

The Harvard Sportsmen's Club Handbook



"Good Sportsmanship Through Conservation and Youth Training Programs."

HSC Bylaws as approved December 2020
HSC Range Rules - June 2021

The Harvard Sportsmen's Club

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Overview:

The Harvard Sportsmen's Club, Inc. is incorporated in the Commonwealth of Massachusetts as a non-profit corporation under Section 501 (c) (7) of the IRS code.

The club's predecessor organization was formed in the early 1930s by a group of Sportsmen in Harvard known as the Izaak Walton League. The Harvard Sportsmen's Club as such came into being shortly after WWII, and was incorporated in 1957, having acquired a portion of land where the club is presently located.

The Harvard Sportsmen's Club property, consisting of approximately 250 acres, is in three towns and two counties. The bulk of the land is in the Town of Boxborough with the second contiguous piece in the Town of Littleton, both in Middlesex County, and a small contiguous piece fronting on Littleton County Road in the Town of Harvard in Worcester County.

The property is largely undeveloped, open land, except for the Clubhouse and shooting ranges. Both Beaver Brook and Little Brook run through the property and there is considerable wetland area. Beaver Brook is canoeable upstream for about a mile and there is some fishing available. We also have a small man-made pond. The property is suitable for hunting, though game is limited by the surrounding development activity and our own range use. Much of the land is maintained and managed as forest under MGL Ch. 61. A portion fronting Little County Road is maintained as a Christmas tree plantation. Our land area also abuts three pieces of conservation land: one in Littleton and two in Boxborough. A significant geological feature in the valley is an esker left by the retreating glacier at the end of the ice age.

The club is governed under its bylaws by a Board of Directors and Officers elected from the membership. The officers are President, Vice-President, Secretary, and Treasurer. The Board of Directors consists of the four officers plus three additional elected Officers. The annual membership meeting is held in February, as scheduled by the Board of Directors.

<https://www.harvardsportsmensclub.com/>

Address of the entrance is: *250 Littleton County Rd. Harvard, MA 01451-0114 (42°30'55.34"N, 71°31'56"W)*

Conservation and Youth:

Central to the activities of Harvard Sportsmen's Club are various conservation and youth activities. These activities generally help improve our land and protect our local environment while introducing our community's youth to the importance of continuing our efforts.

On our property, we maintain active forestry projects to protect bedding and nesting areas for several species of interest. Throughout our wilderness, we plant various food plots that help the wildlife thrive, ensuring their survival for generations to come. These efforts maintain miles of trails and several campsites to help our members interact with the wilderness directly.

In addition to the more visible efforts, we are continually working with our young members to introduce them to conservation work. We have duck boxes on the property that provide nesting opportunity for migratory waterfowl. These are installed maintained by our junior members in the quest to attain their Eagle Scout award. We have partnered with local high schools to provide conservation project opportunities, including the planting of native trees around the pond area. Still other of our junior members have been working to identify the many plants, amphibians and reptiles around the property. These activities help us to understand what species - common and endangered - we're protecting on our lands and to appreciate the special place we inhabit.

As hunting remains one of the most important tools in the North American Model of Wildlife Conservation, we provide significant opportunities to strengthen access in the area. We teach classes on the property to support hunter development. We run multiple programs that pair a parent and child with a mentor who will help them improve their safe and responsible hunting activities - both as part of our waterfowl program and our pheasant preserve.

Venturing:

Venturing is an inclusive program through the Boy Scouts of America for males and females aged 14-21 (or 13 and completed the 8th grade). It's operated through Venturing Crews, units of youth and advisors that meet on set schedules and plan activities and events for youth. HSC Crew 250 currently meets once a month on a rotating calendar - we specialize on a wide variety of topics centered around Club Programs like Conservation, Archery, Firearms, First Aid and other topics.

The Venturing program aims to enable young adults to:

- Experience a program that is fun and full of challenge and adventure.
- Acquire skills in the area of their crew's specialty.
- Become a skilled training and program resource for other youth groups.
- Experience positive leadership from adult and youth leaders and be given opportunities to take on leadership roles.
- Learn to make ethical choices throughout their lives by instilling the values of the Scout Oath and Law.
- Have a chance to learn and grow in a supportive, caring, and fun environment.

Archery

The Harvard Sportsmen's Club offers both recurve and compound archers the opportunity to learn range safety and proper shooting technique in an environment that also fosters focus, increased self-confidence, and team building skills. The HSC Archery Program is open to any youth archer aged 4 to 104 and is designed to grow with the beginner archer. Introductory HSC classes teach the fundamentals of proper shooting form; as the beginner archer develops, they will learn more advanced techniques.

We offer year round shooting opportunities with open shoots on Thursday evenings at the Archery range. When the weather turns cold, we move indoors!

Biathlon:

At Harvard Sportsmen's Club there are two junior biathlon programs: the junior development team and the junior competitive team. For both programs we offer three seasons of training for the juniors: Winter, Summer, and Fall.

Our development team athletes train on optical rifle systems to start, then graduate to using a .22 caliber biathlon rifle. The development team is accessible to all abilities and no previous experience is necessary. We also provide all necessary equipment. Should an athlete in the development team progress and become more serious about training, we move them into our competitive program.

Our competitive team athletes train on .22 caliber biathlon rifles. Some use loaner equipment, but most athletes on the competi-

tive team own their own rifles. Athletes in this program compete in regional, national, and international competitions including: The US National Championships, JYWC Trials, the US National Rollerski Biathlon Championships, IBU Cup Qualifiers, and the Regional Eastern Cup Series. Athletes on the competitive team are also regularly invited to and attend Olympic Development Training Camps. Most of the athletes on the competitive team are also members of a local ski club team, Eastern Massachusetts Cross Country Skiing (EMXC). We work closely with EMXC coaches to coordinate our training and race schedules.

Obviously, we can't ski during the warmer months, so we run, bike, rollerski, or ski pole bound (aka dry land training!) at our summer/fall practices to get our heart rates up. During the winter, if we have enough snow, we ski on the Tree Farm ski loop at HSC. We also have a partnership with Weston Ski Track (in Weston, MA) and facilitate an optical rifle biathlon practice/race series with them in January and February.

