



**Matanuska Valley Sportsmen,  
Inc**

**Policy Manual**

**Updated 5/13/22**

## **Purpose**

1. To educate and promote gun safety to all interested parties.
2. To unite in one group sportsmen interested in the wise use of natural resources and the improvement of facilities and personal enjoyment of each.
3. To encourage members to promote social activities related to sportsmen's activities.

## **Mission**

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation.

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Policy 97-1 A yearly budget will be produced by the newly elected Board of Directors prior to the next monthly meeting after their election.

General notes from Policy Committee:

The President and/or Vice President is authorized to approve payments in the amount of \$1,000 or less for emergency purchases or services.

The Range RSO Manager or Facilities Manager are authorized to spend \$500 or less for emergency purchases or services.

Telephone or electronic communications of Board Members for services or emergency purchases may be used.

Policy 97-1 approved January 10, 1997  
Lanny Palmer, Secretary

William A. Folsom, President

Re-approved: Date Nov. 13, 08  
President, Stephen A. Montgomery

Secretary, Jon C. Leary

Re-Approved: 8 - 16 - 2012

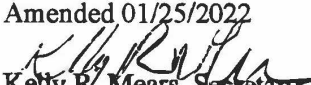
Re-approved: 1 - 14 - 14


Amended: 5 - 16 - 2014  
David E. Young, Secretary  
Amended: 6 - 11 - 2015  
David E. Young, Secretary

Earl P. Lackey, President

Earl P. Lackey, President

Amended: 7 - 14 - 2016  
Re-Approved: 1 - 18 - 2018

Amended 01/25/2022  
  
Kelly R. Mears, Secretary 01/25/2022

  
Earl P. Lackey, President 1/25/2022

Policy 97-2 Audit: A Committee will be appointed by the Board to perform a limited internal audit annually and upon Treasurer change. An external audit will be completed every (5) five years or as required.

General notes from the Policy committee:

We owe the outgoing Board and Treasurer an audit of the previous year's finances. The new Board should vote to accept the report.

Policy 97-2 Approved January 10, 1997

Lanny Palmer, Secretary

Re-approved: Date 11/13/08

Stephen A. Montgomery, President

Re-Approved: 8 - 16 - 2012

Re-Approved: 1 - 14 - 2014

William A. Folsom, President

Jon C. Leary, Secretary

Amended: 9 - 8 - 2016

Amended: 1 - 18 - 2018

01/25/2022

Kelly R. Mears, Secretary

Earl P. Lackey, President

Deleted - ~~strike through~~; Added - **bold & underlined**

Policy 97-8: Range Safety Officers (RSO) will be appointed by the Board based upon recommendations of Board members or current RSOs.

*RSO mgr*

Qualifications: These are voluntary designations open to current MVS members.

Categories:

1. Active RSOs are those persons routinely scheduled to work specific days or events, or are generally available to fill in when needed. In order to remain active, RSOs must work two shifts per month or the equivalent in hours. Active RSOs must have completed the NRA RSO course at their own expense. They may be re-imbursed by MVS when they have been approved by MVS Board of Directors.
2. Adjunct Staff are instructors, Board members or persons especially noted for their past and/or continuing contributions to MVS.
3. Inactive RSOs are persons who have previously served as RSOs but no longer fit the criteria for either of the other two categories.
4. RSO candidates may use the facilities free of charge during open hours.
5. User Group RSO: Those persons who provide RSO support only to his/her sport or user group. In addition to the appointment requirements the User Group RSO must meet all requirements of an Active RSO with the exception of the monthly work schedule. Range fees for the User Group RSO only will be waived for their group's shooting activity. All other shooting fees must be paid.

Functions: Two or more on duty RSOs will be present and in charge of the range operations whenever the facility is open to the public. One or more RSOs will be present for special events (e.g. training, classes).

Procedures: The Board of Directors (or its designee) will provide training and supervision of RSOs.

Privileges: In recognition of their voluntary contribution of time and work, Active RSO's and Adjunct Staff and their immediate family members, are not charged daily range-use fees; Active RSO's, and adjunct staff, shall be awarded voting membership if they meet minimum volunteer qualifications, paid for by MVS, Board of Directors shall pay for their own memberships, except for Life members; however Inactive and User Group RSOs are not accorded these privileges. The indoor range is available to Staff 2 hours prior and 3 hours after normal scheduled range hours or a scheduled event. The outdoor range is available to Staff 9am – 9pm when not scheduled for range use. Staff use outside these hours will be coordinated with the RSO Manager or Facilities Manager.

Policy 97-8 Approved November 6, 1997  
Lanny Palmer, Secretary

Robert Lochman, President

Re-Approved: Date 11/13/08

President, \_\_\_\_\_  
Stephen A. Montgomery

Secretary, \_\_\_\_\_  
John Leary

Amended: 2/13/2014

President, \_\_\_\_\_  
Earl P Lackey

Secretary, \_\_\_\_\_  
Mike Kelly

Re-Approved: 8 - 16 - 2012

Re-Approved: 1 - 14 - 2014

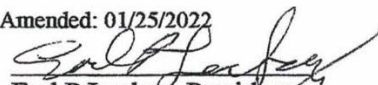
Amended: 03/27/2014  
Earl P Lackey, President



David E Young, Secretary

Amended: 07/14/2016  
Amended: 09/08/2016

Re-Approved: 1 - 18 - 2018

Amended: 01/25/2022

  
Earl P Lackey, President

  
  
Kelly R. Mears, Secretary

Policy # 99 – 01

The Purpose of this Policy is to set up a building account to be used only for catastrophic damage, major building repairs or losses.

