

**Standing Rules and Guidelines of KBH Archers.**

The Standing Rules are authorized under Article VI of the Corporations By-Laws, and are reflections of policy and economics not covered by the By-Laws of KBH Archers.

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## 1. CLUB MEETINGS (Article III - By-Laws)

- a. The Secretary shall have the right to require motions made at any meeting be in writing.
- b. The Secretary shall obtain a list of members attending special, board, and annual club meetings, and include it in the minutes.
- c. General Membership meeting is when the club members can meet together and vote for new officers and other club ideas to present to the Board of Directors.
  - i. December's club meeting is to nominate members for officer positions.
  - ii. January's club meeting is for the voting members to elect candidates to submit to the Board of Directors for officer positions.
  - iii. February's club meeting is the Annual Awards Banquet, to recognize member accomplishments, and to swear in the new Board of Directors for the coming year.
  - iv. Other month's meetings are to discuss what the club members would like to do at KBH Archers for submittal to the Board of Directors.
- d. Board of Directors meeting is when the Board makes decisions of how to support the club's best interests. Meetings are held monthly, except September.
  - i. November's meeting is to plan the Annual Awards Banquet.
  - ii. January's meeting is to select and vote for new officers.
  - iii. August's meeting is to select the representative for KBH Archers at the WSAA convention, to determine proposed WSAA shoots for KBH Archers to host, and determine dates of club shoots at KBH Archers for the purpose of advertising in the WSAA quiver.
  - iv. July is the annual budget meeting.

## 2. VICE PRESIDENTS - (Article IV - By-Laws)

- a. The Executive Vice President (EVP) is responsible for the maintenance of the KBH Archers Clubhouse. In the absence of the president the EVP may act as president. EVP reviews the By-Laws and Standing Rules and informs the Board of Directors of needed changes. See Appendix E for additional duties.
- b. The Tournament Vice President is in charge of determining shoot dates for club shoots and must submit this schedule for approval at the annual budget meeting. He/she is also responsible for making calendar bids for invitational shoots to be put on the WSAA Tournament Calendar. It is his/her responsibility to monitor the activities of all shoot committees and to report their progress. He/she must also make sure that all tournament records and awards, as well as club shoot supplies are kept in order.

- c. The Hunting Vice President monitors the Big and Small Game and Hunter Recognition Award Point Systems and Rules for any necessary changes or updates, as well as collecting the Game Applications for awards. He/she assigns and chairs the Game Awards Committee, which determines the point value on each application (according to the Big Game and Small Game and Hunter Recognition Award Point Systems and Rules) and notifies the appropriate committee for further action. He/she also assigns the club representative for the WSAA Hunting Committee (any club member); they will represent the club at meetings held by the Department of Wildlife. He/she will ensure that the Bow-Hunter Education Program is given periodically, and will work closely with all committees relating to bow-hunting. There are no range fees for the use of KBH Archers property for the classes.
  - d. The Membership Vice President is responsible for membership records, dues and notices, longevity awards, and distribution of membership cards and entry codes. He/she signs all membership cards. An updated membership list is available to all Board of Directors upon request.
  - e. The Grounds Vice President organizes work parties for grounds and structures maintenance. He/she ensures prompt trash hauling. Trash removal fees are reimbursable at the amount of the minimum bulk load at the public waste disposal center, and may include trash from the member's household without pro-rating for KBH Archers or member's volume of trash as long as the fee does not exceed minimum bulk load fee.
  - f. The Public Relations Vice President is in charge of contacting the media, the KBH Archers Facebook Page and Web Page, promoting the club and community relations, providing general meeting entertainment, publishing the club newsletter "BUCKHORN", and handling all matters relating to the publicity of the club.
  - g. The Fund-Raiser Vice President is responsible for fund raising, and club sales; and works closely with the Public Relations Vice President in order to acquire money for specific purposes.
  - h. The Range Vice President is responsible for maintaining the trails, outdoor target and practice butts and targets, shooting stakes, range signs and markers, indoor range target butts and targets, and enforces safety rules.
3. GOOD STANDING (Article V - By-Laws)
    - a. A person who has remained current in organization dues and payments who has complied with all their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure is in good standing.
  4. MEMBERSHIPS (Article V - By-Laws)
    - a. KBH Archers offers different types of memberships. They are listed in Appendix A, with the structure of annual dues. Members may volunteer to help maintain KBH Archers for a reduction in their annual dues.

## 5. HEALTH AND SANITATION

- a. Any member or committee using club facilities shall clean up after their activities.
- b. Camping long term, more than fifteen consecutive nights, requires Board of Directors approval. They may ask you to move your campsite to a different spot so grass may be maintained.
- c. Pets on KBH property.
  - I. Pet owners are responsible for the control of their pets.
  - II. Pet owners are required to pickup after their pets.
  - III. Pets will be allowed in the clubhouse and safety area of indoor/outdoor ranges.
  - IV. Pets are not allowed in the kitchen.
  - V. Pets shall be on a leash or under verbal control, and in visual sight of owner at all times.
  - VI. Pet owners are liable for their pets. KBH Archers are not liable for any damages to people, property or other pets.
  - VII. Pets are allowed on KBH property as long as their presence does not affect other member's shooting pleasure. If an Archer asks you to remove your pet, please respect their wishes. Should owner fail to comply with request an incident shall be reported and pet owners membership will come under review at next Board meeting.

## 6. SAFETY RULES

- a. Follow posted instructions as to range closure or restrictions. The walk-through range closures or restrictions are posted by placard at the range entrance. Planned closures can be found on the KBH Archers's web site under EVENTS.
- b. Any child under fourteen (14) years of age shall be under the direct supervision of an adult when shooting on the ranges. All parents shall be directly responsible for their children at all times.
- c. For safety, all children less than twelve (12) years of age must be under direct supervision while on KBH Archers property or at KBH Archers activities.
- d. Designated recreation areas shall be the fenced play area, picnic area or any other area specifically designated by the activities committee during the day of the club function.
- e. For safety, a bow shall not be drawn per Washington State Archery Association Rules pertaining to the subject of the arrow pointing away from the line of the target.

- f. Crossbows are not allowed to be shot on KBH Archers property at any time.
  - In order to legally hunt with your crossbow in Washington, it needs to have a minimum draw weight of 125 pounds. The target butts at KBH Archers are only rated for a maximum of 80 pounds. The Club can't guarantee other archer's safety if someone is shooting a bow that has a draw weight of 125 pounds. Person's safety surpasses all other considerations.
- g. NO INTOXICATING BEVERAGES SHALL BE ALLOWED on the ranges, including the indoor range. No alcoholic open cans or bottles shall be displayed on KBH Archers property. For sanctioned events only, alcoholic beverages may be allowed in the club house and campground. Offenders will be brought before the Board of Directors and if found to have broken the rule, they could be expelled from the club.
- h. Archers shall not be under the influence of any substance, prescription or otherwise, that can cause lapse of good judgement and safety.
- i. Cigarettes, including Vape, cigars or pipes shall not be smoked in the club house or near the entrances to the club house. During fire restriction times, NO SMOKING on the outdoor ranges or campground.
- j. Anyone caught shooting broad heads on the ranges, except the designated broad head target (sand pit), shall be expelled from the club. Broad heads may be used only on the designated practice target only (sand pit).
- k. No hunting of any wildlife or fishing in any stream is permitted on KBH Archers property.
- l. The Range Rules are posted on the indoor and outdoor ranges. These rules are found in Appendix B.
- m. It is everyone's responsibility to request shooters stop using unsafe methods. If they will not comply, violators shall be reported to the Board of Directors. If the member or guest is participating in an action that would result in imminent harm to people or property, the best course of action is to call the local police (911).

## 7. PUBLIC RELATIONS AND COMMUNICATION

- a. The KBH Archers newsletter "BUCKHORN" shall be published and mailed at least one week prior to the general membership meeting during months established by publisher.
- b. KBH Archers shall provide members with a pin for each five (5) years of active membership. Children shall be eligible for year pins upon commencement of the child's participation in club shoots or work party type functions. This award will be presented to each qualified member present at the next annual banquet. Members not at the banquet will be presented their pins at any regular meeting or other KBH Archers function.
- c. KBH Archers may have sponsors to help the club. In return, the sponsor will contribute monies, equipment or work. All sponsors will have a signed contract with KBH Archers. See Appendix H for contract and details.

## 8. DELEGATES AND CONVENTIONS

- a. Delegates sent to the WSAA meetings will be paid registration fees, plus an amount to be set each year for hotel fees. Delegates will be selected by the Board of Directors. Maximum of five delegates to be sponsored.
- b. Any resolution that KBH Archers is asked to sponsor for presentation to the WSAA convention, shall be presented to the club by the first part of June.

