



The Bethesda-Chevy Chase Chapter of the Izaak Walton League of America

20601 Izaak Walton Way

Poolesville,

Maryland

RULES AND REGULATIONS PERTAINING TO CHAPTER FACILITIES

Updated March 2025

These rules and regulations adopted June 25, 1975, and revised December 19, 1990, July 24, 2002, August 2006, July 2007, December 2008 and revised again March 2025 by the Officers and Board of Governors, Bethesda-Chevy Chase Chapter of the Izaak Walton League of America, Inc. cover our chapter facilities and are published for your information and protection.

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Section 1: General

Mission Statement

B-CC IWLA is committed to the conservation of natural resources, the promotion of outdoor recreation, and the education of the community on environmental stewardship. Our chapter operates as a welcoming community for members and guests to engage in activities that align with these values.

Membership Requirements

1. Members must remain in good standing by paying dues on time.
2. Mandatory orientation sessions must be completed prior to using some of the chapter facilities.
3. Membership cards must be displayed or available upon request while on chapter grounds.

General Conduct

1. Members and guests must always behave respectfully and courteously.
2. Members are responsible for the conduct of their guests.
3. Members may not loan their access card or chapter keys nor offer the use of our facilities to nonmembers for any reason.
4. No illegal activities, including the possession or use of illegal substances, are permitted on chapter grounds.
5. Use of chapter facilities must comply with all local, state, and federal laws.

Use of Facilities

1. Facilities are available to members and their guests during designated hours.
2. Members must adhere to all posted rules, guidelines and SOP's specific to each facility or activity.
3. Respective Committee Chairs are responsible for rules, guidelines, SOP's and the use of the facilities and assets under their designation.

4. Firearms must be transported, unloaded and cased while on chapter property.
5. Facilities must be left clean and orderly after use.
6. Members must report any damage or maintenance issues to Chapter Leadership or Committee Chairs promptly.
7. Guests should sign hold harmless agreements when visiting the property

Vehicle Regulations

1. Privately owned vehicles (cars, trucks, bikes, UTV's, scooters, bicycles etc) must remain on graveled roads or parking lots unless otherwise approved.
2. Vehicles left overnight must display a tag indicating the date, time, duration, and reason for their presence. This is needed to alert us to members who may be down in the woods.

Outdoor Activities

1. Hunting, fishing, hiking, and other activities must follow applicable laws and safety protocols.
2. Permits and licenses must be obtained for regulated activities.
3. Safety equipment, such as blaze orange clothing during hunting seasons, must be worn when required.

Shooting Sports

1. Range safety orientation is mandatory before using shooting facilities.
2. Eye and ear protection is required on shooting ranges.
3. Range SOP's must be reviewed prior to using the facilities.

Environmental Stewardship

1. Members are encouraged to participate in conservation projects and educational programs.
2. Activities that harm natural habitats or wildlife are strictly prohibited.

3. Cutting or damaging vegetation is prohibited unless explicitly approved for specific purposes such as trail, building and range maintenance, control of invasive species, forestry practices, or conservation efforts.
4. Most of our property is under various conservation easements, any changes to facilities or property must be approved in advance by BOG and easement holders.
5. Waste must be properly disposed of, and recycling guidelines must be followed.

Enforcement of Rules

1. Violations will be reviewed by the Board of Directors.
2. Disciplinary actions may include warnings, suspension, or membership revocation.
3. Members have the right to appeal disciplinary actions to the Board of Directors.

Amendments

Rules and regulations may be amended by the Board of Directors. Members will be notified of changes via official chapter communications.

Acknowledgment

By becoming a member of B-CC IWLA, individuals agree to abide by these rules to promote a safe, respectful, and enjoyable environment for all.

Section 2: Chapter House

Purpose

The chapter house, including the members' kitchen and bathroom facilities, is a central hub for B-CC IWLA members and their guests. It supports community building, education, and conservation by hosting meetings, gatherings, and volunteer events, while also serving as a venue for workshops, educational sessions, and initiatives. Non-member events may be held at the Chapter at the BOG discretion.