Ten (10%) percent of the range gross income shall be dedicated to this account and shall be deposited in an interest paying account.

The building account will continue until the sum of \$125,000.00 is accumulated.

The use of the building account can only be redirected by approval of the Board of Directors and a majority vote of a quorum of the membership.

President \_\_\_\_\_  
Robert Lochman

Secretary \_\_\_\_\_  
Robert Phillips

Approved: \_\_\_\_\_

Re-Approved: 8 – 16 – 2012

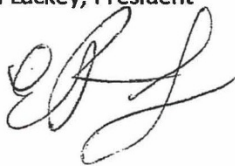
Re-Approved: 1 – 14 – 2014

Re-Approved: 7 – 14 – 2016

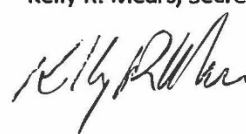
Re-Approved: 1 – 18 – 2018

Amended: 01/25/2022

Earl Lackey, President



Kelly R. Mears, Secretary



Policy # 99 – 02

The purpose of this policy is to set up a special Meggitt account for major repair and/or replacement of the Meggitt Target System.

Ten (10%) percent of the range gross income shall be dedicated to this account and shall be deposited in an interest earning account.

The Meggitt account will continue until the sum of \$50,000 is accumulated.

The use of the Meggitt account can only be redirected by approval of the Board of Directors and a majority vote of a quorum of the membership.

President \_\_\_\_\_  
Robert Lochman

Secretary \_\_\_\_\_  
Robert Phillips

Approved: \_\_\_\_\_

Re-Approved: 8 – 16 – 2012

Re-Approved: 1 – 14 -2014

Re-Approved: 7 – 14 – 2016

Re-Approved: 1 – 18 – 2018

Amended: 01/25/2022

Earl P. Lackey, President



Kelly R. Mears, Secretary





POLICY 99-5

HONORARY LIFE MEMBERSHIPS

The MATANUSKA VALLEY SPORTSMEN Board of Directors is authorized to issue Life Memberships to a member and their spouse in recognition of outstanding service to the organization.

No more than one Honorary Life Membership shall be issued in any one calendar year and no more than ten (10) such memberships shall exist at any given time. Surviving spouses do not count against the 10 memberships.

These life memberships shall be issued by a majority vote if the Board of Directors and should be limited to persons who have truly made outstanding contributions over time.

Approved honorary life members shall receive a Life Membership Card, a Life Membership Certificate, a certificate with their photograph shall be displayed at the range building in their honor.

A news release should be made to local media in recognition to each honoree.

\_\_\_\_\_  
President: Robert Lochman

\_\_\_\_\_  
Secretary: Robert Phillips

POLICY 99-5 approved 3 – 11 – 99

Re Approved: 8-16- 2012

Earl P Lackey, President

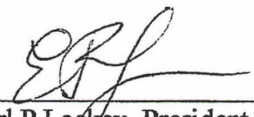
Mike Kelly, Secretary

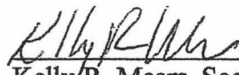
Re-Approved: 1 – 14 – 2014

Amended: 07/14/2016

Amended: 1 – 18 – 2018

Re-Approved: 01/25/2022

  
\_\_\_\_\_  
Earl P Lackey, President

  
\_\_\_\_\_  
Kelly/R. Mears, Secretary

MATANUSKA VALLEY SPORTSMEN, INC.

POLICY No 08-1

SUBJECT Disposal of Property

Items donated to MVS that are determined by the Board to be surplus to our needs shall be disposed of by silent auction at the Annual Membership Meeting. Each item shall have attached a note recognizing the donor and a silent auction bid sheet.

Items deemed by the Board to have no value may be thrown or given away.

DATE APPROVED \_\_\_\_\_

\_\_\_\_\_  
President: Steve Montgomery

Re Approved Date 12 - 8 - 2011

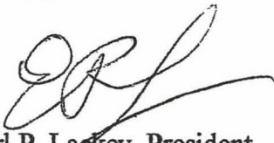
President \_\_\_\_\_  
Earl P Lackey

Secretary \_\_\_\_\_  
Mike Kelly

Re-Approved: 8 - 16 - 2012

Re-Approved: 1 - 18 - 2018

Re-Approved: 01/25/2022

  
Earl P. Lackey, President

Re-Approved: 1 - 14 - 2014

  
Kelly R. Mears, Secretary



Policy 09-01 Disposition of Spent Brass from Firing Range

It shall be the policy of the MATANUSKA VALLEY SPORTSMEN, INC. to collect all spent brass left after the end of each firing session from the firing range.

The brass left over after each shift becomes the property of the MATANUSKA VALLEY SPORTSMEN, INC.

The brass will be disposed of by sale to other businesses or individuals; or may be sold to a commercial recycler depending on which means of disposition generates the greater monetary return to the MATANUSKA VALLEY SPORTSMEN, INC.

Individual shooters may retrieve their own brass after firing at the range, but may not go through brass collection buckets or stored brass. Such action will result in temporary ejection from the range. Repeat offenses of going through stored brass will be treated as theft and dealt with accordingly by the Board of Directors.