## 9. SETTING & USE OF FACILITIES

- a. Generally the outdoor range will be set up with 14 field faces or hunter faces and 14 animal targets.
- b. Generally the practice range will be set up with various target faces.
- c. Generally the indoor range will be set up with 18 target butts with 2 portable butts.
- d. People or groups wanting to use KBH Archers facilities shall enter into a contract between the user and KBH Archers. The contract is Appendix F.
- e. KBH Archers is a youth group friendly organization and thus does not charge youth groups camping or range fees. Security deposits on the contract must be followed. KBH requires the youth groups to have a Certified "Instructor/Range Officer" (I/RO) when shooting. Youth groups that are church or non-profit 501(c) that need an I/RO shall secure a certified I/RO. If the I/RO is a KBH member, there will be no charge extended to the youth group and the I/RO may not collect funds, however they can claim service time.
- f. KBH Archers shall not exceed eight events per year that are listed on the WSAA calendar, or similar in size event, and overnight campers at these events shall not exceed 170 people. This event camping at KBH Archers is free of charge. Range may be closed for two days for range setup, but KBH asks that this be kept to a minimum and only sections where workers are present. Range closures shall be indicated in the events calendar.
- g. Camping at the KBH Archers campground is encouraged. The campground does not have utilities for RV hookups. The camping fee is \$10 per night for camping party up to 8 people, to be deposited in the outside pay box, with the group leader filling out the camping sheet. Campers at KBH Archers shall enter into the contract in Appendix F if their stay is more than four consecutive nights. Camping shall be limited to fifteen consecutive nights in a thirty five night time frame. At the end of fifteen consecutive nights, all personal property must be removed when camping party leaves. Site must be returned to normal for next camping party. Camping party cannot return for twenty nights after stay. Group camping shall be limited to a four consecutive nights and must have entered into a Use Agreement contract with KBH Archers.
  - "Camping" shall mean erecting a tent or shelter or arranging bedding, or both, or parking a recreation vehicle or other vehicle for the purpose of remaining overnight, either occupied or not.

- "Camping party" shall mean an individual or a group of people (two or more persons not to exceed eight) that is organized, equipped and capable of sustaining its own camping activity in a single campsite.
  - "Group" shall mean twenty or more people engaged together in an activity.
- h. USA Archery Explore Archery group, JOAD group and AAP group and similar groups can use the indoor range per board members consent with a yearly contract. Contracts will be negotiated annually and specify the responsibilities of KBH and requesting organization. (See Appendix A Section B for more information)

#### 10. KBH ARCHERS SPONSORED SHOOTS AND AWARDS

- a. Appendix C is administered by the Public Relations VP and Appendix D is administered by the Hunting VP.
- b. Club Championship for Adults and Youth requirements and the OOB DY award for Traditional archers requirements are listed in Appendix C.
- c. Big Bull, Big Game, Small Game and KBH Archers Hunters Recognition awards are outlined in Appendix D.

#### 11. GUESTS AND PROSPECTIVE OR NEW MEMBERS

- a. Board of Directors and club members in good standing may greet prospective members and guests and give them a limited tour of the facilities and ranges. They may provide a membership application to prospective members upon request. It should be explained that a fee is required for use of the outdoor ranges by non-members, and for use of the indoor range by everyone. It should be explained that everyone shall follow posted indoor or outdoor range safety regulations and range rules. It is everyone's responsibility to request shooters stop using unsafe methods. If they will not comply, violators shall be reported to the Board of Directors. If the member or guest is participating in an action that would result in imminent harm to people or property, the best course of action is to call the local police (911).

#### 12. STANDING COMMITTEES

- a. Standing committees shall be appointed by the Board of Directors. No committee shall have the right to obligate KBH Archers in any way without prior approval of the Board of Directors. Committee chairpersons shall report on the activities of their committees to their respective Vice-Presidents, who shall report at each monthly board meeting, or whenever requested by the Board of Directors.

13. BOARD of DIRECTORS RESPONSIBILITIES

- a. Interested club members may become part of the Board of Directors, if elected. See Appendix E for Board of Directors responsibilities

14. BOARD OF DIRECTORS APPROVAL

Name Sheila Christian Signature Sheila Christian Date 7/20/23  
President  
Name Tom Higgins Signature [Signature] Date 7/20/2023  
Treasurer  
Name Christina Davis Signature Christina Davis Date 8-15-2023  
Secretary

15. APPENDICES

- a. Appendix A - Memberships
- b. Appendix B - Rules for Members
- c. Appendix C - Tournaments, Awards, Trophies, Patches, etc.
- d. Appendix D - Big Game Point System and Rules
- e. Appendix E - ENUMERATION of RESPONSIBILITIES of Board of Directors
- f. Appendix F - Use Agreement KBH ARCHERS Property
- g. Appendix G - KBH Archers Membership Application
- h. Appendix H - KBH Archers Sponsorship Contract



## Appendix A - MEMBERSHIPS

No applicant shall be denied membership, nor shall any person be denied privileges because of race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, including disability requiring the use of a trained service animal, or genetic information.

A. Classes: The membership of this nonprofit corporation shall consist of the following categories:

1. Adult Membership and Senior Membership

- a. Definition: This category of membership is entitled to vote on the election of the board and any other business the board wishes to bring before them.
- b. Any person of the age of eighteen (18) years or older and of good moral character is eligible for adult membership. Senior Membership is sixty five (65) and older.
- c. Adult members in good standing will be issued a membership card and name tag (badge).

2. Family Membership

- a. Definition: This category of membership includes all persons physically living in one household.
- b. Adults in the household must meet the requirements of, and will have all the same privileges as, the Adult Membership in paragraph A.1.
- c. Children in the family will be included in the membership without additional membership fees. Children are not entitled to vote on the election of Board of Directors or any other business pertaining to the Club.
- d. Adult members in good standing, and children who are twelve years of age and above will be issued a membership card and name tag (badge).

3. Junior Memberships

a. Individual Youth

- i. Definition: This category of membership is limited. This membership class is for junior archers whose parents are not club members and who wish to use the facilities of this organization, enter club shoots or attend other club functions. This class of membership is open to persons age twelve (12) through seventeen (17) years.
- ii. Individual Youth membership requires the consent of a parent or guardian.
- iii. Individual Youth members will be issued a membership card and name tag (badge).
- iv. Individual Youth members and their parents/guardians are not entitled to vote on the election of Board of Directors or any other business pertaining to the Club.

b. Individual Cadet

- i. Definition: This category of membership is limited. This membership class is for junior archers whose parents are not club members and who wish to use the facilities of this organization, enter club shoots or attend other club functions. This class of membership is open to persons age eight (8) through eleven (11) years.
- ii. Individual Cadet membership requires the consent of a parent or guardian.
- iii. No membership badge will be issued to Cadet members. The parent or guardian of the Cadet will receive a membership card to allow facility access. This does not entitle the parent/guardian of the Cadet to use the facility without paying non-member fees.
- iv. Individual Cadet members and their parents/guardians are not entitled to vote on the election of Board of Directors or any other business pertaining to the Club.

4. Lifetime Membership

- a. Lifetime membership with all rights and privileges and the exemptions from regular dues may be granted by the Board of Directors for exceptional merit and service.
- b. Lifetime members are not required to pay daily use (range) fees.
- c. Lifetime membership may be earned by accumulating one thousand (1,000) work points, with an additional five hundred (500) work points per each family membership. The family maximum is two thousand (2,000) work points. Work points earned toward a lifetime membership is to be submitted to, and recorded by, the Membership Vice President. Upon accumulating the required work points, the Membership Vice President will present the member to the Board of Directors for lifetime membership approval.
- d. Lifetime membership may also be purchased for twenty times the Individual Adult membership rate, if the member has a minimum of 300 work points. One work point would equal 2 dollars. The member would use 300 hours plus cash, for a combination of work points and cash. Additional family members may purchase lifetime memberships for half of twenty times the Individual Adult membership rate. The family maximum is 2 times a single lifetime membership. Example, if the Individual Adult membership is \$100, a life membership would be twenty times \$100 equaling \$2000. Using 300 work points at \$2 a point the member would pay \$600 in points and \$1400 in cash. Upon accumulating the required cash and/or work points, the Membership Vice President will present the member to the Board of Directors for lifetime membership approval.
- e. Lifetime members who wish to have their family members join KBH Archers will pay the difference between the Family member price and the Regular member price. This difference will be an annual fee for the family membership.
- f. No money will be refunded for work points that continue to be accrued.