We are happy to welcome all junior athletes into our program whatever their individual goals may be! Whether they want to be competitive or just be active and have fun!

Junior Rifle:

The Harvard Jr Rifle team teaches youth the fundamentals of fire-arm safety, marksmanship, competition and sportsmanship. The goals of the program are Safety, Fun and Marksmanship, in that order. We follow the NRA/Winchester 3 Position program, and the participants will earn certificates, patches and pins as they advance through the levels. Team members will have the opportunity to compete in indoor and outdoor matches against other teams in our league. Team members have gone on to compete in collegiate, national and international matches.

The Jr rifle Season is mid-September through mid-April. Training is on Tuesday evenings, with NRA certified coaches. No prior experience is necessary. Participants include boys and girls of ages 10-18, depending on the maturity of the student. Training will be done with precision .22 caliber rifles and Olympic quality air rifles. Since we understand that student may have schedule conflicts, attendance is flexible, and students may have time between practice sessions to work on schoolwork. Students and parents are expected to help with range setup and clean up each week.

Bylaws of The Harvard Sportsmen's Club, Inc.

As amended December 2020 by Special Meeting.

Article I Name:

The name of this corporation shall be the Harvard Sportsmen's Club, Inc.

Article II Purposes:

The purposes of this corporation shall be to advance the protective propagation and conservation of fish and game and the insectivorous birds in both state and nation; to assist in the enforcement of the fish, game, and forestry laws; to assist in procuring the enactment of laws for the preservation of the fish, game and forest; to do everything possible to eliminate pollution of our water courses; to assist in the prevention of forest fires; to bring about as far as possible more friendly relations between sportsmen and landowners; to provide training programs and instruction in safety of firearms and sporting equipment; and to develop and operate a conservation and sports training center and to acquire real estate in furtherance of the above purposes.

Article III Officers:

The officers of this club shall consist of a President, a Vice President, a Secretary, and a Treasurer to be elected by the members each year at the Annual Meeting to serve for one year until their successors are elected and qualified.

The Board of Directors shall consist of the above officers and three additional Directors to be elected by the members. The term of office of the three additional Directors shall be for three years with one said Director to be elected each year at the Annual Meeting.

Duties of Officers:

President: It shall be the duty of the President to preside at all meetings of the club and to perform such other duties as ordinarily pertain to this office.

Vice President: It shall be the duties of the Vice President in the absence of the President, to preside at all meetings of the club, and perform such other duties as ordinarily pertain to this office.

Secretary: It shall be the duties of the Secretary to keep a complete record of all the meetings and proceedings of the club, including Board of Directors Meetings, and to issue notices of the meetings. The Secretary shall have access to the safety deposit box or boxes of the corporation. The Secretary will make available within a reasonable time the minutes of all meetings at the request of any member.

Treasurer: It shall be the duty of the Treasurer to have custody of the cash, securities, books of accounts, and other valuable papers of the club and to secure a safety deposit box for this purpose; said books of accounts and current financial reports to be at all reasonable times open to the inspection of the officers, Board of Directors, or any member of the club; to pay all valid obligations of the club, to sign checks, receipts, and all notes drawn by the corporation. The Board of Directors shall oversee and approve the club's movement of monies amongst the various accounts maintained by the club. Interest earned by an account will be returned to that account. In addition to reasonable and customary accounting practices, the following financial controls shall be observed:

Operating Expenses: The treasurer will be authorized to sign checks for operating expenses up to \$2,000. Additionally, the Treasurer will be authorized to sign checks for taxes, insurance, and utilities in excess of \$2,000. Other un-budgeted items, changes or additions to the approved vendor list, and operating expenses in excess of \$2,000 will require approval of a majority of the Board and the signatures of the Treasurer and another Board Member.

Capital Expenses: All capital expense checks require the signatures of the Treasurer and another Board Member. Checks for capital expenses less than \$20,000 require approval of the majority of the Board. Capital expenses greater than \$20,000 require:

- a) approval of the majority of the Board,
- b) notice to all members via email, and signs posted at the club at least thirty (30) days before the Members or Special Meeting at which this vote is to be taken, and
- c) two-thirds ($\frac{2}{3}$) affirmative votes of the members present at said meeting.

Petty Cash: Most payments are intended to be made by check. The Treasurer may maintain a petty cash account not to exceed \$500. Expenses to be reimbursed must be accompanied by a receipt.

Budget Planning: The Board of Directors will, at the first monthly meeting following the Annual Meeting, review and approve the operating budget and vendors for the following year.

Audit Procedures: The Treasurer shall provide a detailed report at each monthly meeting of the status of each account and the prior month's disbursements. A CPA approved by the Board will be retained annually to review the financial records coordinated with the tax filing. The Board will review and report on the CPA's findings at the first meeting following the receipt of the CPA's report.

Financial Continuity: The Board shall retain an independent Bookkeeper under the direction of the Treasurer to maintain continuity of the budgeting and bookkeeping process as changes in the Board occur. (Exception see Article VII Committee/Treasurer.)

Board of Directors: The Board of Directors shall manage the affairs of the club and shall be responsible for establishing policy and for the general operation of the club. All club regulations, range rules, and procedures will be subject to Board approval. The Board shall confirm that all permits, filings (Annual Statement of Incorporation, etc.) and tax payments required by law are correctly made in a timely manner. Meetings shall be held the first week of each month at a constant day and time established by the Board at their first meeting after the election. That day and time will be published via email, and signs posted at the club. This day may be changed as necessary by the Board as a result of inclement weather, holidays, and other occurrences. The first meeting shall be for the purpose of appointing a Grounds Committee and chairman, and outlining general plans for the ensuing year. Other meetings may be called by the President or upon petition of two members of said Board. Decisions of the Board shall require a majority vote of those present. A quorum shall consist of not less than four (4) Directors. Any vacancy occurring between Annual Meetings may be filled by the Board of Directors by appointment until the next Annual Meeting. During the absence or disability of any officer or committee chairman, the Board may appoint another club member to act temporarily

in their stead. All the functions, powers and duties of said club shall be and are hereby vested in the Board of Directors.