Chapter House and Members Kitchen

1. The chapter house and members kitchen are available to all members and their escorted guests
2. For security reasons, the chapter house is always kept locked, and an access card must be used to enter the building.
3. The chapter house is equipped with an electronic security system that automatically locks all exterior doors and activates an alarm system at a pre-set specific time each evening. If you are using the chapter house and hear a loud, high frequency sound, you will have only fifteen minutes to vacate the building before the system is activated.
4. Whenever any of the chapter house facilities are used, by individuals or committees, they should always be left as clean or cleaner than they were before you used them.
5. If you are the last one to leave the building, be sure the lights and stove are turned off, the doors and windows are secured. If the fireplace has been used, be sure the logs are banked, and the screens are tightly in place.
6. Heating and Air Conditioning — Three thermostats are located on the walls in the chapter house. Before you leave, turn them all back to 60 degrees if using the heat or 80 degrees if using the air conditioning.
7. Coffee and creamer are provided for members use. Please follow directions to the coffee machine for appropriate portions. After use, please rinse and return the coffee machine.
8. The members' kitchen can be used to cook for members and their guests. Utensils and cookware are provided. After use, the members must wash and dry all cookware.

9. Members are responsible for bringing their own supplies, including food, beverages, and disposable items.
10. No alcohol is to be kept in the members' kitchen fridge, and all food should be labeled and dated.
11. Except for Service animals, dogs and other pets are not allowed inside the chapter house without BOG approval.
12. Smoking (cigars, cigarettes, pipes, vapes) are not allowed within the Chapter House. Smoking is permitted outside the Chapter House. Please ensure that all discarded cigarette/cigar, etc., materials are put out
13. The chapter house and adjoining grounds are not to be used for any overnight activity without written authorization from the Board of Governors
14. The bulletin boards may be used by members for posting advertisements. Please keep all notices current. All other wall fixtures must be pre-approved by the Chapter House Committee.
15. A copy of the bylaws and Rules and Regulations will be posted on the bulletin board
16. Members and guests are urged to sign the register when using the chapter house and conservation farm. The register is to remain on the table in the entrance way.
17. Tables and chairs and other assets from the chapter house are not to be removed from the chapter house without express permission from the Chapter House Chair and BOG.

Use of Chapter House by groups

Chapter members or outside organizations may use the chapter house for personally or corporately sponsored events under the following conditions:

1. Chapter members desiring to use the chapter house facilities for personally sponsored events must do so on a not-to-interfere basis. Members wishing to host meetings should review the event calendar to ensure no scheduling conflict.
2. The Member sponsor wishing to host an event must submit a properly completed application two months at a minimum, in advance of the planned event to the Chapter House Chair. This will allow sufficient time for the Board of Governors to review the application.

3. Organizations not affiliated with B-CC IWLA that are conservation oriented, member sponsored, or provide community support, may be allowed to use the chapter house and associated facilities for sponsored group events.
4. The Board of Governors will only approve of functions (including corporate events) that are in the best interest of our chapter.
5. The Member sponsor must confirm chapter house use with the Chapter House Chair, one month in advance, of any special needs or catering services that are required
6. Catering services are the sole responsibility of the event sponsor. Chapter Kitchen may be used for such events providing Kitchen Chair approves and Chapter Kitchen usage requirements are met
7. To help defray the cost of utilities, a donation will be solicited for these functions. Submit a check with the completed application for \$50.00 for a group from 1 to 25, \$100.00 for a group from 26 to 50, \$200 for a group from 51 to 100, and \$400.00 for a group larger than 100.
8. Use of facilities other than chapter house (i.e. ranges, pond, trail) will need to be approved by the appropriate chair and may require additional fees to cover costs.
9. There will be a \$50.00 fee assessed on any event sponsor of any chapter house function if they remain in the building beyond the approved pre-set time limit and trigger a security system false alarm.

Section 3: Chapter Kitchen

Purpose

The chapter kitchen is a fully stocked, restaurant style kitchen. It is regularly inspected by the county to ensure we meet health and safety standards. Only authorized members can cook in the kitchen and any maintenance work must be pre-approved by the Kitchen Chair. The chapter kitchen is only used for Chapter or BOG approved events. A Chapter sponsored event will take precedence over a member's event.

Kitchen Access

1. Access to the Chapter Kitchen is granted by the Kitchen Chair and controlled by electronic card access and reviewed annually. Temporary access may be granted for specific events or maintenance activities at the Kitchen Chair's discretion.
2. Access to the kitchen does not mean you are allowed to cook.