Date approved: April, 2009

\_\_\_\_\_  
President: Steve Montgomery


\_\_\_\_\_  
Secretary: Mike Kelly

Re-Approved: 8 – 16 – 2012

Re-Approved: 1 – 18 – 2018

Re-Approved: 01/25/2022

Re-Approved: 1 – 14 - 2014

  
Earl P. Lackey, President

  
Kelly R. Mears, Secretary

### Policy 09-2

#### Range Safety Officer (RSO)-Suspension of privileges and duties

The RSO Manager has authority to suspend RSO privileges and duties for cause until next Board Meeting. The RSO Manager will notify the Board of the suspension. The Board of Directors may remove the Range Safety Officer from the approved list of RSOs with a majority vote. The RSO Manager will be made aware of any complaints or actions against an RSO prior to action being taken. RSO will have minimum 10-days notification before a Board of Directors meeting. The RSO Manager & RSO will be present during the Executive Session.

Policy 09-2 Approved August 13, 2009

President \_\_\_\_\_  
Steve Montgomery

Secretary \_\_\_\_\_  
Mike Kelly

Re-Approved: 8 – 16 – 2012  
Amended: 9-16-2014

President   
Earl P Lackey

Re-Approved: 1 – 14 – 2014  
Amended: 1 – 18 – 2018

Secretary \_\_\_\_\_  
Dave Young

Amended: 01/25/2022

Earl P. Lackey, President



Kelly R. Mears, Secretary



Policy 09-4

RANGE RENTAL POLICY

The fee for rental of the Matanuska Valley Sportsmen Inc. range is set by a majority vote of the Board of Directors. The Board of Directors can delegate such authority to the RSO Manager or Facility Manager.

The fee for governmental agencies (federal, state, municipal) and private, for-profit training shall be at the same rate. The rate shall be not less than \$50.00 per hour with a three - hour minimum. The MVS RSO Manager will have discretion on placing, at renter expense for tuition, an MVS RSO in any course or class for the purposes of continuing firearms education/training and to protect the best interests of MVS.

Adequate notice must be provided to the RSO Manager, so that he/she may have time to arrange for adequate RSO coverage. Prospective rentals on short notice, must be coordinated with the RSO Manager or Facility Manager in a timely fashion for approval and to schedule RSO Supervision.

Range rental may not interfere with Open Shooting hours, except through prior authorization by a majority vote of the Board of Directors.

User Groups shall have use of the facilities at a time and date agreed upon by the Board of Directors. The fees for user-group rental of the range shall be the sum total of the regular range fees for members and non-members in attendance for the scheduled event. The total user group rental shall not be less than \$50.00 per day. Rental Fee for the indoor facility is no less than \$50 per hour, up to \$400.00 with a 3-hour minimum. Shorter durations can be approved by the RSO Manager or Facility Manager. The Board of Directors may waive any rental fee with a majority vote. Electronic polling may be used on short notice for a rental.

Renters are responsible for cleanup to include spent brass, targets/stands debris and will report ANY damage to MVS Complex, injuries, accidents or reportable incidents to the RSO.

\* The Board of Directors may allow, by a majority vote at a regularly scheduled meeting, a private, for-profit class to rent the range at a lesser rate than stated above; if the following conditions are met:

- 1) The class does not compete with current MVS classes taught by volunteers and is deemed to benefit the club and its members by providing instruction not otherwise available through the Matanuska Valley Sportsmen, Inc. Normal range qualification is also available during public hours.
- 2) The class is deemed to further the educational mission of the Matanuska Valley Sportsmen, Inc. by the Board of Directors.

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- 3) The class and instructors will provide proof of insurance, naming MVS as a name insured.

Policy 09-4 Approved September 10<sup>th</sup>, 2009.  
Amended: January 13, 2011

President \_\_\_\_\_  
Steve Montgomery

Re-Approved: 8 – 16 - 2012

Secretary \_\_\_\_\_  
Mike Kelly

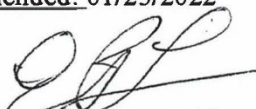
Re-Approved: 1– 14 – 2014

Amended: 1– 18 – 2018

Jon Cheney, President

Barbara Beckage, Secretary

Amended: 01/25/2022

  
Earl P. Lackey, President

  
Kelly R. Mears, Secretary

Deleted – ~~strike through~~; Added – **bold & underlined**

Policy Number 10-1

Date: 03-11-2010

## Range Management

Day to Day management shall be the duty of two volunteers working together.

RSO Manager (see policy 21-01).

Facility Manager, approved by the Board of  
Directors.

### Responsible For:

1. Maintenance of entire range facility
2. Purchase of supplies
3. Snow removal and trash pickup
4. Scheduling in coordination with RSO Manager and Scheduling Officer
5. Work party scheduling

The intent of this policy is to divide the duties and responsibilities of the volunteer range management between two volunteers, a RSO Manager (as described in Policy 21-01) and a Facility Manager.

Approved \_\_\_\_\_

Secretary, Mike Kelly  
President, Steve Montgomery

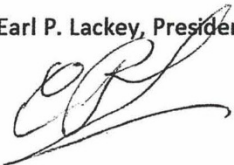
Re-Approved  
8 - 16 - 2012

Re-Approved  
1 - 14 - 2014

Re-Approved: 1-18-19  
Re-Approved: 09/18/2019

Amended: 1/25/2022

Earl P. Lackey, President



Kelly R. Mears, Secretary



### Policy # 11 – 01 Firearms Safety

All firearms must be unloaded and cased when entering the range.

