

Falmouth Skeet Club, Inc.  
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# Policy Manual

Approved 3/8/26

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**This policy manual is intended to keep club decisions in order and shall include director general duties, for quick reference.**

### **A. Purpose –**

**Approved:** *Approved 10/12/25*

The Board of Directors (hereinafter referred to as “the board”) shall create and maintain a manual of all Falmouth Skeet Club (hereinafter referred to as “the club”) policies and procedures in written form. These policies and procedures are guidelines that should be adhered to for conducting current business of the club. All current policies shall remain in effect until amended.

***All policies shall list the following: initial approval date, latest revision date (if any) and the date the policy is to take effect.***

1. If deemed necessary, the secretary (or other designee as directed by the board) shall notify those who might be directly or immediately affected by a new policy by letter or email. All major policy changes will be published on the club’s website.
2. The Policy Manual will be a public record. It shall be the responsibility of the board to designate a person to maintain the policy manual. All additions, changes, deletions, etc. shall be made as soon as possible to the master copy and shall be posted on the website. Currently the ....is the designee.
3. The board will review the Policy Manual after each Annual General Meeting and shall update/amend as needed.

### **B. General Duties**

**Approved date -** *Approved 10/12/25*

1. The treasurer is the official correspondent for the club. Duties of the official correspondent include, but are not limited to:
  - a. Annually update the By-Laws, and update Policy as required.
  - b. Send new member letters to all new members
  - c. Update all forms
  - d. Send monthly notice to all members
    - i. Minutes of the last meeting of the board
    - ii. Agenda of the upcoming meeting
  - e. Answer membership questions
2. Range Officer’s responsibilities.
  - a. Pre – Checks
    - i. Check the latest duty calendar Confirm you have the duty.
    - ii. Do you have keys to the clubhouse, office and skeet houses?
    - iii. If weather seems bad for opening, consult the president whether duty is ON of OFF.
    - iv. If you can’t make your duty, proactively call another duty officer for coverage
    - v. Make sure to have an updated “duty contact list”
  - b. Start of Duty Checks
    - i. Take a general view of the road, entrance flag and overall appearance
    - ii. If any issue is found communicate accordingly as needed.

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- c. Field Checks
  - i. Determine what fields need to be opened (skeet 1, skeet 2, trap, 5 stand)
  - ii. Check for and clear any obstructions at the fields that will be opened
  - iii. Ensure that fields are opened as required. At each open house, take note of any shortages of power or clays. Load machines as needed accordingly.
- d. Clubhouse checks
  - i. Make sure the remotes are all in the office
  - ii. Make sure the bank envelope has \$50.00 of change for the day.
  - iii. Make sure there is an envelope available for the day's deposit. Don't use those envelopes marked for something else.
  - iv. Make sure to have a new Cash Reconciliation Sheet
  - v. Make sure that there are member squad sign-up sheets available
  - vi. Make sure the latest price sheet is posted on the wall.
  - vii. Check to make sure there is stock in the office closet and the lead/wad closet.
- e. Office / Operations / Issues
  - i. Keep office closet closed if you're not in the office. You may opt to keep the office locked anytime you are away from the office
  - ii. All payments are managed by the duty officer
  - iii. Keep things organized.
- f. End of Duty Checks
  - i. Houses and Fields Closed (powered off, refilled, cleaned, closed).
  - ii. All remotes back in the office
  - iii. Sales Money (cash reconciled, bank has \$50.00 cash in small bills in the closet) deposit day's receipts in safe.
  - iv. Clubhouse closed, locked, lights off, coffee maker unplugged. In the winter the sink cabinets doors need to be left open.
  - v. Always close the blue door from the main meeting room to the entry way, winter and summer.