Article IV Membership:

Any person subscribing to the objectives of the club may apply for membership by submitting an official application endorsed by a member of the club in good standing. All members are required to complete the HSC Safety Course as a part of membership requirements. The applicant and his/her sponsor shall appear at a scheduled Director's meeting where the applicant will be interviewed by the Board of Directors. The applicant shall become a member with the approval of a majority of the Directors present, payment of prescribed initiation fees and dues, and completion of the HSC Safety Course. No member shall endorse, nor shall the Board of Directors approve, any person whom they cannot recommend as being honest, industrious and of good habits, and of contributing to the furtherance of the club's goals and needs. Upon acceptance, each new member shall be provided with a copy of the Club Bylaws.

The types of membership shall be defined as follows:

Special Life Member: Any member who has performed extraordinary, outstanding, or other meritorious service to the club may be recommended to the Board of Directors for consideration as a Special Life Member. If approved by the Board of Directors, the name of the prospective Special Life Member shall be presented at the next Annual Meeting for the approval of the membership. Final approval for Special Life Membership shall require a two-thirds ($\frac{2}{3}$) vote of those members voting at the Annual Meeting.

Life Member: Any Senior or Associate Member on good standing for at least two (2) years may become a Life Member upon payment of the prescribed dues.

Senior Member: Senior Members shall be those eighteen (18) years of age and older paying the prescribed dues and initiation fee.

Associate Member: The spouse of any Life, Special Life, or Senior Member may become an Associate Member upon payment of the prescribed dues. Associate Members shall be entitled to the same rights and privileges as a Senior Member.

Student Member: Student Members shall be those eighteen (18) years of age up to twenty-five (25) years of age who are full

time students in high school or institutions of higher learning. Student members have the same rights and privileges as Senior Members and are required to pay the initiation fee. The initiation fee will be waived for Junior members who have been members for at least one (1) year and become Student Members.

Junior Members: Junior Members shall be those greater than ten (10) years of age and less than eighteen (18) years of age. Junior Members shall present a written permission and waiver of liability form from their parent or guardian to the Board of Directors before they may be accepted as members. A parent, grandparent, or legal guardian must be an HSC member, and Junior Members at the club will be under the supervision of an adult member at all times. Junior Members shall not be entitled to vote at any meeting. There is no initiation fee for Junior Members. The initiation fee will be waived for Junior Members who have been members for at least one (1) year and become Student or Senior Members.

Article V Dues:

Dues shall be determined by a majority vote of the members present at any Board meeting to which the members have been given thirty (30) days prior notice using email, and signs posted at the club. Dues are due and payable at the Annual Meeting and shall cover the period from time of payment to the next Annual Meeting. All Members in arrears over thirty (30) days shall be assessed a reinstatement fee as determined by a majority vote of the Board. Members in arrears over sixty (60) days shall be dropped from the membership.

There shall be a non-prorated initiation fee for all new Senior and Student Members except those persons currently Associate or Junior Members.

Dues shall be as follows:

Senior Members: Full regular rate. Senior Members serving in the Armed Forces stationed outside of Massachusetts, dues shall be 10% the regular rate.

Senior Members may deduct 12.5% per hour up to 50% the regular rate for authorized work performed during the previous year.

Authorized work shall consist of work performed at, or related to club sponsored events under the supervision of the chairman of

the event or maintenance work supervised by a member of the Grounds Committee.

Dues for any Senior Member voted in on September 1st or later of any year shall be prorated to the next Annual Meeting.

Senior Citizen Members who are at least sixty-two (62) years of age and have been a member for at least two (2) years, dues shall be discounted to 25% the regular rate. No work reduction is allowed with the Senior Citizen discount rate.

Special Life Member: None.

Life Member: Eight times the full regular rate.

Associate Member: As determined by the membership.

Student Member: As determined by the membership.

Junior Member: As determined by the membership.

Article VI Meetings:

The Board shall determine by majority vote the date of the Annual Meeting each year. The date shall coordinate with the change of the HSC fiscal year. The Annual Meeting date shall be determined and posted no later than thirty (30) days before the actual date.

All business of the club at the Annual Meeting shall be transacted by voice or ballot vote, except elections which shall be by ballot issued at the meeting. All Board meetings where club business is transacted shall be conducted in person. A quorum shall be required to constitute a meeting, which quorum shall constitute twenty-five (25) voting members of the club at Special or Annual meetings of the organization. Special Meetings may be called at any time by the President or a majority of the Board of Directors.

The President, on written request of fifteen (15) voting members, shall be required to call a Special Meeting. Any Special Meeting shall require at least thirty (30) days written notice to the membership using email, and signs posted at the club. All meetings shall be conducted according to Robert's Rules of Order.

Article VII Committees:

The President shall have the power to appoint General Chairmen of the Committees that manage the many activities of the club except for the Grounds Committee (Article IX) and that these General Chairmen reserve the right to select their assistants. The President shall appoint a Nominating Committee, consisting of five

(5) members not later than the January Director's Meeting each year. Special Committees, as required, may be appointed by the President or Board of Directors. All above appointments shall be submitted to the Board of Directors for their approval.

Committee/Treasurer: The Board of Directors, at its sole discretion, may allow a committee to handle its own funds. The Committee will appoint a Committee/Treasurer and submit this appointment to the Board of Directors for approval. It shall be the duty of the Committee/Treasurer to have custody of the cash, securities, books of accounts, and other valuables of the committee; said books of accounts to be open to the inspection of the Officers, Board of Directors, or any member of the club. He/she shall submit at each Board of Directors meeting a detailed financial report of the committee showing all receipts and disbursements during the preceding period. Expenditures exceeding \$2,000 must be approved by the Board of Directors. Checks require the signatures of two Committee members. The reasonable and customary accounting practices and financial controls in Article III will apply to Committee/Treasurers, including legal, reporting, and auditing requirements. Commingling club funds in non-authorized accounts is strictly prohibited.

The privilege of a committee having its own treasury may be revoked at any time by the Board of Directors, with all funds held by the Committee reverting to the Club Treasurer.