#### 5. Honorary Membership

- a. Honorary memberships, without voting or office holding privileges, may be granted for one or more years by the Board of Directors.

#### B. Non-member Youth & Adult programs

1. A youth program must be sponsored by a national organization with local chapters.
2. An Adult program must be sponsored by a national organization with local chapters.
3. Membership cards and name tags (badges) will not be issued by the Membership Vice President.
4. Youth and Adult programs must have an adult that is range certified by USA Archery or National After School Program (NASP).
5. Use of the range will be granted free of charge to youth groups only, but must have a contract to use the facility and a certified range instructor.
6. Temporary gate and building codes will be provided if needed for the event.
7. KBH Archers sponsors a Junior Olympic Archery Development (JOAD) group. No funds will be paid by or to KBH Archers. This JOAD group is expected to provide their own targets, bows and arrows.
8. JOAD group can charge a fee to their members to pay for equipment, instructors and lessons.
9. JOAD group to obtain members can run an Explore Archery group and may charge a fee.
10. USA Archery offers an adult group called Adult Archery Program (AAP) and a Collegiate Program. These groups must pay range fees like any other adult member or non-member. These groups may charge a fee to their members.

#### C. Application and Requirements

1. Applications shall be in writing on forms provided by the Club in Appendix G, addressed to the Club, at which time acceptable arrangement must be immediately made for payment of the price of the membership (annual membership fee). Membership authorization will not be given until full payment has been received. When an applicant is accepted into membership, the applicants will be notified by the Membership Vice President, and membership cards and name tags (badges) for the new members will be issued by the Membership Vice President.
2. Memberships, with the exception of Lifetime Memberships and Active Duty Military, are for a period of one calendar year from the time of payment. See rules for Military Suspension of Membership, paragraph C.11.

3. Membership renewals will be offered to members in good standing. Membership renewals do not require applications to be re-submitted, unless changes have been made to the class of membership. Members are asked to sign a new waiver with their renewal. It is the responsibility of the member to inform the Membership Vice President of any changes to physical address, e-mail, or phone number, and in the case of Family Membership, any additions or deletions of family members included in the household. Failure to keep the contact information up to date will result in membership renewals not being offered to that member.
4. Membership fees are non-refundable and non-transferable. No partial fees will be returned to the member if the member withdraws from KBH Archers prior to the end of the calendar year.
5. Basic membership fees are listed below and will be re-evaluated every five years to match inflation. (Fee schedule as of January 2024)

Family -	\$140	<i>Membership fees will be adjusted for inflation based on the Bureau of Labor &amp; Statistics CPI for all Urban Consumers (CPI-U).</i>
Individual Adult -	\$110	
Senior Adult -	\$88	
Individual Youth -	\$50	
Individual Cadet -	\$15	
Life Members -	\$0	
Board Members -	\$0	

6. Members shall pay full rates, but may earn points by working on shoots, work parties, donation of time not compensated with youth groups, or other projects established by the Board of Directors. If you are unsure that your project is deemed worthy for work points, present it to the board for approval. Attending the monthly board meetings does not count as work points for Board Members only club members can earn work points for attending the board meeting. Each work hour earned equals one work point.
7. Members are asked to participate in working on shoots, work parties or other projects to the benefit of KBH Archers. No monies will be paid to the member for such work, unless it is for work pre-approved by the Board of Directors then the member can be paid for their time.
8. Work points earned may reduce the following year's dues by \$2 (two dollars) per work point, down to the minimum dues level which is 50% of membership dues rounded up to the nearest \$1, if the member wants to use them this way. Excess points remaining after dues have been paid shall be carried over to the next year, and can accumulate over many years towards Life Membership. Any member may designate their earned work points to any immediate family member when they are collected. It is the responsibility of the member to report work hours to the Membership Vice President in a timely manner. Report shall include member's name, date, hours worked, and a brief description of work accomplished, and can be submitted by e-mail or by work voucher.
9. Members may elect to not use work points to reduce dues, so they can build up their points for Life membership.

10. Work points have no monetary value outside of annual fee reduction. Members will not receive cash for work points remaining after membership termination.

11. Annual membership fees Notes:

- Senior Adult Membership will be granted to individuals that are sixty five (65) years old and older, if they provide a birth date to the membership VP. Senior Membership cost, is calculated at 80% of the current adult rate.
- Individual Youth or Individual Cadet memberships apply only if there are no other members of the family in KBH Archers. Membership requires the permission of the parent or guardian.
- Life member in a family: The dues will be the Family fee, minus Individual fee. Example: Family fee \$140, minus Individual fee \$110 equals \$30. Additional work points can reduce this down to a minimum of \$15.
- Board of Directors will have membership dues waved for the time they are in good standing and serving. Membership fee shall be calculated like Life Member for families. Board of Directors are required to attend each monthly meeting or get an excused absence from the President. See Appendix E.
- Military may postpone their membership expiration while deployed if they notify membership VP. This is called a Suspension of Membership, and requires the following:
  - Membership in KBH Archers must be current.
  - Duration of Suspension of Membership shall be no less than 2 months.
  - Must be an individual adult member.
  - Military Member shall notify the Membership VP in writing or email prior to deployment. No specific dates of deployment are required, however they must provide the name of their Command and phone number.
  - Military Member shall notify the Membership VP when they have returned so their membership can be reactivated.

12. Membership cards issued by the Membership Vice President for the Individual Adult, Individual Youth, or primary point of contact for the family, will show the member's name, address, phone number, membership expiration date, gate and Club House door combination, and the Membership Vice President's signature. Membership cards for the other family members will only show member's name, membership expiration date, gate and Club House door combinations, and the Membership Vice President's signature.

- a. A member duplicating or loaning his/her combination to an unauthorized party may be subject to disciplinary action as determined by the Board of Directors.
- b. For any reason, such as continual vandalism, etc, the Board of Directors can change the Indoor Range/Club House lock, or the gate combination without notice.

- c. It is the responsibility of the member to safeguard the membership card, keeping the combinations hidden from non-members.
13. Name tags (badges) issued by the Membership Vice President for all members twelve (12) years or older shall be either worn or displayed on the member's quiver or bow case. It is permissible to hang the badge on the lower part of the member's coat or shirt, so as to not interfere with shooting. The name tag will include the member's name, type of membership, and membership expiration date. Name tags are not to be loaned to or used by any unauthorized party.
  14. Forfeiture of Membership
    - a. Resignation of a member terminates all interests of the member in the club. Resignation of a full voting member amounts to at forfeiture of that member's membership, including work points.
    - b. Dues Grace Period: There is a grace period of thirty (30) days after the due date in which to pay the annual membership fees. After the thirty (30) day grace period, the combination to the gate and Club House will expire.
    - c. Members who renew their membership after the thirty (30) day grace period will have their membership start date adjusted to suit. Work Points will be retained in the event the member renews at a later date, but may not be gifted to family members while in an inactive status.
    - d. Termination of Membership: Membership in KBH Archers will be terminated by the organization upon the failure of a member to pay dues by the end of a sixty (60) day grace period after the due date on which those dues are payable.
    - e. Expulsion of Member: Any member shall be expelled from the club upon a two-thirds (2/3) majority vote of Board of Directors present at a special meeting for that purpose, at which a quorum is present. Grounds for expelling a member shall be based upon a violation of the Standing Rules, or conduct which may be prejudicial to the best interests of the Club. When a member is expelled, the member will be informed by certified return receipt or hand delivered letter from the Secretary, or other person designated by the President, or this action and will also be advised that his or her membership has been considered forfeit without renumeration. Work points will be forfeit, and may not be gifted to family members.
    - f. Reinstatement of Expelled Member: An expelled member may be reinstated after six (6) months upon written appeal, if approved by two-thirds (2/3) of the vote off the Board of Directors at a meeting duly called for that purpose, at which a quorum is present.
    - g. Restoration of Membership: The Board shall have the power to restore any member dropped from the Club.

**Appendix B - RULES FOR MEMBERS**

A. Members shall follow section 5, Health and Sanitation.

B. Members should follow these DO's and Don'ts:

1. DO's

- a. Enjoy your club and its facilities.
- b. Help maintain your club facility by participating in club functions.
- c. Put your trash and garbage in the proper container.
- d. Control your pets and children at all times.
- e. Turn in all arrows found anywhere on the range to the "Found Arrow Bucket".
- f. Lock the doors behind you when leaving.
- g. Take a lot of pride in your club and try to sign up new members.
- h. Support your club, without member support the club cannot exist.
- i. Camp at the club, whenever you like; it belongs to you. Pay your camping fee.
- j. Make recommendations for improvement to your club officers, your ideas are after all, the club's ideas.
- k. Read and understand your Club's By-Laws, and Standing Rules.

