and Regulations



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POLICY NO: 1003 **PAGE:** 1 of 1 **REVISION:** 1 **EFFECTIVE DATE:** 01/01/2021

SUBJECT: ANNUAL DUES AND APPLICATION FEES

APPROVED: EPSA Board of Directors

DATE APPROVED: 09/10/2020

Policy

1. Annual club membership dues are set as:
 - a. Single Membership - \$75.00
 - b. Family Membership - \$95.00
2. For new members - a one time non-refundable application fee - \$50.00
3. Membership renewal dues must be received October 1 - 31.
4. Renewal dues received between November 1 & December 31 must include a \$50.00 late fee penalty.
5. New applicant membership dues time-line:
 - a. January 1 - September 21: \$75.00 Single or \$95.00 Family.
 - b. September 22 - December 31: \$75.00 Single or \$95.00 Family. This payment carries through to the next year-end.

Note: The first years dues are established by the date that the prospective member is voted-in by the general membership, on his/hers third meeting.

References

1. EPSA Bylaws:
 - a. Section 5.1.d, Membership Secretary
 - b. Section 8.1, Initial Proposal
 - c. Section 8.5, Effective Date



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POLICY NO: 1004 PAGE: 1 of 1 REVISION: 0 EFFECTIVE DATE: 10/01/2020

SUBJECT: WORK PARTIES

APPROVED: EPSA Board of Directors

DATE APPROVED: 10/01/2020

Policy

1. All Regular Members are required to participate in two work parties each year.
2. A member may choose to opt out of a work party, and pay \$25.00 for each of the two missed work parties.
3. Life and Honorary Members are not required to participate, nor pay for work parties.
4. Only one member of a Family Membership is required to participate in work parties.
5. Due to the physical constraints of some members, or members who are not available when work parties are scheduled, they may fulfill their requirements by other means.
(See Reference Section, below for examples)
6. Members not fulfilling their work party requirements by the December General Membership meeting will not receive their membership card for the upcoming year.
7. Based on special circumstances, the President may waive a members work parties responsibilities or payment there of.

References

Policy No 1003 - ANNUAL DUES AND APPLICATION FEES

Examples of Substitute Projects for Work Parties:

Cleaning the club house, mowing, weed wack around the property, driveway maintenance, maintain flower beds around the club house, instructing, maintain mulching in the orchard and around the trees along the driveway.

See a Board of Director member for further details.



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POLICY NO: 1005 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 11/08/2018

SUBJECT: DRONE TAKE-OFF AND LANDING ON EPSA PROPERTY

APPROVED: EPSA Board of Directors

DATE APPROVED: 11/08/2018

Policy

1. Drone flight for any reason other than club use is prohibited.
2. Drone flight for club use, for example, to obtain pictures of club property and events for club use requires authorization by the East Petersburg Sportsman Association Board of Directors.
3. Drone aircraft must be commercial grade (at least 2 lbs. in weight).
4. The drone pilot is required to comply with all FAA regulations concerning drone registration and airspace use.
It is important to recognize that the airspace above the club property is within the Lancaster Airport Air Traffic Area (5 nm). Additionally, the club is 2 nm from the end of Runway No.8. The Instrument Landing System approach for this runway tracks directly over the club and shows that an aircraft on the glide slope is at an approximate altitude of 525 feet above Ground Level when over the club. It is possible that aircraft flying by Visual Flight Rules could be even lower than this on a 2 nm final for Runway 8.

References

1. EPSA Bylaws:
 - a. Section 4.8, Conduct of Members
 - b. Section 4.9 Expulsion of Members and Procedure
 - c. Section 4.12 Rules and Regulations



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POLICY NO: 1006 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 12/02/2019

SUBJECT: SMOKING ON EPSA PROPERTY

APPROVED: EPSA Board of Directors

DATE APPROVED: 11/28/2019

Policy

1. Smoking is prohibited in the Clubhouse, Pavilion, Utility Shed, Archery Range, 15 Yard Range, and the 25/50 Yard Ranges.
2. Smoking is permitted anywhere else on the property.
3. No smoking signs have been posted at the entrance to these locations.
4. Individuals who smoke are responsible for policing their butts.

References

1. EPSA Bylaws:
 - a. Section 4.8, Conduct of Members
 - b. Section 4.12, Rules and Regulations



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POLICY NO: 1007 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 01/01/2020

SUBJECT: USE OF FIREWORKS ON EPSA PROPERTY

APPROVED: EPSA Board of Directors

DATE APPROVED: 01/01/2020

Policy

The use of fireworks on EPSA Property is strictly prohibited.