Article VIII Reports:

All Officers, General Chairmen of Committees, or members of the club, when presenting a full report or a report in progress, or in correspondence pertaining to any of the various activities of the club, shall submit a copy of these reports or correspondence to the club Secretary for permanent file record.

Article IX Property:

Any Real Estate or other property acquired (Article II) shall be registered in the name of the club. Any buildings (exceeding 250 square feet) to be erected and any modifications, alteration, or improvement shall require the approval by the majority vote of those members voting at any Annual or Special Meeting and shall in addition require the approval of the Board of Directors. Land and Buildings shall be managed and maintained by a committee of not less than three (3) members to be known as the Grounds Com-

mittee; said committee shall be appointed annually by the Board of Directors. Rules and regulations as approved by the Board concerning the use of and maintenance of the grounds or buildings shall be the responsibility of the Grounds Committee except that all non-club use and all use by non-members shall require the approval of the Grounds Committee and the Board of Directors. Before a contract, either written or verbal, shall be entered into by any member of the club covering the sale or transfer of earth, water, timber (except Chapter 61 requirements), land, gravel, building, or any item valued at more than \$5,000, the following procedure shall be used:

- a) The proposal requires the approval of the Board of Directors.
- b) Notice of such pending proposals shall be given to all voting members using email, and signs posted at the club at least thirty (30) days before the members meeting when action is to be taken.
- c) A two-thirds ($\frac{2}{3}$) affirmative vote of the voting members present at said meeting shall be necessary.

Article X Amendments:

These bylaws may be amended by the members at any Annual or Special Meeting called for the purpose, by a two-thirds ($\frac{2}{3}$) vote of those present and entitled to vote provided that intention to amend has been announced at a previous Directors meeting and that a copy of the proposed amendment, together with a notice of the meeting using email, and signs posted at the club at least thirty (30) days prior to said meeting, and further provided that proposed amendment of Articles I & II as to name and purpose shall be approved by a two-thirds ($\frac{2}{3}$) vote of all members entitled to vote.

Article XI Disciplinary Action:

Any member observed on the grounds of the club, or any event at which he represents the club, to be in violation of the bylaws or other rules and regulations of the club, or who shows disregard for safety, or whose conduct is such as to cause discredit to the club shall be subject to disciplinary action. Upon receipt of a complaint, the Board of Directors shall, with reasonable notice, cause to appear before them said member or members and the complainant or complainants. If the Board of Directors finds the complaint to be of merit, it shall take such action as it deems necessary. The

Board of Directors shall have the authority to remove the offending member or members from membership. Removal from membership shall require a majority vote, by secret ballot, of the Board of Directors.

Article XII Association with 2nd Amendment Rights Organizations:

The Harvard Sportsmen's Club strongly encourages each and every member to join the National Rifle Association (NRA), the Gun Owners' Action League (GOAL), and any other organization that supports our right to keep and bear arms.

General Range Cleanup:

- You are responsible for your trash.
- Remove ALL targets and debris when finished shooting and put in dumpster.
- Pick up your brass and put in brass buckets or dumpster.
- Leave the range cleaner than you found it.

HSC General Safety Rules

The Harvard Sportsmen's Club actively supports every shooting discipline. We do not limit our members to shooting when a Range Officer is present. To ensure that our members enjoy their sports safely, we must ALL act as range officers. You should be familiar with and willing to enforce ALL the rules for ALL the ranges. Someone disobeying a range rule threatens not only the safety of those within the range, but the safety of the entire club.

If you see a range rule violation:

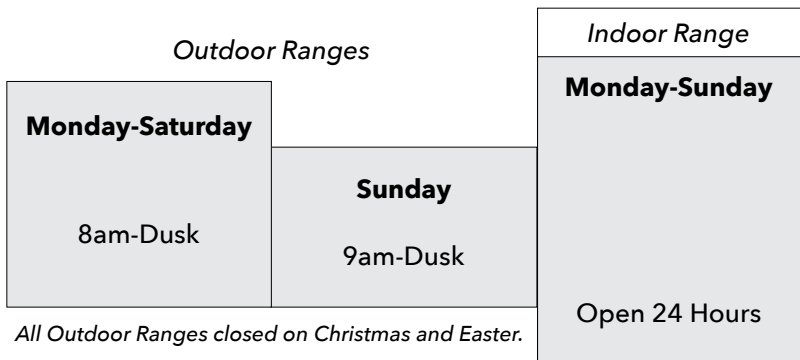
1. Speak politely to the member about it.
2. If he/she does not desist the unsafe action, then please report it to the Board of Directors. Take down the person's vehicle description and license plate number, if the person is unknown to you.
3. If someone speaks to you about a range rule violation, don't take it as an affront even if you think that they are wrong. They are simply trying to remind you of your duty as a member.

Exceptions To The Rules:

The Board may grant special uses by prior approval and with a Range Officer PRESENT!

These Rules Apply To EVERY HSC Range ALL THE TIME!

1. Everyone, including spectators, will wear EYE AND EAR PROTECTION while at any active range.
2. **Shooting Hours:**
 - a. Outdoor Ranges
 - i. 8am-dusk, Monday-Saturday.
 - ii. 9am-dusk on Sunday.
 - iii. All Outdoor Ranges closed on Christmas and Easter.



3. Absolutely NO ALCOHOL or ANY OTHER JUDGMENT-IMPAIRING SUBSTANCE, whether internal or external, is permitted on the club premises at any time.
4. Never go downrange without insuring that the range is safe and that all firearms are unloaded, action open, and **BENCHED**. Handling of firearms is prohibited when anyone is downrange.
Rules continue on next page.
5. If asked by another shooter to Cease Fire or Clear the Range, **UNLOAD** your firearm and place it on the bench with the action open.
6. NB: The following does not apply to firearms worn for personal protection, which may be loaded but must remain both (a) holstered and (b) concealed.
 - 6A. All ranges are COLD ranges. You are to only load a single firearm when you are using it at the firing line. All other guns must be unloaded and either (a) cased or (b) with their actions open and visible.

6B. Transitioning between two or more loaded firearms is NOT permitted at any time.

