

New Membership process

This document is a guideline on how to become a member of the Tofield Gun Club

A new member wants to join the club, they can contact the club.

- a. Via email, the secretary will respond informing them of this process.
- b. Via Phone call, to a member, the member will inform them of this process.
- c. In person at the range, a member will inform them of this process.

1. Fill out a membership form. The latest version is on our website

<https://tofieldgunclub.ca/wp-content/forms/MembershipForm20231018.pdf>

Review the range rules before arranging for an orientation

<https://tofieldgunclub.ca/ranges/>

2. Contact the club **Chief RSO** (Range Safety Officer) via email to arrange for an orientation.

Tofieldgunclub@outlook.com

Subject: Attention Chief RSO

Typically orientations will be Monday evenings. With an RSO or qualified club member.

3. The RSO will collect the completed membership form, and hand this in to the Treasurer, along with the **cash or cheque for 150.00**.
4. The treasurer will then issue a membership card with a membership number. A new member is allowed 3 visits as a guest, with an existing member present until they are insured through the clubs NFA (National Firearms Association) insurance.
5. The treasurer will update the NFA insurance monthly at or near the end of the month, listing any new members, to the NFA. The insurance is typically effective the following month, once insured the new member will receive the codes to gain access to the indoor and outdoor ranges.
6. The treasurer will also update the membership list, sharing that information with the secretary or web page administrator.
7. The secretary or web-page administrator will update the mail out list, which will include the new member in all club correspondence.