Kitchen Usage

1. Anyone wishing to cook in the kitchen must have a current safe serve license and have received kitchen orientation. A copy of current Safe Serve certificate must be provided to Kitchen Chair and will be stored on site.
2. Members may help prepare food in the kitchen, providing an approved member with appropriate certification is overseeing activities.
3. Kitchen utensils, pots and pans and equipment are not to be removed from the kitchen without express permission from the Kitchen Chair and BOG.

Special Events

1. For specific events, the **event sponsor** (the member hosting or organizing the event) is responsible for managing kitchen operations during the event, including cleaning and ensuring compliance with kitchen use policies.
2. For any event where food is being prepared, a certified food handler must be present during said event. Before the event, an orientation of the kitchen with the Kitchen Chair or designate must occur.

3. Use of the Chapter's kitchen will run from the hours of 7:30am to no later than 10:30pm (this includes cleanup time) unless explicitly authorized.
4. Any items brought into the kitchen for the event must be removed after the event or they become property of the chapter
5. The Chapter Kitchen must be returned to the state it is found in on the day of the event
6. A fee of \$25.00 will be charged for personal events to cover the cost of utilities (propane/elec.).
7. If the kitchen is not returned to its original state, a cleaning fee of \$250.00 will be charged to the member sponsoring the event, and the member may not be approved for another event. If the member does not pay the cleaning fee within a reasonable time the fee will be added to the member's renewal bill.

Section 4: Conservation Farm

Purpose

The B-CC IWLA Conservation Farm serves as a dedicated space for sustainable agriculture, habitat conservation, and outdoor recreation. It is managed to support conservation efforts, provide a natural environment for wildlife, and maintain responsible land stewardship. The use of farm assets, including tractors, vehicles, and fields, is governed by the following rules to ensure safety, proper maintenance, and alignment with the chapter's mission.

Farm Use and Access

1. The farm is available for use by members and their escorted guests for approved activities such as conservation projects, agricultural work, and designated outdoor recreation.
2. Unauthorized entry, camping, or overnight stays on farm property are prohibited without prior approval from the Farm Chairperson and Board of Governors.
3. Use of farm fields and equipment must align with the chapter's conservation goals and land management plans.

Use of Farm Assets (Tractors, Farm Vehicles, UTV and Equipment)

1. Only authorized and trained members may operate farm vehicles, tractors, and equipment.
2. Operators must receive prior approval from the Farm Chairperson and demonstrate proficiency in equipment use. The Farm Chair will maintain list of 'authorized' members which will be reviewed annually.
3. Equipment must be checked before and after use, with any damage or malfunctions reported to the Farm Chairperson immediately.
4. Tractors and farm vehicles must remain on designated roads and paths unless otherwise approved.
5. Personal use of chapter-owned farm equipment is strictly prohibited.
6. Fueling and maintenance should be performed only by designated personnel or those approved by the Farm Chairperson.

Mowing and Field Maintenance

1. Mowing of fields, trails, or conservation areas must be approved and coordinated with the Farm Chairperson.
2. Mowing schedules will be determined based on conservation priorities, wildlife protection, and field conditions.
3. Members must not mow fields independently, as it may disrupt nesting wildlife or conservation plantings.
4. Maintenance of trails and access roads should be conducted following approved guidelines and conservation best practices.

Planting and Crop Management

1. Any planting of crops, trees, or vegetation on farm property must be approved by the Farm Chairperson.
2. Fields designated for agricultural use must follow an approved planting and maintenance schedule.
3. Personal gardening or crop cultivation on chapter property is not allowed unless it is part of an approved conservation project.
4. Native plantings, food plots for wildlife, and soil conservation practices are encouraged and must align with established land management plans.
5. The use of herbicides, pesticides, or fertilizers requires prior approval and must comply with all local, state, and federal regulations.

Wildlife and Habitat Protection

1. The farm is managed to support biodiversity and sustain wildlife populations.
2. Activities that harm natural habitats, pollinator areas, or disrupt wildlife are strictly prohibited.

3. Hunting and fishing on farm property must comply with B-CC IWLA regulations and state laws.
4. Disturbance of nesting areas, protected habitats, or conservation projects is not allowed.
5. Tree cutting, pruning, or land alterations must be approved by the Farm Chairperson, Forestry Chairperson, Trails Chairman or designated conservation committee.