6C. Transitioning between a loaded firearm and an unloaded firearm (dry practice) is permitted at Action Pits 1-7 and Back 40, but the unloaded firearm must be clearly UNLOADED, with both (a) no magazine installed and (b) an empty chamber. Use of an empty chamber indicator flag is highly recommended. Safe muzzle direction discipline must be maintained at all times.

7. Members may not bring any metal targets.
8. No exploding targets.
9. Place all targets at the berm at least knee-high and no more than head-high.
10. Clean up and dispose of brass, trash, and targets after using the ranges.
11. Members are strictly responsible for the conduct of any guests using any facility.
12. Any violation of these rules and the others listed for the individual ranges may result in disciplinary action by the Board of Directors.

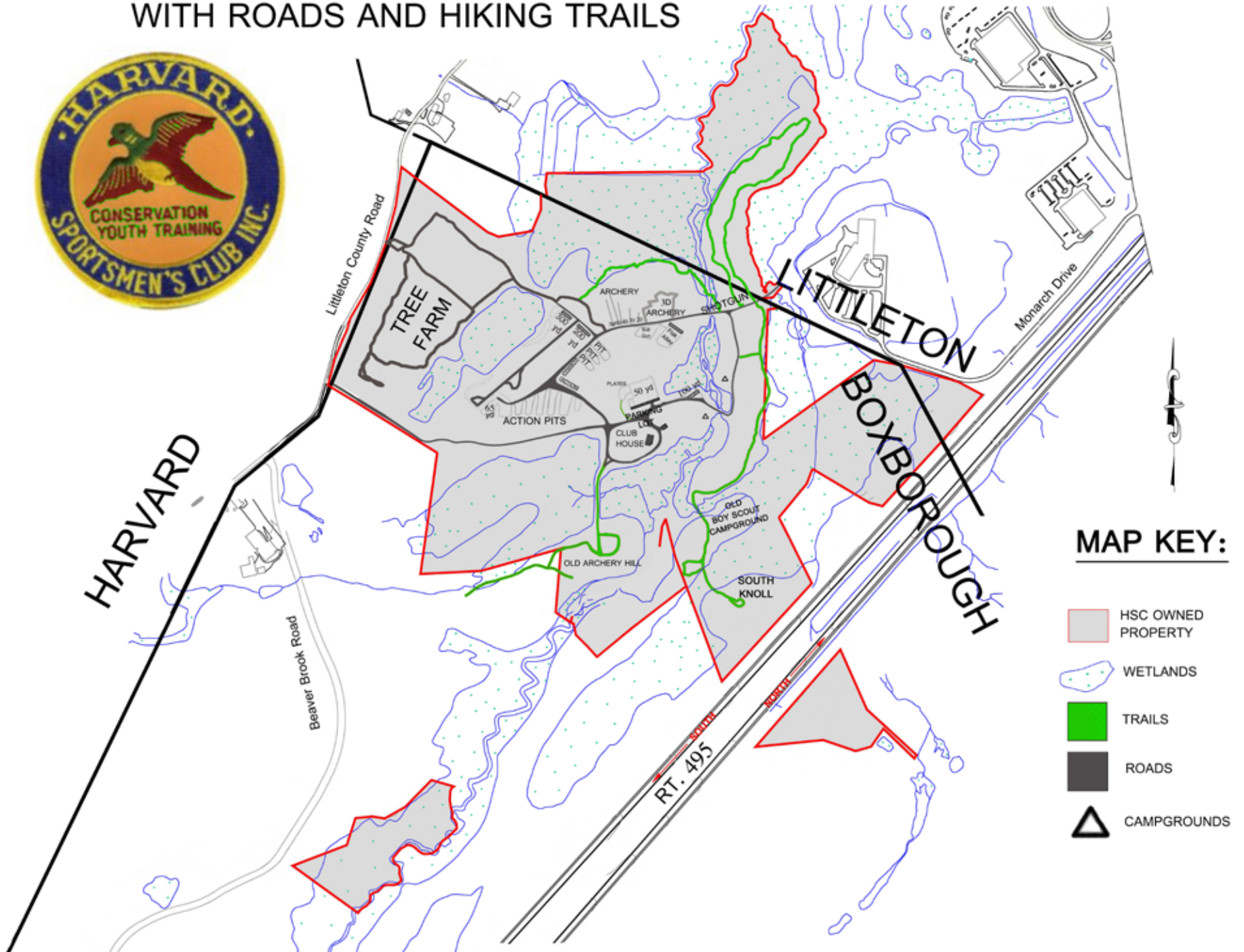
REMEMBER: *You are morally and ethically responsible for every shot you fire. You must know where your bullet will stop.*

- Always keep the firearm pointed in a safe direction.
- Keep your finger off the trigger until ready to shoot.
- Always keep the firearm unloaded until ready to use.
- Know your target and what is beyond.
- Be sure the firearm is safe to operate.
- Know how to use the firearm safety.
- Use only the correct ammunition for your firearm.
- Wear eye and ear protection as appropriate.
- Never use alcohol or drugs before or while shooting.
- Store firearms so they are not accessible to unauthorized persons.
- Certain types of firearms and many shooting activities require additional safety precautions.
- All hunting times, rules, and regulations apply.

Please respect Handicapped Parking Spaces. Please DO NOT park in front of Port-A-Johns.

HARVARD SPORTSMEN'S CLUB PROPERTY

WITH ROADS AND HIKING TRAILS



MAP KEY:

- HSC OWNED PROPERTY
- WETLANDS
- TRAILS
- ROADS
- CAMPGROUNDS

The Indoor Range

ALL General Range And Safety Rules Apply!

This range is available 24 hours a day to those members who have a valid key card. Please use the exhaust fan while the range is active.

You MAY Shoot:

- Handguns firing all pistol calibers.
- Airguns.
- .22 rimfire rifles.
- Archery (*remove archery butts and place them in the hallway when finished*).

You MAY Shoot At:

- Paper targets placed at the backstop or on the target holders.

You MAY NOT Shoot:

- Centerfire rifles or shotguns.
- Black powder.
- Full-auto.

You MAY NOT Shoot At:

- Anything other than paper targets placed at the backstop or on the target holders.