2. DON'Ts

- a. Shoot broad heads anywhere except at designated broad head target (sand pit target) ONLY on the practice range.
- b. Never point a drawn arrow away from the line of the target.
- c. Never drink alcoholic beverages on the range. (OK for sanctioned events in the meeting area of the clubhouse or campsite.)
- d. Bring the guest more than three times, get them to join the club.
- e. Never shoot at wildlife at the club; the entire club site is a "Wildlife Refuge".
- f. Never shoot a crossbow or firearm on KBH ARCHERS property.
- g. Never consider doing drugs on KBH ARCHERS property.
- h. Leave the clubhouse door unlocked.
- i. Never leave your mess for another member to have to clean up.
- j. End a successful hunt by displaying your animal to public view.
- k. Don't smoke on the ranges or around or in the club house.

- C. Membership in the club shall Release the Club of liability. Members will need to follow KBH Archers Membership Terms and Conditions and sign a waiver.

## KBH ARCHERS MEMBERSHIP TERMS AND CONDITIONS

By applying for my (and/or my minor child's) membership and the privilege of participation in any activity ("Activity") with KBH Archers, I agree to be subject to, bound by, and observe all applicable provisions of the Bylaws, rules, codes, regulations, policies and procedures, and any other applicable governing documents of KBH Archers, which can be found at [www.kbh-archers.com](http://www.kbh-archers.com) and any amendments thereto. In addition:

1. I UNDERSTAND that dangers may be caused by me (or my minor child's) own actions or inactions, and by the actions or inactions of others, while participating in the Activity. I understand the nature of KBH Archers activities and acknowledge my (or my minor child's) experience and capabilities in the sport, and believe I (or my minor child) am qualified to participate in such Activity. I further acknowledge that I am aware that the Activity will be conducted in facilities open to the public during the Activity. I further agree and warrant that if, at any time, I (or my minor child) believe conditions to be unsafe, I (or my minor child) will immediately discontinue further participation in the Activity.

2. I FULLY UNDERSTAND that: (a) KBH Archers activities involve risks and dangers of SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("Risks"); (b) the Risks in which such activities take place may involve the NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; and (c) there may be other risks and social and economic losses not known to me (or my minor child) or not readily foreseeable at this time. I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, DAMAGES, INJURIES, AND COSTS incurred as a result of my or (my minor child's) participation in the Activity.

3. I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE, AND AGREE TO HOLD HARMLESS KBH Archers and its administrators, directors, officers, volunteers, employees, agents, any organizer of any Activity, other participants, any sponsors, advertisers, and, if applicable, owner and lessors of premises on which any activity takes place (each considered one of the "Releasees" herein) from all liabilities, claims, demands, losses, or damages on account of or caused or alleged to be caused in whole or in part by the negligence of the "Releasees" or otherwise, including negligent rescue operations.

I AGREE that if, despite this Release, I, or anyone on my behalf, make a claim against one of the Releasees named above, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM. I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY AGREEING TO THIS RELEASE AND HAVE AGREED TO IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE INTENDING IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTEND ALLOWED TO THE LAW. I AGREE THAT IF ANY PORTION OF THIS RELEASE IS HELD TO BE INVALID, THE BALANCE, NOT-WITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

By acknowledging the Waiver and Release and proceeding with my application, I am also agreeing to these terms for and on behalf of each minor (under 18) person in my family who will participate in any Activity of KBH Archers.



D. Members shall follow the following Range Rules:

## **KBH ARCHERS INDOOR RANGE RULES**

**NO HUNTING! PRESERVE REGULATIONS PROHIBIT SHOOTING AT ANY WILDLIFE ON THIS PROPERTY.**

**KNOW AND OBEY ALL WHISTLE or VERBAL COMMANDS AND RANGE RULES.**

- **WHISTLE COMMANDS for use with large group of archers**
  - 2 Whistle blasts = Go to the line
  - 1 Whistle blast = Shoot arrows
  - 3 Whistle Blasts = Retrieve arrows
  - 5 or more Whistle blasts = Emergency — Immediately stop shooting, return bows to the racks and go behind the waiting line
- **VERBAL COMMANDS for use with small group of archers**
  - All Clear = Retrieve arrows
  - Range Hot = Shoot arrows
- **RANGE RULES**
- All members, guests and non-members shall pay a range fee of \$5.00 members and \$10.00 non-members and guests.
- Use of drugs is NOT ALLOWED on the property.
- No person shall be under the influence of alcohol or drugs while shooting.
- No SMOKING in the club house.
- All spectators including children shall remain seated on the chairs behind the shooting line or outside of the range in the lobby of club house.
- Parents are responsible for their children. All minor children under the age of 14 must remain under direct adult supervision while shooting.
- A parent and youth may shoot at the same time if in close proximity to one another.
- Crossbows are not allowed on the range.
- Bows with a draw weight of 80 pounds or more are not allowed on the range.
- No cross lane shooting.
- No high draws allowed on the property.
  - High Draw as defined by World Archery Rule Book 3, art. 12.9:  
An athlete, when drawing back the string of his bow uses any technique which, in the opinion of the Judges, could allow the arrow, if accidentally released, to fly beyond a safety zone or safety arrangements (overshoot area, net, wall etc.).
  - At KBH Archers any arrow that would hit the ceiling is considered a high draw.
- Always walk on the range.
- Stop at the target line and find all your arrows before pulling.
- Only release the bow string when an arrow is nocked and safely pointed toward the target.
- Arrows shall not be nocked at the shooting line while anyone is down range.
- No broad heads allowed on the indoor range.

# KBH ARCHERS OUTDOOR RANGE RULES

NO HUNTING! PRESERVE REGULATIONS PROHIBIT SHOOTING AT ANY WILDLIFE ON THIS PROPERTY.

## KNOW AND OBEY ALL WHISTLE or VERBAL COMMANDS AND RANGE RULES.

- **WHISTLE COMMANDS for use with large group of archers**
  - 2 Whistle blasts = Go to the line
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  - 3 Whistle Blasts = Retrieve arrows
  - 5 or more Whistle blasts = Emergency — Immediately stop shooting, return bows to the racks and go behind the waiting line
- **VERBAL COMMANDS for use with small group of archers**
  - All Clear = Retrieve arrows
  - Range Hot = Shoot arrows
- **RANGE RULES**
  - All guests and non-members shall pay a range fee of \$10.00.
  - Use of drugs is NOT ALLOWED on the property.
  - No person shall be under the influence of alcohol or drugs while shooting.
  - All spectators including children shall remain behind the shooting line.
  - Parents are responsible for their children. All minor children under the age of 14 must remain under direct adult supervision while shooting.
  - A parent and youth may shoot at the same time if in close proximity to one another.
  - Crossbows are not allowed on the range.
  - Bows with a draw weight of 80 pounds or more are not allowed on the range.
  - No cross lane shooting.
  - No high draws allowed on the property.
    - High Draw as defined by World Archery Rule Book 3, art. 12.9:  
An athlete, when drawing back the string of his bow uses any technique which, in the opinion of the Judges, could allow the arrow, if accidentally released, to fly beyond a safety zone or safety arrangements (overshoot area, net, wall etc.).
    - At KBH Archers any arrow that would travel over the wall is considered a high draw.
  - Always walk on the range.
  - Only release the bow string when an arrow is nocked and safely pointed toward the target.
  - Arrows shall not be nocked at the shooting line while anyone is down range.
  - No broad heads allowed except in the sand pit.
  - When searching for an arrow behind the target butt, on walk through range, place a person or bow in front of target so next group does not shoot at the target and you.