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### B. Range Rules

- "Safety First" is paramount for the operation of the FSC. It is not someone else's job but rather, a frame of mind that all participants at the club should have as a matter of attitude.
- The following are based in largely on common sense and courtesy. Your acquaintance and observation of these rules and procedures is required.
- Members and their guests must sign up for squad assignment before shooting.
- Sign up for consecutive rounds may be permitted only if no others are waiting to shoot.
- Range Normal hours: Sunday 9AM-1PM, Saturday 12PM-4PM, Wednesday 12PM-4PM
- The Duty officer (or designee) in charge of the club on a particular day is the "Boss". Whatever he or she stipulates are the RULES of the club that day.
- No shot size larger than 8 may be used anywhere on the club property. This is due to the travel onto the Beagle club property.
- Load and unload your gun only in a proper shooting station.
- All gun safety rules do apply on ALL shooting fields and stations, and to and from.
- Gun barrels over shoulder are not permitted.
- Keep guns, loaded or unloaded, pointed in a safe direction (down field) at ALL times.
- Extra practice shots are not permitted in a normal round of skeet, trap, or sporting clay's.
- Practice can be arranged with the duty officer. i.e. Use of field not in use.
- Actions must be open and doubles broken except in proper shooting stations.
- Use of field #1 (combo skeet and trap) must be used alternately whenever there is a squad of three or more persons waiting to shoot. It is the responsibility of a trap squad to use the warning buzzer and light to stop shooting on field #2 before going out to the trap house.
- Being considerate of the shooters on field #2 make your visit to the trap house short as possible.
- Eye and ear protection MUST be worn at all times when shooting. (Foam plugs are available at the cashier's window for at a nominal cost).

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- Eye and ear protection must be worn by everyone on the sporting clay's course, including: trap persons, scorers, shooters, and spectators.
- Spectators on course are at their own risk.
- Do not pick up empty hulls on ground, during or after, a round.
- Hulls that hit the ground become the property of the club and may be purchased by members when available.
- Faulty ammo that has not been fired should not be discarded on the ground, in the trash cans or in the dumpster.
- Unfired ammo should be dismantled (cut open) before disposal.
- Reloading of skeet houses should be done by members only.
- Stand to left rear of the house and turn off machine.
- Release arm, load the machine, and turn back on being sure to be behind the machine.
- Spectators must remain behind the rope barrier at all times.
- All shooters, including the tower, must be within the shooting boundaries, unless authorized by the duty officer. Pets - primarily dogs that make threatening gestures toward any members or guest will be barred.
- The duty officer has the authority to enforce the removal of any dog from the club grounds.
- The duty officer will report the incident to the board of directors who will determine the final action.
- Ammo is available for purchase by members and guests only for shooting on premise.
- Ammo purchased may not be used off club property.
- All purchasers must have a valid F.I.D. card, or LTC.
- Drinking --- ONE alcoholic drink and you CANNOT shoot.

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### C. Meetings of the Board

**Approved: date** *approved 10/12/25*

1. The board will hold monthly meetings at the clubhouse
2. Meetings of the board will be open to all members. Specific sections of the agenda may be handled in executive session if deemed necessary by a majority of the Executive. The president can limit discussion/debate of agenda items to those attending in an official capacity.
3. All agenda items discussed at board meetings will clearly show a person responsible for taking the next step to completion. Furthermore, these items will be listed as "OLD BUSINESS" for subsequent meetings until the item has been resolved.

### D. Reimbursement of Expenses

**Approved date** *approved 10/12/25*

All reimbursed expenses must be submitted with accompanying receipts. Anyone wishing to submit reimbursable expenses shall submit them in a timely manner, i.e. 30 days after the expense has been incurred. If, for any reason, submission is anticipated beyond this time limit, prior notification and approval must be given by the treasurer.

### E. Signing of Contracts

**Approved: date** *approved 10/12/25*

The treasurer shall have the authority to sign contracts that are annually renewed. All other contracts should be approved by the board at a regularly scheduled meeting if doable. If it is not feasible to wait for a meeting, the president shall be advised.

### F. Annual General Meeting *approved 10/12/25*

**Approved:** Agenda items for the AGM must be submitted in writing to the secretary no later than fourteen days prior to the AGM. Members wishing to submit an agenda item must first present the item to their branch. The branch must approve the item and will be responsible for submitting it to the executive secretary. A representative (preferably the submitter) shall present the rationale for the item in person on the floor at the AGM.

1. The secretary or treasurer will coordinate the agenda for the purpose of generally grouping items, which address the same topic.
2. The IT director shall collect and maintain copies of all LTC'S and/or FID cards to assure that all members have a current license or ID card respectively.

## G. Officers and Board of Directors Election Process

Approved date *Approved 10/12/25*

1. A nominating committee shall be appointed by the president in accordance with the current bylaws.
2. A report shall be submitted to the board of directors on the meeting preceding the election.
3. The ballots for board members will be distributed one month preceding the AGM via email.

## H. Web Page

**Approved: date**

The club will maintain a site on the World Wide Web.