ALL BULLETS MUST IMPACT THE RUBBER BACKSTOP!

In Addition:

Members may move the firing line forward of the benches to provide close-in shooting of targets at the backstop; however, all shooters must shoot from this new firing line.

Ventilation and Heating:

- Turn on Timer, then flip toggle switch; green light will turn on. Re-wind timer as needed. Please turn off when leaving.
- HEAT: Push up button to set temperature. Please push down button until set at 52 when leaving.
- PLEASE DO NOT TOUCH ANY OTHER THERMOSTAT CONTROLS.

Please sweep up your brass and remove your targets.

Please turn off lights when leaving.

7, 25, 50-Yard Range

ALL General Range And Safety Rules Apply!

You MAY Shoot:

- Rimfire or centerfire rifles or handguns.
- Shotguns firing bird shot, buckshot, or slugs.
- Black powder firearms (*persons using black powder firearms please refrain from smoking*).

You MAY Shoot At:

- Targets placed at the 7, 25, 50-yard line, or on the backstop.
- Paper Targets.
- Plastic bottles and tin cans.
- The **BOTTOM** of your target must be at least knee high and no more than head high.

Plate Rack:

- Only Handguns firing centerfire handgun cartridges.
- No Magnum cartridges.

You MAY NOT Shoot:

- In fully-automatic mode.

You MAY NOT Shoot At:

- ANY target placed on the ground.
- ANY target lower than knee high or taller than head high.
- ANY target other than those placed at the 7, 25, 50-yard line (*target stands*), or on the backstop.
- ANY target which would leave debris or shatter (no glass, clay pigeons, toilets).
- ANY target which would prevent the projectile from impacting the safety berm (*no metal thicker than a tin can, no hard rubber, etc.*).

Cease Fire:

1. Request a Cease Fire before going forward of the firing line.
2. Confirm that **ALL** guns are clear and benched.
3. Activate the Cease Fire Lights.
4. No handling of firearms during Cease Fire.
5. Confirm that everyone is behind the firing line and fully prepared before declaring the firing line **HOT** and turning off the Cease Fire Lights.

100-Yard Range

ALL General Range And Safety Rules Apply!

You MAY Shoot:

- Rimfire or centerfire rifles or handguns.
- Black powder guns (*persons using black powder firearms please refrain from smoking*).
- Fully automatic firearms, including belt-fed (*shooter must be registered with the Class III Committee*).
- Belt feds are to be fired from their locked down tripods or bipods which should be sandbagged to keep them on target. Tripod mounted Belt-feds are to be fired from the open ground at the open areas on either side of the covered deck.
- Shotguns at paper targets only (*patterning*).

You MAY NOT Shoot:

- Belt-feds are never to be fired off hand, from the hip, etc.

You MAY Shoot At:

- Paper targets set up in frames at the 100-yard line.
- Plastic jugs, tin cans, or biodegradable clays placed on the berm at least knee-high and no more than head-high.
- Steel targets placed by HSC.

You MAY NOT Shoot At:

- ANY target placed lower than knee-high or more than head-high.
- ANY target which might shatter or leave debris (*no glass, no non-biodegradable clays, ceramics, etc.*).
- ANY target that might cause ricochets or might prevent the bullet from impacting the berm (*no metal targets, no concrete blocks, no hard rubber, etc.*).
- Plinking targets must not produce debris.

Cease Fire:

1. Request a Cease Fire before going forward of the firing line.
2. Confirm that ALL guns are clear and benched.
3. Activate **SHOOTER DOWNRANGE** and Cease Fire lights.
4. No handling of firearms during Cease Fire.
5. Upon returning from downrange, deactivate Shooter Downrange sign and Cease Fire lights.
6. Confirm that everyone is behind the firing line and fully prepared before declaring the firing line **HOT**.

Shotgun Range

ALL General Range And Safety Rules Apply!

The shotgun range is intended solely for informal trap shooting using bird shot. There is NO backstop for any projectile.

You MAY Shoot:

- SHOTGUNS with BIRDSHOT ONLY.
- Whenever possible, please shoot only non-lead shot.

You MAY Shoot At:

- Clay birds thrown by handheld throwers or portable trap machines. Please engage clays only when they are between the orange foul poles.
- Whenever possible, please use biodegradable clays.

You MAY NOT Shoot:

- Buckshot, slugs, or sabots in shotguns.
- Any caliber rifle, handgun, or fully automatic firearm.

You MAY NOT Shoot At:

- Anything other than clay birds designed for shotgun target shooting.
- Please do not shoot the orange foul poles.

200/300-Yard Range

ALL General Range And Safety Rules Apply!

Qualified HSC Members Only. Qualified members will be issued a supplementary sticker for their membership card which must be produced upon demand. No guests or non-qualified members may shoot at this range.

You MAY Shoot:

- Any firearm using high-power centerfire rifle cartridges.
- All firearms must be pre-zeroed at the 100-Yard Range.
- Bench-rest, sitting, prone, or offhand.

You MAY Shoot At:

- Stapled paper targets placed on frames at the berm.
- Steel targets placed by HSC, with only those cartridges listed at the range.

You MAY NOT Shoot:

- .22 rimfire or any other cartridge that is not high-power rifle.
- Any firearms that have NOT been pre-zeroed at the 100-Yard Range.
- In full-automatic mode.
- Cross-range (e.g. - firing from 200 firing line to 300 berm)
- Armor-piercing ammo at the steel targets.

You MAY NOT Shoot At:

- Any target except paper targets stapled on the target frames or placed by HSC.

IN ADDITION:

All guns MUST be level with, and aimed at, the backstop before a round is chambered in ANY position.

Opening/Closing Procedures:

1. Open Gate to enter. Close and lock gate once inside.
2. Raise Flag to indicate a HOT range, Do not bring out any firearms until the Flag is raised. Do not touch any firearm if people are downrange.
3. When closing the range, ensure that all members have cleared and stored all firearms.
4. Lower Flag to signify a cold range.
5. Last member leaving must lock the gate.