Enforcement and Compliance

1. Any unauthorized use of farm assets, equipment, or land will be subject to review by the Board of Governors.
2. Members found violating farm policies may face suspension of privileges, fines for damages, or expulsion from the chapter.
3. The Farm Chairperson and designated committee members have the authority to enforce these rules and ensure compliance with land management policies.

Section 5: Log Cabin

Purpose:

The Willard Log Cabin complex's primary purpose is to educate the chapter members and the community at large. The cabin complex is a good example of what an early 1800's caretaker/home site would look like in Montgomery County. The complex consists of the main home, the shed, and a springhouse. To facilitate this the Log Cabin Committee will work on preserving the log cabin complex to the best of its capabilities with the guidance of the chapter's Board of Governors.

The structures are at least 200 years old and should always be treated with care and respect. Because of their age there can be hazards. Please be aware of your surroundings and enjoy these beautiful buildings from years gone by.

To educate the members and the community the following guidelines will be followed:

1. Use of the cabin is encouraged. This can include educational programs and events.
2. Use of the log cabin can only be approved by the Log Cabin Committee chair, designated cochair, chapter chair, or the BOG. The Log Cabin Chair is the lead contact.
3. When using the log cabin both the front and back doors need to be unlocked to allow for ingress and egress in case of a fire.
4. No articles may be removed or borrowed from any of the buildings without the Log Cabin Chair's approval.
5. No changes to the buildings or grounds can be done without the Log Cabin Chairs approval.
6. The use of the fireplace is prohibited, and the use of the woodstove is only with approval from the Log Cabin Chair.
7. No overnight usage of the cabin is allowed because of insurance requirements.
8. Using the porch for relaxing, picnicking is encouraged and does not need approval unless an approved event has reserved the space for that same time.
9. Children under the age of 18 must be escorted by an adult.

10. After using the Log Cabin the expectation is that it will be cleaned up and swept for the next time it is used. All windows are to be shut, and doors locked.
11. No smoking is allowed either in the cabin complex buildings, or on the porch. Please ensure that all smoking materials used on the grounds are extinguished and disposed of properly.

Section 6: Ranges

Purpose

The Bethesda-Chevy Chase Chapter operates its ranges for the safe enjoyment of target shooting by its members and escorted guests. The ranges may be used for outside events at the discretion of the Range Chair and Board of Governors. The three Range Committees, under the direction of the Chapter President and the Board of Governors have the responsibility for the administration and safe operation of these ranges. The Ranges are only to be used for Chapter or BOG approved events

General Rules

1. It is the responsibility of anyone using the range facilities to have read the SOP's prior to attending the range.
2. SOP's will be posted at each range house / pavilion and on the chapter website
3. A range officer when on duty has the full authority of the Board of Governors to supervise and control the range in a safe manner, and to enforce all safety and range regulations.
4. All guests, which includes non-member relatives, must be accompanied by their member host when shooting on the ranges at all times
5. All non-member guests must sign a hold harmless agreement each time they use the range.
6. No firearm will be carried, worn, or brought to the range uncased or in a holster except for on duty Law Enforcement Officers (LEOs).
7. A member of the Board of Governors or a member of the Range Committee may close the ranges at any time as may be necessary AND WILL GIVE AS MUCH NOTICE AS IS PRACTICAL IN THE CIRCUMSTANCES.
8. Such notices as mentioned above may be limited to the posting of a written notice on the range house, newsletter, email blasts or verbal directions from a range officer on duty. Compliance with any such notice is mandatory and non-compliance may result in temporary or permanent loss of range privileges.

9. Do not clutter up the range with trash, however small it may be. Pick up the trash you find and dispose of it in the provided trash cans.
10. Be extremely careful with cigarettes and matches in the woods. Carelessness can cause a major disaster to your sport and to chapter property.
11. THESE RULES AND REGULATIONS ARE DESIGNED AND WRITTEN TO ENSURE THE SAFETY AND ENJOYMENT OF ALL CHAPTER MEMBERS AND THEIR ESCORTED GUESTS WHILE USING THE RANGES.

Use of Range Assets and Access

1. Access to the range houses / sheds is granted by the respective Chair and controlled by electronic card or key access and reviewed annually. Temporary access may be granted for specific events or maintenance activities at the Range Chair's discretion.
2. Only authorized and trained members may use range equipment.
3. Equipment must be checked before and after use, with any damage or malfunctions reported to the Range Chair.
4. Range equipment is for Chapter approved events and may only be used for external events with explicit permission of the Range Chair and BOG.