During public hours, firearms must be un-cased and re-cased only on the firing line.

Firearms may be loaded only on the firing line and while pointed downrange.

Holstered handguns carried openly or concealed must not be removed from the holster, except on the firing line.

Limited instruction or assistance with an unloaded but malfunctioning firearm, or instruction in disassembly, cleaning, or maintenance may be done only by a MVS Instructor or RSO.

Adopted 5-14-11 unanimously

Re-Approved

8 – 16 – 2012

Amended: 1– 18 -2018

Re-Approved

1 – 14 – 2014

Amended: 01/25/2022

Earl P. Lackey, President



Kelly R. Mears, Secretary





### Policy # 11 -03 Compensation

#### Purpose

The purpose of this document is to establish corporate policy and procedures for executive compensation.

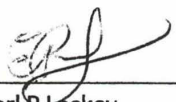
#### Policy Statement

As a matter of policy, the Matanuska Valley Sportsmen, Inc. will not hire employees nor will it compensate members of the association for work performed. MVS will remain an all-volunteer organization.

#### Exceptions

From time to time, professional services such as legal activity or accounting activity may be needed and are exceptions to this policy. Other work as may be needed may be provided by a vendor or contractor outside of the organization and their membership status will not be disqualifier.

President \_\_\_\_\_

  
Earl P. Lackey

Secretary \_\_\_\_\_

Mike Kelly

Approved: 12 - 8 -2011

Re-Approved: 1 - 14 - 2014

Re-Approved: 1- 18 - 2018

Re-Approved: 01/25/2022

Earl P. Lackey, President



Kelly R. Mears, Secretary



Policy 11 – 04 Policy Review

Purpose

The purpose of this policy is to establish policy review intervals.

Policy

All policies will be reviewed on a biennially.

President \_\_\_\_\_

Earl P Lackey

Amended: 1-- 18 --- 2018

Secretary \_\_\_\_\_

Mike Kelly

Approved: 12 – 08 – 2011

Re-Approved: 1 – 14 -2014

Amended: 01/25/2022

Earl P. Lackey, President



Kelly R. Mears, Secretary





### Policy # 11 – 05 US Tax Form 990 Review

The purpose of this document is to establish policy and procedures for review of the US Tax Form 990 by the Board prior to signing by the President

The US Tax form 990 will be reviewed by the Board and accepted by resolution prior to signature by the President.

The Special Projects person will coordinate the process that culminates in the 990 and will be the single point of contact with the preparing CPA firm. Upon completion of the 990 in draft form, he will provide copies to each of the Board members for their review. The 990 will be placed on the agenda at the next Board meeting. The Board of Directors will approve the return by resolution and will authorize the President to sign and submit the document.

President \_\_\_\_\_  
Earl P Lackey

Secretary \_\_\_\_\_  
Mike Kelly

Approved: 12 – 08 – 2011

Re-Approved: 1 – 14 – 2014

Amended: 1– 18 – - 2018

Amended: 01/25/2022

Earl P. Lackey, President

Kelly R. Mears, Secretary

Handwritten signatures of Earl P. Lackey and Kelly R. Mears. Earl P. Lackey's signature is written over his name and the word 'President'. Kelly R. Mears' signature is written over her name and the word 'Secretary'.

### Policy 11 – 06 Document Retention

#### Purpose

The purpose of this policy is to define the retention periods for documents generated by or affecting the MVS range.

#### Policy Statement

Documents shall be retained by the Matanuska Valley Sportsmen, Inc. as long as they can affect the corporate well-being and finances. Destruction shall be by burning or shredding by an appointee of the board.

#### Retention

MVS corporate formation documents shall be maintained in the safe deposit box for the duration of the existence of the corporation. Property documents shall be maintained for the duration of the existence of MVS. Equipment documents shall be retained as long as the equipment is owned by MVS plus 5 years. Plant records will be maintained for the life of MVS. Membership records will be maintained for 7 years after execution. Class records will be maintained for 5 years after completion of the class. Documents pertaining to all firearms which pass through MVS shall be maintained for the duration of the existence of MVS.

President \_\_\_\_\_  
Earl P Lackey

Secretary \_\_\_\_\_  
Mike Kelly

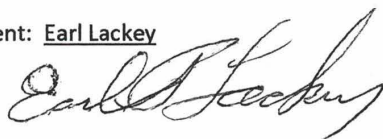
Approved: 12 – 08 – 2011

Re-approved: 1 – 14 – 2014

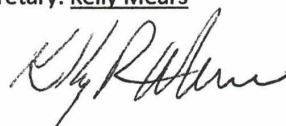
Amended: 1– 18 – 2018

Amended: 03/17/2022

President: Earl Lackey



Secretary: Kelly Mears



## 2011-07 Conflict of Interest Resolution

### Policy # 11 – 07 Conflict Of Interest Resolution

#### Purpose

The purpose of this policy is to codify the resolution of conflicts of interest whether perceived, potential or actual.