References

1. EPSA Bylaws:
 - a. Section 4., Conduct of Member
 - b. Section 4.12, Rules and Regulations



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POLICY NO: 1008 PAGE: 1 of 1 REVISION: 0 EFFECTIVE DATE: 03/11/2021

SUBJECT: NON-MEMBERS ENTERING EPSA's PROPERTY

APPROVED: EPSA Board of Directors

DATE APPROVED: 03/11/2021

Policy

1. An individual entering the clubs property, and does not have a membership card is considered a Non-Member.
 - a. Examples of a Non-Member would include an individual attending an open house, an educational event, an Administrative Board Meeting, a General Membership Meeting, a Boy Scout Function, or an outside contractor hired by EPSA to provide a specific service.
 - b. Non-members not accompanied by a club member, therefore are not a guest, are not permitted to use the gun/rifle ranges, or the archery range for shooting.
2. A Non-Member entering the club property, and is accompanied by an EPSA member is considered a Guest.
 - a. Guests entering the property for the sole purpose of using the gun/rifle ranges, or the archery range are governed by EPSA Policy 1001, Guests Brought onto EPSA Property for Range Use, and EPSA Policy 1002, Sign-In Procedure For Each Range.

References

1. EPSA Waiver, Revision 1, Dated 2/13/19
2. EPSA Policies:
 - a. Policy No. 1001 - Guests Brought onto EPSA Property for Range Use.
 - b. Policy No. 1002 - Sign-In Procedure For Each Range.
 - c. Policy No. 1006 - Smoking on EPSA Property



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POLICY NO: 1009 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 03/11/2021

SUBJECT: FAMILY MEMBERSHIP GUIDANCE

APPROVED: EPSA Board of Directors

DATE APPROVED: 03/11/2021

Policy

1. A "Family Member" is defined as:
 - a. All of the Primary and/or Secondary's immediate family under the age of 18 years old.
 - b. To be considered a Family Member, both the Primary and Secondary Members must reside in the same household.
 - c. The Primary and/or Secondary member's grandchildren under the age of 18 years old.
 - d. A membership card is required to use the ranges.
2. Family Membership is broken down into two sub categories:
 - a. The Primary Family Member:
 - i. Must complete a safety orientation and a waiver, to receive a membership card.
 - ii. The Primary Member's family is permitted to attend all of the clubs functions.
 - iii. The Primary Member is allowed one vote at the General Membership Meetings.
 - b. The Secondary Family Member
 - i. Must complete a safety orientation and a waiver, to receive a membership card.
 - ii. The Secondary Member is allowed one vote at the General Membership Meetings, regardless if they have a membership card or not.
3. The Primary and/or Secondary's family may use all of the ranges, providing the Primary and/or Secondary Member is present and overseeing their activity in accordance with EPSA's Bylaws, and the family members have completed a safety orientation.
4. Minor Family Members and grandchildren under the age of 18 years old are required to participate in, and complete a safety orientation in order to use the ranges. However, since they themselves are not a member of the club, they are required to be under the direct supervision of their Primary and/or Secondary Family Member. The Primary and/or Secondary Family Member must possess a membership card, and have completed a safety orientation.

References

1. EPSA Bylaws:
 - a. Section 4.8, Conduct of Members
 - b. Section 4.12, Rules and Regulations
2. EPSA Waiver, Revision 1, Dated 2/12/19



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POLICY NO: 1010 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 05/13/2021

SUBJECT: MATERIALS BROUGHT ONTO EPSA PROPERTY

APPROVED: EPSA Board of Directors

DATE APPROVED: 05/13/2021

Policy

1. No dumping of any material is permitted on EPSA property, without the approval of the EPSA Board of Directors. This includes, but is not limited to, grass clippings, tree and shrubbery cuttings, dirt, mulch, stones, etc.
2. No personal property that is intended to be donated to the club is permitted, without the approval of the EPSA Board of Directors.

References



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POLICY NO: 1011 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 12/09/2021

SUBJECT: Equipment and/or Tools Brought onto EPSA's Property

APPROVED: EPSA Board of Directors

DATE APPROVED: 12/09/2021

Policy

1. Club members bringing personally owned equipment and/or tools onto EPSA's property, for the sole purpose of performing club related volunteer work, are required to have personal liability insurance coverage.
2. Outside contractors hired by EPSA for the sole purpose of providing a service, or performing a work project for EPSA, will be required to produce a certificate of insurance, prior to beginning any work on EPSA's property.
3. Club members, or outside contractors owned equipment and/or tools may be stored on EPSA Property only if they are brought onto the property for a specific project or service that lasts for more than one day. In that case the equipment and/or tools may be temporarily stored for the duration of the project at the Board of Director's discretion. An EPSA officer overseeing the service or project will determine the exact location for the temporary storage of the equipment.
4. EPSA is not responsible for any cost to repair or replace any broken, damaged, or destroyed personally owned club members, or business owned equipment and/or tools, while in use at EPSA.

References

1. EPSA Bylaws:
 - a. Section 4.8, Conduct of Members
 - b. Section 4.12, Rules and Regulations



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POLICY NO: 1012 **PAGE:** 1 of 1 **REVISION:** 0 **EFFECTIVE DATE:** 06/13/2024

SUBJECT: Members Use of EPSA Property

APPROVED: EPSA Board of Directors

DATE APPROVED: 06/13/2024

Policy

The use of EPSA's property by it's members, for non-club and/or personal activities, is not permitted.

References

1. EPSA Bylaws:
 - a. Section 4.8, Conduct of Members
 - b. Section 4.12, Rules and Regulations