Downrange Procedures:

1. Request Cease Fire on both 200 and 300 firing lines.
2. Confirm all guns clear and benched.
3. Activate **SHOOTER DOWNRANGE** sign and Cease Fire lights.
4. Confirm that everyone is behind the firing line and fully prepared before deactivating Shooter Downrange sign and Cease Fire lights.

Class III (FLAK ALLEY) Range

ALL General Range And Safety Rules Apply!

Use of this range for full-automatic firearms is limited to members registered with the Class III Committee. Registered members will be issued a supplementary sticker for their membership card which must be produced on demand. Registered members must be in compliance with all state and federal laws at all times. Members and guests may use handguns, shotguns, and rifles, space permitting.

You MAY Shoot:

- Fully automatic firearms.
- Handguns.
- Shotguns and rifles.

You MAY Shoot At:

- Targets approved by the Class III Committee.
- Paper, cardboard, biodegradable clays, and non-breakable plinking targets are permitted.
- Targets must be at least knee-high and no more than head-high.
- Projectiles **MUST** impact the berm.

You MAY NOT Shoot At:

- ANY target that may cause ricochets such as metal targets, concrete blocks etc.
- ANY target which would leave debris (*glass, etc.*).
- ANY targets placed at ground level.

IN ADDITION:

- Members may move the firing line forward of the benches to provide close-in shooting of targets at the backstop; however, all shooters must shoot from this new firing line.

Sub-Gun (Close Quarters) Range

ALL General Range And Safety Rules Apply!

There are several metal targets provided at the Close Quarters Range. The Range Rules reflect the limitations of these targets.

You MAY Shoot:

- Fully-automatic sub-machine guns firing pistol cartridges or rimfire cartridges (*You MUST be registered with the Class III Committee*).
- Handguns firing pistol cartridges or rimfire cartridges.
- Shotguns firing LEAD birdshot or LEAD buckshot.
- Rifles firing pistol cartridges or rimfire cartridges.

You MAY Shoot At:

- Targets approved by the Class III Committee.
- Steel targets placed by the Class III Committee.
- Paper, cardboard, biodegradable clays, and non-breakable plinking targets are permitted.
- Targets must be at least knee-high and no more than head-high.
- Projectiles **MUST** impact the berm.

You MAY NOT Shoot:

- Any centerfire rifle cartridge.
- Magnum cartridges.

You MAY NOT Shoot At:

- ANY target that may cause ricochets (*metal targets, concrete blocks, etc.*) except those placed by HSC.
- ANY target which would leave debris (glass, etc.).
- ANY targets placed lower than knee-high or above head-high.

IN ADDITION:

- Members may move the firing line forward of the benches to provide close-in shooting of targets at the backstop; however, all shooters must shoot from this new firing line.

Action Shooting Ranges

ALL General Range And Safety Rules Apply!

The action shooting ranges are intended for Practical or Defensive style shooting sports such as USPSA/IPSC, IDPA, Steel Challenge, or Cowboy-style activities, and police training. These ranges are supervised by the Action Shooting Committee.

Rules for competitions will follow each sport, provided that the rules do not supersede any of the Harvard Sportsmen's Club General Rules. In addition, certain stated range rules may be suspended during practices or competition with approval of the Action Shooting Committee and under direct Range Officer supervision. Questions should be directed to the Action Shooting Committee.

Note: Firearms other than those listed on the following pages may occasionally be used by persons practicing for or competing in specific competitions. Approval for these instances will be required from the Action Shooting Committee.

OTHER FIREARMS MAY BE ALLOWED IN SPECIFIC PITS; REFER TO POSTED SIGNS AT EACH PIT FOR DETAILS.

Individual Range Rules follow for:

- *Plate Rack Range*
- *Action Pits Range 1-4*
- *Action Pits 5-6*
- *65 Yard Range*
- *Cowboy Action Pits*
- *Back 40 Range*

Plate Rack Range

ALL General Range And Safety Rules Apply!

You MAY Shoot:

- Handguns in the following calibers only:
9mm, .38S&W, .38 SUPER, .40S&W, 10mm, .45ACP or cartridges with similar ballistics.

You MAY Shoot At:

- Plate racks placed by HSC.

You MAY NOT Shoot:

- Any centerfire rifle caliber ammo.
- Any Magnum or bottle-necked cartridge.
- Handguns and Rifles firing 22-caliber (rimfire) ammo.
- Any full-auto.

You MAY NOT Shoot At:

- Plinking targets are not allowed in the Action Pits (no plastic jugs, no tin cans, no clay birds, etc.).
- DO NOT place targets on any walls or other props used for competition!

Please DO NOT shoot in any pit that has been set-up for a match.

Action Pit Ranges 1 - 4

ALL General Range And Safety Rules Apply!

You MAY Shoot:

- Handguns and Rifles firing 22-caliber (rimfire) ammo.
- Handguns and Pistol Caliber Carbines (PCCs) in the following calibers only: 9mm, .38S&W, .357, .38 SUPER, .40S&W, 10mm, .45ACP or cartridges with similar ballistics, i.e., .44-40, .44LC.
- USPSA/IPSC, IDPA, and Cowboy-Approved Shotguns.

You MAY Shoot At:

- Authorized targets only, including: USPSA/IPSC, NRA, Bianchi, IDPA, Steel Challenge, or steel targets approved by the Action Shooting Committee.
- Paper targets placed on proper frames at the berm at least knee-high and no more than head-high.
- All bullets must impact the berm.
- Target frames are supplied by the shooters themselves.
- Plate racks placed by HSC.

You MAY NOT Shoot:

- Any centerfire rifle caliber ammo.
- Magnums or rifle calibers at any steel target.
- Any full-auto.

You MAY NOT Shoot At:

- Anything other than paper targets.
- Plinking targets are not allowed in the Action Pits (*no plastic jugs, no tin cans, no clay birds, etc.*).
- DO NOT place targets on any walls or other props used for competition!
- DO NOT shoot at walls or any other props.

Please DO NOT shoot in any pit that has been set-up for a match.

Action Pit Ranges 5 & 6

ALL General Range And Safety Rules Apply!