#### Policy Statement

The potential conflicts of interest and actual conflicts of interest are not in the best interest of Matanuska Valley Sportsmen, Inc. and must be identified and resolved by the Board of Directors.

#### Procedures

Directors, officers, key personnel, and contractors must identify potential conflicts of interest to the Board of Directors. Any director, officer, or member may present to the Board of Directors evidence of any current or potential conflict of interest between MVS business and a director, officer, contractor or MVS member. The Board of Directors shall determine the facts of the alleged conflict, and vote on a main motion as to the existence of said conflict. If the decision is that there is no conflict, the director or officer may continue to participate and vote. If a conflict or likely conflict is determined, the director or officer shall withdraw from discussions and voting until the subject is closed and other business is taken up. The potential conflict, the vote, and treatment of the case shall be noted specifically in the minutes of the meeting.

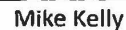
President

  
Earl Lackey


Approved: 12 – 08 – 2011

Re-Approved: 1 – 18 – 2018

Secretary

  
Mike Kelly

Re-Approved: 1 – 14 – 2014

  
K/4 R Wren  
1/15/2024

### Policy 12-1 Funds Disbursement Policy

This policy will inform the Board and members of the ongoing financial status of the organization and allow tracking of purchases.

Requests for disbursements from Matanuska Valley Sportsmen, Inc. funds shall be recorded on a check request form with receipt and be presented to the Treasurer for reimbursement.

President: \_\_\_\_\_

Earl Lackey

Secretary: \_\_\_\_\_

Mike Kelly

Re-Approved: 8 – 16 – 2012

Amended: 1 – 18 – 2018

Re-Approved: 1 – 14 – 2014

Amended: 03/17/2022

President: \_\_\_\_\_

Earl Lackey

Secretary: \_\_\_\_\_

Kelly Mears

### Policy 12-2 Firearms Loans from the Matanuska Valley Sportsmen, Inc.

This policy will ensure any loaned firearms that are the property of the Matanuska Valley Sportsmen, Inc. will occur only after the temporary user of such firearms gives to the on-duty RSO one of the following as collateral:

Current Driver's License  
Current Military Identification Card with photo  
Current State Photo ID Card  
Passport# with name  
Lawful Permanent Resident Card with Alien #

The term of loan of said firearms shall be for the duration of open hours that the range is open to the public or for instructional purposes during regularly scheduled class times set forth by the Board of Directors and the Scheduling Officer. The term of loan for said firearms shall not exceed 8 hours for any reason.

Ammunition must be purchased from the MVS Range.

The on-duty RSOs shall obtain the necessary identification from the individual(s) to whom firearms shall be loaned prior to allowing the individuals to take or use the firearms mentioned. The identification shall be stored in the office gun safe or cash register until the loaned firearm is returned. Minor children may use the above listed firearms, only if their parent or legal guardian borrows the firearm and are present during its use.

Neither these, nor any other firearms that are owned by the Matanuska Valley Sportsmen, may be loaned to any individual or group, except by the above prescribed method set forth in Policy 12-2; without a majority vote of the Board of Directors in a regularly scheduled Board meeting.

President: \_\_\_\_\_  
Earl Lackey


Re-Approved: 8 – 16 ... 2012

Amended: 1 – 18 – 2018

Secretary: \_\_\_\_\_  
Mike Kelly

Re-Approved: 1 – 14 ... 2014

Amended: 03/17/2022

President:   
Earl Lackey

Secretary:   
Kelly Mears



### Policy # 13 -01 Nominations for Board Members

All nominations for Board Members shall be made from the floor at the Annual General Membership Meeting on the second Thursday of February.

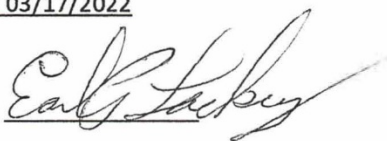
President \_\_\_\_\_  
Earl P Lackey

Secretary \_\_\_\_\_  
Mike Kelly

Approved: 1 – 14 – 2014

Re-Approved: 1 – 18 – 2018

Amended: 03/17/2022

President:   
Earl Lackey

Secretary:   
Kelly Mears

### Policy # 13 – 02: Endowment Fund

The Matanuska Valley Sportsmen, Inc. shall establish an Endowment Fund for Scholarships that may be awarded annually.

A Scholarship committee of three people shall make nominations for Board approval.

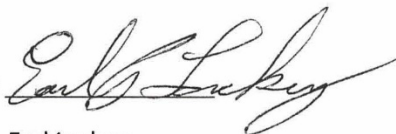
President \_\_\_\_\_  
Earl P Lackey

Secretary \_\_\_\_\_  
Mike Kelly

Approved: 1 – 14 – 2014

Amended: 1 – 18 – 2018

Amended: 03/17/2022

President:   
Earl Lackey

Secretary:   
Kelly Mears



### Policy # 13 – 03: Range Capacity for Indoor Facility

No more than two (2) persons per firing lane at a time shall be allowed on the firing line portion of the ranges, excluding RSO's.

President \_\_\_\_\_  
Earl P Lackey

Secretary \_\_\_\_\_  
Mike Kelly

Approved: 1 – 14 – 2014

Re-Approved: 1 – 18 – 2018

Amended: 03/17/2022

President:   
Earl Lackey

Secretary:   
Key Mears

### Policy # 13 – 04: Scheduling Officer

The Board of Directors shall formally appoint a Scheduling Officer. The Scheduling Officer will conduct scheduling meetings semi-annually.