**Appendix C - TOURNAMENTS, AWARDS, TROPHIES, PATCHES, ETC**

- a. All members are eligible to wear the club crest or the club logo.
- b. Patches, crests and logos items may be obtained from any board member at current prices.
- c. The WSAA Unit Rule will be used as a guideline in all KBH Archers shoots.
- d. Club Tournament shoot fees will be determined by the Tournament Vice President.
- e. The Club Championship, for Adult and Young Adult, will be awarded to the individuals who accumulates the greatest number of points from the sum of the three scores described below. The three scores are as follows:
  - i. First score will consist of the raw score (without handicap) from either the Blue Face or Multi-color (Vegas Face) leagues for that calendar year. You may submit both scores but only one will count toward the final tally. 1800 points possible.
  - ii. Second score will be taken from one of the 3-D tournaments sponsored by KBH Archers for that calendar year (Traditional Shoot, Spring Fling or Rendezvous). A contestant may enter any or all of the scores throughout the season but only one score will count toward the final tally. Scoring will be calculated on a percentage basis. 1000 points possible.
  - iii. Third and final score will be taken from Safari tournament sponsored by KBH Archers. Scoring will be calculated on a percentage basis. 1000 points possible.
  - iv. Scoring for II and III will be calculated on a percentage basis. The total possible score will be divided into the contestant's posted score. The percentage will then be converted to points.  
Example: 500 points possible; 300 posted score.  
 $300 \text{ divided by } 500 = .60 = 60\% = 600 \text{ points}$
- f. The Tournament Director will publish a "No-later-than turn-in-date" for all scores by the first of December each year for the Club Championship. Trophies will be awarded at the Annual Awards Banquet.
- g. The OOB DY patch will be awarded to the persons scoring 546 or better out of the 588 maximum using the X ring from the "KBH Archers Traditional shoot" 28 targets or scoring 518 or better out of the 560 maximum no X ring. The Traditional shoot will follow the NFAA Animal round rules for scoring, distances will be 40 yards or less. The OOB DY patch will be awarded at the Annual Awards Banquet.
- h. Registration proceeds of all 3-D shoots shall be calculated before expenses and 25% of those proceeds will be set aside to replace targets as needed.
- i. Tournament expenses shall be kept within the expected tournament income.
- j. Tournament committees shall arrange and manage all details of the tournaments, with the approval of the Tournament Vice-President.

- k. Tournament chairperson or his/her designated committee member present at the tournament may act on any committee matters that require immediate decision and may interpret, but not change tournament rules.
- l. Competition for awards shall be in established divisions.
- m. Big and Small Game Champions: The overall KBH Archers' champions shall be those persons winning the KBH Archers' Big and Small Game Trophies; all animals must be taken in the State of Washington, with legal archery equipment per the KBH Archers Big and Small Game Point System and rules. See Appendix D. Trophies shall be awarded to persons scoring highest on small and big game animals, as determined by the Hunting Vice-President and his delegated committee.
- n. Hunting awards will be presented annually at the KBH Archers Annual Awards Banquet in February. A description of the awards, the rules and point system for determining winners, and the application process are defined in Appendix D.
- o. The overall KBH Archers' champions shall be those members winning the KBH Archers' Big Bull, Big Game and Small Game Trophies. All animals must be taken in the State of Washington, with legal archery equipment in accordance with the KBH Archers Big and Small Game Point System and Rules listed in Appendix D. Trophies shall be awarded as follows as determined by the Hunting Vice-President and his delegated committee from submitted game award applications.
- p. The Board of Directors may choose to award money to KBH Archers youth members that are traveling to national level competitions if the following criteria are met:
  - i. Archer is a current KBH Archers member and is deemed to be a positive representative of KBH Archers.
  - ii. Archer must have participated and placed in top two at state or sectional level competition in current year for the same type of competition they are traveling to for example: multi-color, blue face, marked 3-D, field, USA Archery JOAD or other national competition.
  - iii. Archer may decline money in exchange for hours towards lifetime membership.
  - iv. Archer may ask for funds one time only.
  - v. KBH Archers will only sponsor two youths per calendar year.

## Appendix D - BIG GAME POINT SYSTEM AND RULES

The Hunting Vice President will be responsible for the distribution, collection and verification of all awards applications for the applicable awards period. Upon completion of the verification process the Hunting VP will convene an Awards Committee to evaluate and rank each application within its category. Rankings will be conducted on the following awards.

1. **BIG BULL AWARD:** Awarded to the club member (male or female) whose big game application entry of a bull elk produces the highest score using the Pope and Young scoring system. If an official Pope and Young scorer is not available, the Hunting Vice President will convene a scoring committee to assess and score each entry.
2. **BIG GAME AWARDS:** Awarded to the club member acquiring the greatest amount of points from submitted big game applications. Points will be assigned in accordance with Paragraph 2 below. A separate application must be submitted for each entry. Below award categories apply.
  - i. Adult Male (18 years old and above)
  - ii. Adult Female (18 years old and above)
  - iii. Young Adult Male (15 – 17 years old)
  - iv. Young Adult Female (15 – 17 years old)
  - a. Points assigned as follows:

Elk		
	Antler-less	270
Moose		
	Antler-less	390
	Bulls	430
Bear		350
Deer (Western Count)		
	Antler-less	150
	Spike	175
	Two Point	200
	Three Point	225
	Four Point	250
	Five Point	275
	Six Point	310
	Seven Point	360

Boar	120
Sheep	320
Mountain Goat	320
Turkey	210
Cougar	400

- b. A witness should verify each kill and type of game taken.
- c. A Big Game application must be received by the Hunting Vice President before January 10th of the following year to be eligible for awards. Applications may be obtained from the Hunting VP, club house, printed from the website or from any of the Board of Directors. A special meeting of the Game Awards Committee shall be called as soon as possible after this date to decide winners of awards.
- d. All applications will be used for the awarding of Big Game plaques and plates.
- e. All Big Game must be taken in the State of Washington.
- f. Animals must be taken in accordance with the "Fair Chase" rules as outlined in the WSAA Bowhunters Manual and the Washington State Game Laws.
- g. Applicants must be a member in good standing of KBH Archers at the time of the kill and at the time of trophy presentation.
- h. Antlers are defined in the Washington State Game Laws and more accurately defined in the Pope and Young measuring manual.
- i. The Pope and Young measuring system will be used to determine the number of points on antlers or size of skull (where pertinent). In case of a tie, Pope and Young trophy measurement method will be used to determine the winner.
- j. In case of a tie, both will be declared winners and have their names engraved on the trophy for the year.
- k. Hunters reaching the age of eighteen (18) during the hunting season will be categorized as a youth or adult by their age on the opening day of the hunting season applicable to the submitted big game application. A youth turning 18 years of age during the calendar year covered in the awards process will have the option to compete as an adult on all applications submitted during that calendar year.
- l. KBH Archer plaques shall be issued for the first time authenticated kills and will have the type of animal and the year of the kill engraved on small plates to be attached to the arrowhead plaque. Additional big game kills will be added to the arrowhead as approved each year by the Hunting Vice President and his delegated committee.

- m. It is the archer's responsibility to check and verify with the Washington State Game Laws for changes in the legality of any kill(s).
- n. Applications may be mailed to KBH Archers, P.O. Box 2643, Belfair, WA 98528 or given directly to the Hunting Vice President before the due date.

### 3. SMALL GAME POINT SYSTEM AND RULES

- a. Small Game Award: One trophy to the member compiling the greatest number of points from submitted small game animal applications. The small game listed below will be eligible for the KBH Archers Small Game trophy. The member compiling the greatest number of points during the calendar year (January 1 to December 31) shall be declared the winner.

Bobcat	15
Coyote	15
Fox	15
Weasel	5
Mountain Beaver	5
Raccoon	5
Raccoon (with dogs)	1
Civet Cat	4
Rabbit	2
Goose	8
Carp	5
Duck	5
Partridge	5
Pheasant	5
Grouse	5
Quail	5
Crow	2
Skunk	5
Rattlesnake	5
Bullfrog	2
Rat	2

- b. A witness should verify each kill and type of game taken.
- c. An application must be received by the Hunting Vice President by January 10th to be eligible for the small game trophy for the previous year. Applications may be obtained from the Hunting VP, club house, printed from the website or from any board member.

- d. All small game shall be taken in conformance with the Washington State Game Laws and "Fair Chase" rules.
- e. An applicant must be a member in good standing of KBH Archers at the time of the kill and at the time of trophy presentation.
- f. An application must be submitted for each small game animal taken.
- g. It is the archer's responsibility to check and verify with the Washington State Game Laws for changes in the legality of any kill(s).
- h. Applications may be mailed to KBH Archers, P.O. Box 2643, Belfair, WA 98528 or given directly to the Hunting Vice President before the due date.

#### 4. KBH ARCHERS HUNTERS RECOGNITION AWARD POINT SYSTEM AND RULES

- a. KBH Archers Hunters Recognition Award. This award recognizes the efforts and skill of KBH Archers members who have successful hunt(s) OUTSIDE of Washington State. All men, women and youth are competing for a single recognition award which shall be awarded as determined by the Hunting Vice-President and his delegated committee from submitted KBH Archers Hunters Recognition Award applications. The point system and rules are specified in the Standing Rules of KBH Archers. This award recognizes the efforts and skill of successful hunters OUTSIDE of Washington State. Each hunter is individually responsible for following the established hunting regulations of the state being hunted in.
- b. All men, women, and youth are competing for the same one recognition award.
- c. An application must be submitted for each animal to be considered for recognition.
- d. The "KBH ARCHERS HUNTERS RECOGNITION AWARD" application form shall be used for both Big game and Small game.
- e. All applications for consideration must be in the hands of the KBH Archers Hunting Vice President before January 10th.
- f. In order to be eligible for this recognition, the applicant must be a paid up KBH Archers member at the time of the kill and award presentation.
- g. The following list establishes the maximum point value to be awarded for the related game. The Game Awards Committee may adjust point value lower dependent on circumstances related to submitted information of the hunt.