You MAY Shoot:

- Handguns and Rifles firing 22-caliber (rimfire) ammo.
- Handguns in the following calibers only:
9mm, .38SPL, .357, .38 SUPER, .40S&W, 10mm, .45ACP or cartridges with similar ballistics, i.e., .44-40, .44LC.
- USPSA/IPSC, IDPA, and Cowboy-Approved Rifles and Shotguns.

You MAY Shoot At:

- Authorized targets only, including:
USPSA/IPSC, NRA, Bianchi, IDPA, Steel Challenge, or steel targets approved by the Action Shooting Committee.
- Paper targets placed on proper frames at the berm at least knee-high and no more than head-high.
- All bullets must impact the berm.
- Target frames are supplied by the shooters themselves.
- Plate racks placed by HSC.

You MAY NOT Shoot:

- Magnums or rifle calibers at any steel target.
- Any full-auto.

You MAY NOT Shoot At:

- Anything other than paper targets.
- Plinking targets are not allowed in the Action Pits (no plastic jugs, no tin cans, no clay birds, etc.)
- DO NOT place targets on any walls or other props used for competition!
- DO NOT shoot at walls or any other props.

Please DO NOT shoot in any pit that has been set-up for a match.

65 Yard Range

ALL General Range And Safety Rules Apply!

The 65 Yard Range is an Action Pit, but the extended length and taller berm allow slightly expanded firearm usage. Targets are restricted to paper-only as with all Action Pits.

You MAY Shoot:

- Rimfire Handguns and Rifles
- Centerfire Handguns, Rifles, and Shotguns.
- Full-auto (*You MUST be registered with the Class III Committee*).

You MAY Shoot At:

- Authorized targets only, including: USPSA/IPSC, NRA, Bianchi, IDPA, Steel Challenge, or steel targets approved by the Action Shooting Committee.
- Paper targets placed on proper frames at the berm at least knee-high and no more than head-high.
- All bullets must impact the berm.
- Target frames are supplied by the shooters themselves.

You MAY NOT Shoot:

- Magnums or rifle calibers at any steel target.

You MAY NOT Shoot At:

- Anything other than paper targets.
- Plinking style targets are not allowed in the 65 Yard Range (*no plastic jugs, no tin cans, no clay birds, etc.*).
- DO NOT place targets on any walls or other props used for competition!
- DO NOT shoot at walls or any other props.

Please DO NOT shoot in any pit that has been set-up for a match.

Cowboy Action Pits

ALL General Range And Safety Rules Apply!

The Cowboy Action Ranges are maintained by the Cowboy Action Committee. Their props and targets have special safety requirements compared to the other action pits.

You MAY Shoot:

- Lead Ammunition ONLY.
- Absolutely no jacketed ammo allowed.
- Pistol Ammo will not exceed 1,000 feet per second.
- Rifle Ammo will not exceed 1,400 feet per second.
- Shotshells limited to #4 size shot or smaller.

You MAY Shoot At:

- Only steel cowboy targets are to be used.
- Other targets must be authorized by the Cowboy Range Officer.
- Targets must be set by the Cowboy Action Committee.

You MAY NOT Shoot At:

- Anything other than paper targets.
- Plinking targets are not allowed.
- DO NOT place targets on any walls or other props used for competition!
- DO NOT shoot at walls or any other props.

Please DO NOT shoot in any pit that has been set-up for a match.

Back 40 Range

ALL General Range And Safety Rules Apply!

There are several plate racks available in the Back 40 Range. Range rules reflect the limitations of these targets.

Please be aware that ricochets are always possible. Do not shoot at metal targets from short distances, especially using long guns.

You MAY Shoot:

- Handguns and Pistol Caliber Carbines (PCCs) firing pistol calibers only.
- Shot guns firing lead birdshot, buckshot or slugs (no sabot).
- 22 caliber rimfire handguns and rifles.
- Machine guns firing centerfire pistol cartridges (shooter must be registered with the Class III Committee).
- Black powder pistol and rifles.

You MAY Shoot At:

- Paper targets placed at the berm.
- Plastic jugs, and tin cans placed at the berm at least knee high no more than head high. (*You must clean up and leave no trash behind*).

You MAY NOT Shoot:

- Any rifle cartridges.

You MAY NOT Shoot At:

- Any target thicker than a tin can.
- Any target that might cause ricochets or might prevent bullet from impacting the berm (*thick metal, concrete blocks, etc.*).
- Any target that might shatter or leave debris (*glass, ceramic, etc.*).
- Any target below knee high or above head-high.

Back 40 Steel and Plate Rack Rules

ALL General Range And Safety Rules Apply!

You MAY Shoot:

- Handguns and Pistol Caliber Carbines (PCCs) in the following calibers: 9mm, .380ACP, .38S&W, .38S&W, .38S&W, .40S&W, .45ACP, or cartridges with similar ballistics.
- Shotguns firing lead birdshot or lead buckshot.
- .22 caliber rimfire handguns and rifles.
- Black powder handguns.

You MAY Shoot At:

- Paper targets set up in frames at the berm.
- Plastic jugs, tin cans, or biodegradable clays placed on the berm at least knee-high and no more than head-high.
- Steel and plate racks provided by HSC Back 40 Committee at a distance no closer than 7 Yards.

You MAY NOT Shoot:

- Any centerfire rifle cartridges.
- Any magnum loads.
- Any shotgun slugs or sabot rounds.
- Any bottleneck pistol or rifle cartridge of any kind.

Note

This pit may be used by action shooting clubs (*IDPA, USPSA, SASS, and Steel Challenge*) for practice or competition. In this case, rules for competition will follow each sport provided they do not supersede any of Harvard Sportsmen's Club general rules.

In Case of a **TRAINING ACCIDENT,** or other medical emergency

1. Dial 911.
 2. Give the location: Harvard Sportsmen's Club, 250 Littleton County Road, Harvard, MA.
 3. Tell them where you are at the club (*e.g., the name of the range*).
 4. Say that there has been a TRAINING ACCIDENT (*or what type of medical emergency is occurring*).
 5. Stay on the line until First Responders arrive.
- The QR code below directs to the latest handbook, available at

<http://www.harvardsportsmensclub.com/Membership/Handbook/>