The schedule will be presented for approval at the next Board of Directors meeting. After Board approval, the schedule shall be posted.

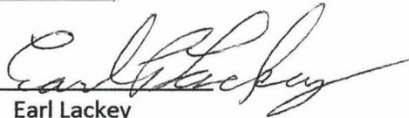
President: \_\_\_\_\_  
Earl P Lackey

Secretary: \_\_\_\_\_  
Mike Kelly

Approved: 01 – 14 – 2014

Amended: 1 – 18 – 2018

Amended: 03/17/2022

President:   
Earl Lackey

Secretary:   
Kelly Mears

### **POLICY 16-01 Capitalization**

#### **Mission**

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation.

#### **Purpose**

The purpose of this document is to establish a formal organizational policy for the capitalization of purchased/donated assets

#### **Policy Statement**

As a matter of policy, all assets costing \$2,500.00 or less will be expensed upon purchase. The Board may, on an individual basis, elect to depreciate an asset. That election will be documented and approved in writing by the board.

#### **Background**

The organization was advised in 2015 that we would be able to expense items costing up to \$500.00 without capitalizing and depreciating them. The IRS received many comments on the policy so they issued Notice 2015-82 recently changing the limit to \$2,500.00 per item. To use this new limit, businesses need to make an election on their tax return. This means we will no longer have to capitalize small items and depreciate them over years. This will ease the records-keeping burden on us. This policy formalizes that election.

Approved 10 March 2016

Re-Approved: 1 – 18 – 2018

\_\_\_\_\_  
Earl Lackey  
President

\_\_\_\_\_  
Dave Young  
Secretary

Amended:  
03/17/2022

President:  
Earl Lackey



Secretary:  
Kelly Mears



### **POLICY 16-02 Property Management**

#### **Mission**

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation.

#### **Purpose**

The purpose of this document is to establish a formal organizational policy for the management of the physical assets of the corporation.

#### **Policy Statement**

As a matter of policy, all physical assets costing more than \$500.00 acquired by the corporation will be inventoried and tracked. All firearms and accessories will be included in this category. Property owned by others and left in our care or on our premises will be included. Recognized User Groups assets will be secured by the user groups and will remain the sole responsibility of the user Group. Items purchased for resale will be the responsibility of the Treasurer. Valuable, lower cost items may be inventoried and tracked as determined by the board.

#### **Background**

As we have grown and acquired more assets, the fiduciary responsibility of the Board of Directors mandates control of our assets to prevent losses. Heretofore, no responsible individual has been charged with the responsibility of asset control or property management. This policy authorizes the appointment of a property manager. Execution of the responsibilities of the position will be defined in a procedures document. This position will report directly to and be responsible to the president. The Property Manager will be appointed by the Board and will serve at the pleasure of the Board.

## Property Management 16-02

### Procedures

**Purpose:** This document establishes the procedures to be used in managing the assets of the Matanuska Valley Sportsmen, Inc.

All assets of the organization whose value exceeds \$500 will be managed by the Property Manager. Valuable but lower cost items may be managed.

When an item is acquired, the Treasurer will advise the Property Manager of the date of acquisition and the value of the item. Information on donations to MVS will be provided to the Treasurer and the Property Manager. The Property Manager and the Treasurer will jointly determine when the property is placed into service.

When an item is purchased or acquired for the raffle process, the chair of the raffle committee will advise the Property Manager and the Treasurer. When the item is transferred to the winner of the raffle, the date and name of the winner will be provided to the Property Manager and the Treasurer. When items are acquired for special programs such as Ladies Only Night, the program manager will provide the appropriate information to the Property Manager and the Treasurer.

The Property Manager is not granted purchasing or disposition authority for organizational assets.

If assets are loaned, the Property Manager will execute a contract with the borrower. The contract will require an adult signature if it is with a minor.

Spares, such as Meggitt components, will not be included in this procedure. Installed real property such as the furnaces, exhaust fans, complete lanes of Meggitt equipment, and the backstop will be included.

The Property Manager will maintain a roster of assets that reflects, at a minimum, nomenclature, model, serial number, the date purchased, acquisition cost, date placed into service, date of disposition, method of disposition, and amount for which it was sold.

An inventory of all assets will be performed between 26 December and 5 January each year. At least one additional inventory will be completed each calendar year.

The Property Manager will not be responsible for the maintenance of corporate assets.

Approved 13 October 2016

Re-Approved: 1 – 18 – 2018

\_\_\_\_\_  
Earl Lackey, President

\_\_\_\_\_  
David Young, Secretary

Amended: 03/17/2022

President:

  
Earl Lackey

Secretary:

  
Kelly Mears

### POLICY 17-01 Firearms Rental

#### Mission

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation.

#### Purpose

The purpose of this document is to establish a formal organizational policy for the rental of MVS firearms.

#### Policy Statement

As a matter of policy, all persons renting firearms will complete the rental agreement and agree to all the following conditions. The renter must be 18 years old to rent long guns and 21 years old for handguns. The renter will surrender a government issued ID and creditcard as collateral. Rentals are \$20 for the first firearm and \$10 for each additional firearm.