Deer (Western Count)	
Antler-less	150
Spike	175
Two Point	200
Three Point	225
Four Point	250
Five Point	275
Six Point	310
Seven Point	360
Elk (Western Count)	
Antler-less	270
Spike	300
Two Point	325
Three Point	350
Four Point	375
Five Point	400
Six Point	425
Moose	
Antler-less	390
Bulls	430
Boar	120
Sheep	120
Mountain Goat	120
Turkey	210
Bear	305
Cougar	345
Duck	5
Partridge	5
Pheasant	5
Grouse	5
Quail	5
Crow	2
Skunk	5
Rattlesnake	5
Bullfrog	2
Rat	2

Carp	1
Antelope	280
Javelina	90
Bobcat	15
Coyote	15
Fox	15
Weasel	5
Mountain Beaver	5
Raccoon (with dogs)	1
Civet Cat	4
Rabbit	2
Goose	8

**Appendix E - ENUMERATION OF RESPONSIBILITIES OF BOARD OF DIRECTORS**

- a. Any voting member of the club may apply for any of the board positions. Treasurer and Secretary positions require minimum of one (1) year as a club member. These positions, require sufficient skills and experience to properly execute the positions.
- b. The Board of Directors shall be selected by election at the annual meeting of the club membership. Alternatively the Board may recruit members from the voting members to fill positions as necessary. The minimum term of their office is two years, and or until their respective successors are elected and qualified.
- c. Board of Directors are required to attend monthly Board meetings. Necessary absences should be requested to the President or acting President. If a board member is absent for two (2) board meetings without just cause, he/she may be replaced at the option of the board. Any elected official may be removed from office by the Board of Directors for violation of rules. A Board member may be removed for cause by the unanimous vote of the remaining board.
- d. Persons applying for club president must have been a club member for five (5) consecutive years "OR" must have been a current or past member of the Board of Directors.
- e. Board of Directors are waived from annual dues. More than two unexcused absence from meetings, without reasonable cause, will be sufficient grounds for withholding waver of annual dues at the option of the board.
- f. All Board of Directors are required to prepare appropriate reports for monthly meetings. Such reports should be sufficient to inform the Board to make the appropriate decisions to discharge their responsibilities.
- g. All Board of Directors are responsible for the monitoring of member compliance with the rules and obligations set forth in the Bylaws and Standing Rules. This includes the security of the club facility, grounds and related events and the operation of the facility including equipment and related.
- h. Board of Directors may volunteer for different jobs that are required around the KBH Archers property. Jobs my be traded between Board of Directors but must be done during a board meeting where it can be captured in the minutes. The following is a general guide line for Board of Directors to start with. Also see section 2 for other Board of Directors responsibilities.**
- i. The Club President shall preside over all board meetings.
- j. The Secretary shall be responsible for all annual bills/notices including; Post Office rental, NFAA liability insurance, club charter, USA Archery charter, tax number, incorporation fee, NFAA range approval, etc. He/she might be responsible for club correspondence.
- k. The Treasurer shall not act as chairman of any committee that requires funding. The Treasurer shall receive and disburse funds, provide monthly reports, prepare all tax documents.

- I. Executive Vice-President (EVP) shall be responsible for cleaning of the Club House and bathrooms, inside and outside of the club house. EVP shall be responsible for administering contracts for KBH Archers "Use Agreement Appendix F", including campground, indoor and outdoor ranges, and Club House. EVP shall be responsible for the year end tax statement for the usage of the club house. EVP shall stock the soda pop vending machine and maintain it as required. EVP shall maintain all keys/codes. Locks/codes may be changed at the discretion of the Board. A member duplicating or loaning his key/code to an unauthorized party may be subject to disciplinary action as determined by the Board of Directors. Keys/codes for the office, kitchen and storeroom will be issued to Board of Directors as needed. Upon completion of a Board of Director's term of office, all keys shall be returned to the EVP and codes changed.

**Appendix F - USE AGREEMENT KBH ARCHERS PROPERTY**

Name of applicant or organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: home: \_\_\_\_\_ cell: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Facility requested: Clubhouse \_\_\_\_\_, Campground \_\_\_\_\_, Full Access \_\_\_\_\_

Date (s) facility requested: \_\_\_\_\_

Approximate number of people: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Will there be an admission, collection, or other funds solicited? \_\_\_\_\_

THE UNDERSIGNED HEREBY MAKES APPLICATION TO KBH ARCHERS FOR USE OF THE CLUB HOUSE AND/OR FACILITIES AS DESCRIBED ABOVE AND CERTIFIES THE INFORMATION GIVEN IN THE APPLICATION IS CORRECT. THE UNDERSIGNED FURTHER STATES THAT HE/SHE HAS THE AUTHORITY TO MAKE THIS APPLICATION AND AGREES THAT THEY WILL OBSERVE ALL RULES AND REGULATIONS INCLUDED IN THE ATTACHED RENTER AGREEMENT.

USE AGREEMENT FEES SHALL BE DETERMINED BY THE LATEST ESTABLISHED RATES AND PAID TO KBH.

Renter: \_\_\_\_\_ KBH Archers rep. \_\_\_\_\_

Date of application and fees received: \_\_\_\_\_

Condition of building and grounds before event: \_\_\_\_\_

Condition of building and grounds upon completion of event: \_\_\_\_\_

Security Deposit received before: event: \_\_\_\_ \$ \_\_\_\_\_

Security Deposit returned and reason for not returning full amount: \_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by KBH Archers, a non-profit corporation, organized and existing under the laws of the State of Washington, acting by and through its Board of Directors, herein called "KBH Archers" and \_\_\_\_\_, herein called "Renter".

KBH Archers agrees to furnish, for the purposes herein named, KBH Archers PROPERTY along with adequate parking and no other portion of said property belonging to KBH Archers. The premises will be lighted and cleaned, and contain such equipment therein as may be there at the time of the execution of this agreement. The purpose of the event is \_\_\_\_\_ and will commence at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

KBH Archers approval is required for any out-of-door activities on the premises, including, but not limited to, assembly of guests, preparation of food, and placement of supplies, materials, waste, decorations, and vehicles. Approvals will, as needed, include measures to protect ranges, building surfaces, fire suppression, and service access, and prevent general nuisances on-site and to neighbors.

Renter shall take measures to protect ranges, building surfaces, surrounding grass and wooded areas from damage and fire. Renter shall not block range access, and shall prevent general nuisances on-site and to neighbors. Preparation of food, and placement of supplies, materials, waste, decorations, and vehicles shall not interfere with emergency vehicles and fire hydrant access. Campfires are only permitted in established fire rings, when burning is allowed by Mason County.

The Renter agrees to pay KBH Archers for the use of said premises the sum of \$ \_\_\_\_\_, part of which shall be paid at the time of signing of this agreement and is non-refundable. The balance shall be paid \_\_\_\_ days before the scheduled event.

TERMS AND CONDITIONS: This agreement is made and entered into upon the following terms and conditions, all and every one of which the Renter hereby agrees to:

1. SECURITY DEPOSIT: Renter shall deposit \$150.00 per day, \$50.00 per youth group or \$20.00 per hour or other amount agreed to with KBH, which amount shall be held by KBH Archers as security for the full and timely performance by Renter of the terms and conditions herein and for the payment of any final judgment that may be rendered against Renter for a breach of those terms and conditions. No interest shall be paid on the deposit. The rights of KBH Archers against Renter for a breach of this agreement shall in no way be limited or restricted by this security deposit, but KBH Archers shall have absolute right to pursue any available remedy to protect its interests herein, as if this security deposit had not been made. The deposit shall be returned to Renter at the expiration of this agreement provided that all the terms and conditions herein contained have been fully performed by Renter.
2. IMPOSSIBILITY OF PERFORMANCE: If the said premises or any part thereof shall be destroyed or damaged by, or any other cause, or if any other causality or unforeseen occurrence shall render the fulfillment of this contract impossible by KBH Archers, KBH Archers shall not in any way be held liable or responsible to the Renter for any damages caused thereby.
3. CONTROL OF BUILDING: By agreeing to furnish said premises to the Renter, KBH Archers does not relinquish the right to control the management thereof and to enforce all necessary and proper rules for the management and operation of the same and KBH Archers or their designated agents or other representatives shall have the right to enter into and upon premises or any part thereof at all reasonable hours for the purposes of examining the same or making such repairs or alterations thereon as may be necessary for the safety and preservation thereof.
4. ALCOHOLIC BEVERAGES: If alcoholic beverages are served, appropriate banquet permits are to be obtained and displayed by the Renter. Alcoholic beverages must be dispensed from a designated location and in a manner approved by KBH Archers. Under no circumstances shall there be alcoholic beverages consumed outside the clubhouse. No keg beer is allowed, but bottles and cans are permissible. Possession or use of intoxicating beverages by minors shall result in expulsion from the premises. Under no circumstances shall there be alcoholic beverages consumed before shooting on the ranges or during shooting on the range.
5. THROWING OF MATERIALS: There will be no throwing of materials such as birdseed, popcorn, etc. in the buildings. This can be done outside, away from the building; all sidewalks shall be swept clean of materials. No rice shall be thrown. No other throwing of materials will be allowed anywhere on the property. No throwing of Tomahawks or Knives, etc. No fireworks.