1. Maintenance of the web site is the responsibility of the IT director.

## L. Dues Payment

**Approved: date** *Approved 1/11/26*

All members with the exception of "Life" members shall pay dues after January and by the deadline of April 1 each year.

1. Dues shall be \$260.00 effective January 2026
2. Dues shall increase by \$5.00 per year until the year 2030
3. Failure to pay dues on May 1 (30-day grace period) shall result in a \$30.00 penalty.
4. New members shall be assessed a \$100.00 fee
5. Any new member joining after January 1 but before May 1 shall pay that full year's dues.
6. New members approved after the April 1, but before January of the next year, will be afforded a prorated amount.

## M. COMPLAINT PROCEDURES *Approved 2/15/26*

**For all members**

**Purpose** To provide a fair and unbiased means of recourse for members to see resolution of perceived problems

**Procedure**

**Approved: date**

1. members may register email complaints about anything to do with the club or anything that happened at the club. (verbal complaints will not be accepted). This email shall be directed to the treasurer, as the official correspondent.
2. The official correspondent shall present this information to the president as soon as possible, but may not be acted upon until the next board meeting.
3. The board shall be the authority having jurisdiction on any complaints.

## **N. Assignment of areas of responsibility . *Approved 2/15/26***

### ***President:***

1. chairs all meetings
2. is a member of all subcommittees ex officio
3. Is responsible for detail planning of all actions as authorized by meetings.

### ***Vice President:***

1. Is responsible to the president
2. Acts on behalf of the president in his/her absence
3. (Could be responsible for major purchases of the club).

### ***Secretary:***

1. The recording secretary shall take all minutes of all meetings, monthly and sub committees.
2. The secretary (or the treasurer) shall advise by internet report, the annual report to the Massachusetts Secretary of State.
3. The secretary (or the treasurer) Shall maintain all necessary reports, permits, licenses as needed to maintain our club in accordance with all laws and regulations.

### ***Treasurer:***

1. Shall keep accurate financial records in accordance with Generally Accepted Accounting Practices.
2. Shall maintain such bank accounts and sub account as directed by the board of directors.
3. Shall provide an annual budget at the annual meeting to help direct the club.
4. Shall file a report with the IRS annually
5. Receive all payments
  - A. Membership fees
  - B. Initiation fees
  - D. Payment for rounds of all shooting disciplines
  - E. Payments for Components and Ammo
6. Make all payments to vendors as directed by the president.
7. Daily
  - A. Check email
  - B. Check PayPal for income
  - C. Review the bank accounts in QuickBooks
8. Weekly
  - A. Check Post Office Mail

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- B. Collect Receipts
  - a. Record in QuickBooks
  - b. Deposit into appropriate accounts.
- C. Pay monthly bills
  - a. Amerigas
  - b. WIFI service
  - c. VoIP
  - d. Cavosa
  - e. Cleaning
  - f. grounds maintenance
  - g. pay the sales tax due for the previous month
  - h. monthly move \$2500 from the checking to the operational (component and target ) account
  - i. Anything over \$3,000 in the checking after the above gets moved to the savings account.
- 9. Quarterly
  - A. Falmouth R.E tax
  - B. Falmouth Tax on tractor
- 10. Annually
  - A. Secretary of State report after the annual meeting
  - B. Town of Falmouth Recreational Report
  - C. NSSA renewal
  - D. Goal renewal
- 11. Maintain membership record.

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***Areas of responsibility of individual directors***

These effectively are “subcommittees” that the general members are asked to help out on. *(these assignments may change annually)*

- |  |                                  |
|--|----------------------------------|
| 1. Shooting supplies: Ammo, Components, Targets- | Stu Gifford                      |
| 2. Building maintenance                          | Stu Gifford and Andy Campbell    |
| 3. Grounds maintenance                           | Stu Gifford and Andy Campbell    |
| 4. Club concession supplies                      | Jeff Greenwood                   |
| 5. Skeet fields                                  | Jeff Cameron                     |
| 6. Trap field                                    | Varoujan Hagopian and Josh Souza |
| 7. Five Stand field                              | A D Coburn and Frank Bridges     |
| 8. Building mechanical systems.                  | Stu Gifford and Andy Campbell    |
| 9. Information Technology -                      | Jorge Muxica                     |
| 10. Events Coordinator -                         | Jorge Muxica                     |
| 11. Training -                                   | Jorge Muxica                     |
| 12. Electrical issues                            | Rodney Ames                      |
| 13. Snowblower                                   | Sheldon Hamblin                  |