The RSO's will case the firearm at the desk with the action open, transport it to the firing line and uncage it for the renter where it will stay until an RSO returns it to the RSO desk in the case with the action open. The firearm will then be uncased and returned to the rack and the ID and CC returned to the renter. Firearms will be rented one at a time and an RSO will monitor the renter and rental firearm while they are on the line. **No holster work will be permitted with rental firearms.** All ammo used in rentals must be purchased from MVS inventory. Active RSO's may use the rentals without charge only if they purchase ammo from MVS inventory.

#### Background

The organization decided to spend up to \$5,000 on rental firearms in February 2016 at the GMM. This policy was drafted with input from the RSO's to ensure we had the most acceptable means of managing those firearms safely. The rentals are primarily so people can try a firearm before they decide to purchase one. The RSO's are expected to have some knowledge to help the renters with this choice. That is the reason they are encouraged to try the firearms for the cost of ammo. This policy formalizes the rental procedure.

Approved 12 January 2017

Earl Lackey, President

Amended: 1 – 18 – 2018

David Young, Secretary

Amended: 03/17/2022

President:

Earl Lackey

Secretary:

Kelly Mears



**Policy Number 2019-01**

14 March 2019

## **Smoking Policy**

The voting membership of Matanuska Valley Sportsmen, Inc. on February 21, 2019, directs the elected board to enact a policy banning smoking, vaping and the use of tobacco products indoors and under the cover of the overhead shooting positions on the outdoor ranges. The enacted policy is:

The use of any tobacco products, smoking, and vaping is prohibited inside all of the range building(s) and under the overhead range shelters on the outdoor ranges. This prohibition includes: smoking tobacco in all forms; smokeless tobacco products requiring the user to spit; electronic cigarettes (a.k.a. vaping or vapor devices); and any other oral smoking device regardless of the contents (tobacco, tobacco-like products, marijuana including CBD, any other chemical or compound in any device that would produce smoke or vapor in any form). This Policy is effective at signing and remains until rescinded or replaced.

**Approved: 14 March 2019**

President: Dave Young

Secretary: Barbara A Beckage

**Re-Approved: 03/31/2022**

President: Earl Lackey

Secretary: Kelly Mears

Handwritten signatures of Earl Lackey and Kelly Mears. Earl Lackey's signature is written above Kelly Mears' signature.

### Training Program Management Policy 19-2

#### Purpose

The purpose of this document is to establish a formal organizational policy for the management of the training program of the Matanuska Valley Sportsmen, Inc.

#### Policy Statement

As a matter of policy, all training conducted at the Matanuska Valley Sportsmen, Inc. range or under its auspices will be managed by the Training Manager.

#### Background

As we have grown, the range has developed various training courses. We currently, provide educational opportunities through volunteer NRA Certified Instructors. Our internally developed courses are approved by the State of Alaska to provide a State of Alaska Concealed Handgun Permit course. A responsible individual will be charged with overall responsibility for the management of the entire training program. This policy authorizes the appointment of a training manager. The responsibilities for and execution of those responsibilities of the position will be defined in a procedures document. The position will report directly to the President of the Board of Directors. The training manager will be approved by the Board of Directors and serve at the pleasure of the board.

Approved 8-15-19

President: David Young

Secretary: Barb Beckage

Re-Approved: 03/31/2022

President: Earl Lackey

Secretary: Kelly Mears

Handwritten signatures of Earl Lackey and Kelly Mears. Earl Lackey's signature is written over the text 'President: Earl Lackey' and Kelly Mears' signature is written over the text 'Secretary: Kelly Mears'.



### **Policy Number 19-03**

#### **MISSION**

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation

#### **PURPOSE**

The purpose of this document is to establish the policy for animals brought onto range property.

#### **POLICY STATEMENT**

As a matter of policy, no dogs or animals are allowed on the premises of the Matanuska Valley Sportsmen, Inc.

#### **BACKGROUND**

We have been advised by our insurance company that animals are not a covered activity. Accordingly, legal costs for affected individuals will not be borne by the range. Individuals at the range are considered to be invited guests from a responsibility standpoint. The range, as owners of the property, have a nearly iron-clad responsibility to mitigate risks to those individuals on the premises. We have, as a corporation, accepted that risk and responsibility. We provide a safety briefing when people come to the range the first time; we have in place policies and procedures to mitigate the risks associated with a shooting range; we advise participants on lead hygiene issues; we provide personal escorts and continuous supervision for rental gun users; we have policy and procedures in place concerning range safety officers; we provide hearing and eye protection to users; and we have insurance policies to protect the range and members. As stated above, our insurance policies do not cover animals. Dogs are not considered to be a nominal component of a shooting range and are certainly not an integral part of the shooting range experience.

#### **Approved 18 September 2019:**

David Young, President

Barbara Beckage, Secretary

#### **Re-Approved: 03/31/2022**

President: Earl Lackey

Secretary: Kelly Mears

The block contains two handwritten signatures in black ink. The top signature is for Earl Lackey, written in a cursive style. The bottom signature is for Kelly Mears, also in cursive. The signatures are positioned to the right of the printed names.

Matanuska Valley Sportsmen, Inc.

Policy 21-1 Range Safety Officer (RSO) Manager

### **Mission**

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation.

### **Purpose**

The purpose of this document is to establish a formal policy for selection, appointment, management, responsibilities, and privileges of the Range Safety Officer Manager.