6. RANGE USE: Archery will be done only on the ranges. Youth group shooting activities require supervision of a certified archery instructor. No firearms are to be used, including pellet, BB, compressed air guns, etc. No Crossbow are to be used.
7. SMOKING POLICY: KBH Archers is a non-smoking establishment. There will be no smoking anywhere in the Club House, including bathrooms inside and outside or on all ranges. Smoking will be permitted in the parking area only. If it has been determined that this has not been followed, forfeiture of the Security Deposit will result. State regulations apply for entry to the buildings and where the public gathers.
8. DAMAGE AND CLEAN UP: The Renter shall be responsible for immediate repair or payment for immediate report to damage occurring during the time of the Use Agreement to any personal property, equipment, furnishings, furniture, or portions of the real property, doors, windows, or fixtures (including floors, walls, plate, and other glass, etc.). There will be a clean up fee of \$75.00 charged, unless the Renter chooses to clean up. Cleaning includes emptying garbage, cleaning up dishes and leaving the building in the condition that it was found, policing the ground and picking up trash and leaving the grounds in the condition that it was found. Trash shall be moved to the trash shack.
9. OVERTIME CHARGE: In the event the Renter shall remain on the premises after the conclusion of the Renter agreement as above set forth, Renter shall pay to KBH Archers the sum of \$40.00 per hour for each hour of occupancy after the hour here in above set forth.
10. USE OF PREMISES: Renter shall use the premises for no other purpose or business other than that of conducting the stated purpose of the event. Nothing of an improper, illegal or immoral nature shall be permitted thereon.
11. LAW OBSERVANCE: The Renter agrees that every member or guest connected with said event, as set forth in this agreement, or any other person or persons allowed on the premises by said Renter or on the premises as a result of the Renters event, shall abide by, conform to, and comply with all the laws of the United States and the State of Washington, and all the ordinances of the Counties of Mason and Kitsap, and the rules and regulations of KBH Archers for the governing and management of said facilities, together with all rules and requirements of the police and fire departments of the area. Renter will not do, nor suffer to be done, anything on said premises during the term of this agreement in violation of any such rules, laws, or ordinances, or if the attention of the Renter is called to such violation on the part of the Renter or any person employed by or admitted to the said premises by the Renter, the Renter shall immediately desist from and correct such violation. It is understood that this includes the use of drugs or other illegal substances, which are regulated by such laws. Children of the Renter and/or guests are the responsibility of the Renter and must not be allowed to run free and must be supervised at all times. No pets shall be allowed in the Clubhouse or Restrooms. The exception to



this rule would be working dogs. If not doing so the renter and all associated people are required to leave the KBH Archers property and forfeit any return of funds.

12. CAPACITY in club house: In no event shall persons be admitted nor tickets be sold to the premises in excess of 150 constituting the capacity of said premises.

13. DEFACEMENT OF BUILDINGS: The Renter shall not injure, mar, nor in any manner deface said premises and shall not cause nor permit anything to be done whereby said premises shall be in any manner injured, marred, or defaced, nor shall Renter or Renter's agent drive or permit to be driven any nails, hooks, tacks or screws in any part of said building, nor shall Renter make or allow to be made, any alterations of any kind therein.

14. RESPONSIBILITY: If said premises or any portion of said building or personal properties located therein during the term of this agreement be damaged by the act or fault or negligence of the Renter or the Renters agent, employ, patrons, guests or any other person admitted to the said premises by the Renter, or on the premises as a result of the Renters event, the Renter shall pay to KBH Archers on demand such sums as deemed necessary to restore said premises to their condition at the time the agreement was executed. The Renter hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to said premises or to any portion of said building by the employees or any person acting for or on behalf of the Renter, or for any person on the premises as a result of the Renter's event, and the Renter agrees to have on hand at all times sufficient security force or other representatives or employees to maintain order and protect persons and property.

15. CLEAR EXITS AND AISLES in club house: Renter will permit no chairs or movable seats or any other obstructions to remain in entrance halls or exterior or interior doors, and will keep said passageways clear at all times.

16. OBSTRUCTIONS:

- ◆ No portion of the sidewalks, entries, or any ways of access to the utilities of said building shall be obstructed by the Renter or used for any purpose other than for ingress to and egress from the demised premises, and the doors, windows, or any other openings that reflect or admit light into any place in the building shall not be obstructed by the Renter.
- ◆ Toilet, urinal, lavatory, sink, and shower, shall not be used for any purpose other than for which they were constructed and intended for use, thus no floor sweepings, rubbish, flushable wipes, rags, diapers, papers or other substances shall be thrown therein. The Renter shall pay any damage resulting to them on account of the misuse of any nature or character whatsoever.

17. ASSIGNMENTS: The Renter shall not assign this agreement nor suffer any use of said premises other than that herein specified nor sublet the premises or any part thereof without the written consent of KBH Archers.

18. RENTER'S PROPERTY: KBH Archers assumes no responsibility whatever for any property placed in premises by the Renter or by any person or persons. KBH Archers is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of said facilities under this agreement, and any watchman or other protective service desired by the Renter must be arranged for themselves.

19. INDEMNIFICATION OF KBH Archers: KBH Archers shall not be liable for any loss, injury, death or damage to persons or property which at any time may be suffered or sustained by Renter or by any person whosoever may at any time be using or occupying or visiting the demised premises or be in, on, or about the same during the term of this agreement, whether such loss, injury, death or damage shall be caused or in any way result from or arise out of any act, omission, or negligence of Renter or of any occupant, subtenant, visitor, or renter of any portion of the premises or shall result from or be caused by any other matter or thing whether the same kind as or of a different kind than the matters or things set forth, and the Renter shall indemnify KBH Archers against all claims, liability, loss or damage whatsoever on account of any such loss, injury, death, or damage. This section shall not apply to loss, injury, death or damage arising by reason of the negligence or misconduct of KBH Archers, its agents or employees.

20. ATTORNEYS FEES: If any action at law or in equity shall be brought to recover any fees under this agreement, or for or on account of any breach of, or to enforce or interpret any of the covenants, terms or conditions of the agreement, or for the recovery of the possession of the demised premises, the prevailing party shall be entitled to recover from the other party as part of the prevailing party's costs, reasonable attorney's fees.

21. SUPPLIES: Renter will provide additional garbage liners and other supplies when required.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands.

KBH Archers rep: \_\_\_\_\_ Renter: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

KBH approved youth groups must pay security deposit and follow contract, but no "Use Agreement Fees".

KBH property is not available for rental during club events.

FULL ACCESS TO CLUB HOUSE AND ALL RANGES (Per day) -----	\$600.00
CLUB HOUSE: (Includes range and meeting room)----- (Per hour)	\$30.00
CAMPGROUND (per night, group size maximum 8 persons) -----	\$10.00

All Use Agreements shall be made 30 days in advance of use and have board members approval. KBH doesn't provide a range officer for Use Agreements. Youth groups are required to have a range officer.

Points of Contact for KBH Archers Use Agreement:

Executive Vice President

Appendix G

KBH ARCHERS MEMBERSHIP APPLICATION

Do not deposit completed applications in the club fee boxes.
Mail to below address, or email.
Please print or type clearly

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please circle:

- Washington State Archery Association member? Yes / No
Address, phone number or Email available to general membership? Yes / No
Call or email me for work parties? Yes / No
Active Military? Yes / No?

The information below is needed for a family membership ONLY.

By acknowledging the Waiver and Release and proceeding with my application, I am also agreeing to
these terms for and on behalf of spouse and each minor (under 18) person in my family who will participate
in any Activity of KBH Archers.

Spouse's Name: \_\_\_\_\_

Children: (Names and Birth dates) (Includes children up to 18 years of age.)

1. \_\_\_\_\_ B/D \_\_\_\_\_ 2. \_\_\_\_\_ B/D \_\_\_\_\_

3. \_\_\_\_\_ B/D \_\_\_\_\_ 4. \_\_\_\_\_ B/D \_\_\_\_\_

Current annual dues for various memberships are (circle one):

Table with 2 columns: Membership Type and Amount. Rows include Family (\$140.00), Individual Adult (\$110.00), Senior (age 65+) (\$88.00 birth date), \* Individual Youth (12-17 yr.) (\$50.00 birth date), and \* Individual Cadet (8-11 yr.) (\$15.00 birth date).

\* NOTE: Individual Cadet Memberships apply only if there are no other members of the family in KBH Archers. Individual Youth & Cadet
Membership's are subject to permission of the parent or guardian. Birth dates are required.

You may donate to KBH. Donations to KBH is not tax deductible. Amount donated \$ \_\_\_\_\_.

To pay by credit card, call Sheila (360) 275-5414 Monday - Thursday 9 am to 4 pm (Business Office)

and email application and waiver to: contact@kbh-archers.com Sorry no FAX.

OR

Please make checks payable to KBH Archers and send together with this application and waiver to:

KBH Archers
PO Box 2643
Belfair, WA 98528

For more Info: Web: http://www.kbh-archers.com

**Waiver/Release  
ARCHERY CLUB WAIVER AND RELEASE OF LIABILITY  
READ BEFORE SIGNING**

In consideration of being allowed to participate in any way in KBH Archers (Kitsap Bow Hunters) events and activities, the undersigned acknowledges, appreciates, and agrees that:

- 1) The risk of injury from archery and other known and unknown events and activities and/or the use of the related buildings, structures, equipment, automobiles, firearms, weapons, ATV's, boats, tree stands, roads, bodies of water, land and all other real and personal property whether owned by archery club or others is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
- 2) I acknowledge and agree that the use of archery equipment, firearms and other weapons by myself or others on club premises or otherwise are inherently dangerous and high risk activities whether such archery equipment, firearms or weapons are discharged by myself or others; and,
- 3) I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
- 4) I agree to be responsible for any actions of my pet to other club members and property, and will control my pet while at KBH: and,
- 5) I willingly agree to comply with the stated and customary terms and conditions for participation, found in KBH Standing Rules. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
- 6) By acknowledging this Waiver and Release, I am also agreeing to these terms for and on behalf of spouse, each minor (under 18) person in my family, and my guests who will participate in any Activity of KBH Archers; and,
- 7) Any member who violates any of the KBH STANDING RULES or POSTED RANGE RULES or any other COMMON-SENSE SAFE SHOOTING RULES will have their membership card confiscated and they will be asked to leave. Furthermore, CRIMINAL and /or CIVIL CHARGES may be brought for willful acts ENDANGERING LIFE OR PROPERTY: and,
- 8) I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS KBH Archers (Kitsap Bow Hunters) its officers, directors, officials, agents, employees, volunteers, members, guests, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of real property and personal property used to conduct the events and activities ("RELEASEES"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant' Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

**FOR PARTICIPANTS OF MINORITY AGE  
(UNDER AGE 18 AT THE TIME OF PARTICIPATION)**

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the Releasees, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child's involvement or participation in these events and activities and/or the use of related real and personal property as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE.

Name of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Emergency Phone No: \_\_\_\_\_

Completed Waiver/Release forms will be kept on file by the club for at least 7 years and indefinitely in the event of a significant injury to a particular participant. Waivers need to be resigned annually.

**Appendix H**

**KBH ARCHERS SPONSORSHIP CONTRACT**

I, \_\_\_\_\_, the legal representative of the firm and/or person of \_\_\_\_\_, remit to KBH Archers the sum of \$\_\_\_\_\_ (or goods/services/ archer discounts listed below) for the purpose of sponsoring the care and upkeep of the KBH indoor and outdoor ranges.

Goods/Services/Archer Discounts - List out each item, or specific details/requirements for archer discounts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In exchange for the above, the sponsor is eligible to receive:

(Circle each option applicable, and initial to acknowledge details have been confirmed.)  
Indoor range - One banner to be hung above the targets on the indoor range. Design must be approved by the KBH. Banner not to exceed 3' by 4'. Sponsor will provide the banner, and KBH will install it. After the banner is installed, the sponsor will be notified. Banner will be hung for 1 year, after which the Sponsor can opt to renew. Notification will be sent out at time of sponsorship renewal. If the sponsor opts not to renew the sponsor is responsible for reclaiming the banner within 1 month before it is discarded. KBH will not pay for the banner to be shipped to the sponsor.

Sponsor Initial here: \_\_\_\_\_ KBH Board Member Initial here: \_\_\_\_\_

Outdoor range - One 10" x 8" green plaque with sponsor information. Plaque will be visible at a shooting stake, or other visible location deemed appropriate by the KBH Board. KBH will pay for, and install the plaque. The sponsor has the option of providing their own plaque of equal size and like material at their own expense. After the plaque is installed, the sponsor will be notified. Plaques will be kept on the walk through course for 2 years, after which the sponsor can opt to renew. Notification will be sent out at time of sponsorship renewal. If the sponsor opts not to renew, the sponsor is responsible for reclaiming the plaque within 1 month before it is discarded. KBH will not pay for the plaque to be shipped to the sponsor.

Sponsor Initial here: \_\_\_\_\_ KBH Board Member Initial here: \_\_\_\_\_

Online - One graphic not exceeding 200 x 300 pixels to be displayed on the Sponsor page of KBH's website. This graphic may also link to the Sponsor's website. Online sponsorship also includes the same graphic being displayed once in the Buckhorn (KBH's Newsletter that is distributed electronically). Notification will be sent out at time of sponsorship renewal.

Sponsor Initial here: \_\_\_\_\_ KBH Board Member Initial here: \_\_\_\_\_

- All sponsorships must have majority approval from the KBH Board.
  - The timeframe for installing plaques/banners will be dependent on KBH Board approval, plaque processing, and availability of KBH Board members for installation. All sponsorship materials may only be installed by the KBH board, or appointed groundskeepers.
  - Sponsor signs will remain in place as long as the sponsorship contract is current, funds/goods have been collected, and the sponsor remains in good standing with the KBH Board.
  - The KBH Board may terminate the Sponsorship Contract any time at will if the Sponsor is no longer providing the services/discounts to KBH members as agreed upon, not serving our community of archers, or demonstrating conduct unbecoming of a partner of this community. That unbecoming conduct can include, but is not limited to, discrimination, sexual harassment or assault, poor treatment of clientele, etc. In the event of Sponsorship Contract termination, the sponsor's funds will not be refunded or pro-rated, and goods/banners/plaques will not be returned.
- 

Sponsor Contact Information:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position at Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KBH President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KBH Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Details of Sponsorship

## Benefits and Sponsor Payment Options

## Indoor Range Sponsorship

Benefit: One banner to be hung above the targets on the indoor range. Design must be approved by the KBH. Banner not to exceed 3" by 4". Sponsor will provide the banner, and KBH will install it. After the banner is installed, the sponsor will be notified. Banner will be hung for 1 year, after which the Sponsor can opt to renew. Notification will be sent out at time of sponsorship renewal. If the sponsor opts not to renew the sponsor is responsible for reclaiming the banner within 1 month before it is discarded. KBH will not pay for the banner to be shipped to the sponsor.

Option A: Paid Sponsorship	\$400/year
Option B: KBH Member Discount	Sponsor offers 10% off their merchandise for KBH members
Option C: Donation of Merchandise	\$400 MRSP of donated goods for KBH to use as raffle prizes/fundraisers

## Outdoor Range Sponsorship

Benefit: One 10" x 8" green plaque with sponsor information. Plaque will be visible at a shooting stake, or other visible location deemed appropriate by the KBH Board. KBH will pay for, and install the plaque. The sponsor has the option of providing their own plaque of equal size and like material at their own expense. After the plaque is installed, the sponsor will be notified. Plaques will be kept on the walk through course for 2 years, after which the sponsor can opt to renew. Notification will be sent out at time of sponsorship renewal. If the sponsor opts not to renew, the sponsor is responsible for reclaiming the plaque within 1 month before it is discarded. KBH will not pay for the plaque to be shipped to the sponsor.

Option A: Paid Sponsorship	\$240/ 2 years
Option B: Donation of Merchandise	\$240 MRSP of donated goods for KBH to use as raffle prizes/fundraisers