### **Policy Statement**

As a matter of policy, the Range Safety Officer Manager is appointed to manage the RSO staff.

### **Qualifications**

In order to be considered for appointment as the Range Safety Officer Manager, candidates must be voting members in good standing of the Matanuska Valley Sportsmen, Inc. and be members of the NRA. Membership in MVS and the NRA must be maintained for their appointments to remain valid. The Range Safety Officer Manager must hold NRA CRSO credentials.

### **Background**

As time has passed, the Matanuska Valley Sportsmen, Inc. range has matured. The Board of Directors has refined and expanded supervisory requirements during the hours within which we have public participation in range activities. The management of that effort has become more detailed and significant. Those duties assigned to the RSO Manager have been located in various documents in the past. This document brings those duties and responsibilities together into a single comprehensive document.

### **Duties and Responsibilities**

The duties of the RSO Manager will include but are not limited to the following:

- 1.) Recruiting, training, managing, and scheduling for RSO's
- 2.) Daily cleanup of the range
- 3.) Coordinate with the Training Manager and Facilities Manager for range use.
- 4.) RSO's are on duty when the ranges are in use.
- 5.) RSO's are knowledgeable of and follow established MVS procedures and practices.
- 6.) Hold RSO Meetings as necessary.
- 7.) Communicate regularly with and maintain a current roster of all members who have RSO responsibilities at the range.
- 8.) Maintain a current CRSO certification from the NRA.

- 9.) RSO Manager will interview and provide at least 8 hours training to new prospective RSOs.
- 10.) RSO Manager will recommend new RSOs for approval by MVS Board of Directors.
- 11.) Coordinate RSO coverage for Range Rentals.
- 12.) Provide instruction to RSO desk personnel in management systems.
- 13.) Investigates accidents, incidents and significant unusual events on MVS premises and provides a written report to the Board of Directors.

#### **User Groups:**

- 1. User Groups will appoint their own RSOs in accordance with their organization's requirements.
- 2. User Group RSOs must also meet the requirements of MVS and must be approved by the Board of Directors.

#### **The RSO Manager will:**

- 1. Coordinate with User Group RSOs to ensure they are cognizant of MVS expectations.
- 2. Ensure that User Group Agreements are signed and provided to the Secretary of MVS.
- 3. Maintain a current roster of all members who hold RSO credentials and the organization providing that authorization. Provide a copy of the roster to the Secretary, MVS.
- 4. If requested, provide a current roster of RSOs to the Board.

#### **Administrative**

- 1. The RSO Manager will report directly to the President of the Board.
- 2. RSO Manager selection and appointment is the purview of the Board and is not an election process.
- 3. The RSO Manager's authority is limited to that defined by the Board.
- 4. The RSO Manager's performance will be reviewed and evaluated annually by the Board.

5. The RSO Manager shall be appointed for a three-year term and shall serve no more than three consecutive terms. An RSO Manager may be reappointed by the Board after the passage of one calendar year.

6. RSO Manager and RSO staff include all individuals named by the Board as having RSO responsibilities at MVS.

President: Earl Lackey      June 10, 2021

Secretary: Rob Bargewell

Revised: 03/31/2022

President: Earl Lackey

Secretary: Kelly Mears

Handwritten signatures of Earl Lackey and Kelly Mears. Earl Lackey's signature is in cursive and appears to read 'Earl Lackey'. Kelly Mears' signature is also in cursive and appears to read 'Kelly Mears'.

**POLICY 2022-01: RSO Coverage at MVS Range Complex**

**MISSION**

The Matanuska Valley Sportsmen, Inc. (MVS) is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and National defense and the sports of shooting, hunting and fishing as wholesome forms of recreation.

**PURPOSE**

The purpose of this document is to establish a formal policy for RSO coverage on the various range, at MVS during all shooting activities. This includes both open shooting to the public and ALL user groups.

**POLICY STATEMENT**

As a matter of policy an MVS approved Range Safety Officer (RSO) will be present on any range when that range is in use. User Groups, will have an approved RSO for their shooting activity.

**BACKGROUND**

As shooting activity at MVS has increased over the years, the potential for incidents and accidents has increased. The physical presence of an RSO on any range in use provides an opportunity to prevent those accidents and incidents.

**PROCEDURES**

This policy applies to ALL shooting ranges at MVS.

**PREFACE:** At no time during open shooting hours, will shooting be allowed without an MVS approved RSO on that



range. User Groups will have an approved RSO for their shooting sport.

**Indoor Range:**

Limit of two (2) shooters per lane. The number of RSO's on duty will determine the number of shooters allowed on the range.

Suggested minimum of two (2) RSO's. If all lanes are in use, more RSO's maybe required. The RSO's will be on the firing line to monitor shooters.

ALL user groups will have an MVS approved RSO on duty during their shooting events.

**Indoor high caliber lanes:**

No shooting is to be conducted without at least one (1) RSO in the shooting lanes. The RSO needs to be in the shooting area.

**50/100 outdoor ranges:**

Anytime either of the outdoor ranges are being used, there will be an MVS RSO on that range.

MVS approved RSO may use ranges without additional RSO coverage.

**Approved: 03/31/2022**

President: Earl Lackey

Secretary: Kelly Mears

The block contains two handwritten signatures. The top signature is for Earl Lackey, written in a cursive style. The bottom signature is for Kelly Mears, also in cursive.