ARCHERY RANGE

1. The archery practice range bag targets (the "butts" adjacent to the pavilion) are open to members and guests at all times, except when closed for special events.
2. A member 16 years of age or older must accompany anyone under 16 years of age and all guests when on the 3D archery course and at the archery practice range.
3. In the interest of safety, the 3D archery course is to be opened and closed for bow shooting only by a trained range officer.
4. When using the range, if there is more than one archer present, then all must shoot from the established line.
5. Never release an arrow when you cannot see where it will land. Never "flight shoot" an arrow in the woods. Never shoot straight up!

6. Never shoot a broken arrow. Never shoot an arrow that is too short for your draw length. Both of these situations can lead to serious injury.
7. Never nock an arrow on the bowstring until you are ready to shoot —always remember that a bow and arrow is NOT A TOY.
8. When going behind target butts to look for arrows, rest your bow on the target face to advise those coming up to shoot that someone is behind the target. If a bow is on the target face, do not shoot until the target is clear.
9. All arrows found on the course must be returned to the “lost arrow” basket to be claimed only by the rightful owner.
10. Never touch another’s bow or any equipment without the permission of the owner.
11. Protect your sport by being careful and sure when you shoot.
12. In the interest of safety, members and guests should always walk the course in the direction of the arrows – from targets 1 to 14, and from 15 to 30. Never go backwards, as you might just walk into an arrow in flight.
13. Alcoholic beverages are prohibited on the archery practice range and on the 3D archery course. Alcoholic beverages are allowed after shooting, and they must be confined to the pavilion area. Once you have consumed alcohol, you are done shooting for the day.
14. Crossbows or broadheads, regardless of bow type, may only be used on the brown targets marked "Broadhead." These targets are to the right of the target butts at twenty and thirty yards. Crossbows and broadheads are not permitted for use on the target butts or any 3D foam target. Crossbows are prohibited on the 3D course.

RIFLE AND PISTOL RANGES

1. The rifle and pistol ranges are open for use by members and their guests only under the control and supervision of a Chapter Certified Range Officer. Range Officers are on duty every Saturday and Sunday from April through November. Ranges are closed from time to time for special events that will be detailed in the monthly newsletter and website calendar.

2. Typical operating hours are 10 am-5 pm (Spring and Summer); 10 am-4 pm (Fall). See the Newsletter for current times
3. Range officers, holding current cards, may use the ranges at any time except when closed for special events. Members should check the website calendar of events or newsletter for details regarding these closings.
4. Chapter members who are under 18 years of age may use the ranges only when a range officer is on duty. In addition, they must be a graduate of the Hunter Safety Course or a Marksmanship Training Course given by the chapter or they must be accompanied by a member at least 18 years old.
5. No person under the age of 18 will be permitted to fire a handgun on the ranges except when under the direct supervision of a qualified B-CC range officer and then only with the consent of the executive range officer of the day. Persons between the ages of 18 and 21 years may use the pistol range upon showing evidence of having successfully completed one of the many NRA gun safety courses, or the B-CC hunter safety course and obtaining the consent of the executive range officer of the day.
6. All guests, which includes non-member relatives, must be accompanied by their member host when shooting on the ranges.
7. Members wishing to have an unusually large number of guests (2 or more) on the range should obtain Range Committee approval prior to the day of planned use.
8. Use of the rifle and pistol ranges is a privilege of chapter members and their escorted guests, which may be suspended or revoked by the Board of Governors.
9. Hearing and sight protection must be worn at all times when on the range.
10. The rifle and pistol ranges are under the complete control of the range officers on duty. On Duty Range officers shall display their card in a clear manner at all times. The SOP rules and the range officer's orders must be obeyed. Failure to do so will be cause for disciplinary action by the Board of Governors.
11. Each shooter must register with the range officer on duty and pay the daily range fee. Fees are on a per-person basis (except for family fee) entitling only the payer to shoot.
12. Shooters will identify themselves either as chapter members or guests. Member escorts must accompany their guests at all times.

13. A maximum of two people are permitted on any firing point — the shooter and one other person acting as a student, coach, instructor, or spotter. Visitors and observers must remain behind the “Ready Line”.
14. Each shooter may have only one firearm at a time on his firing point. Firearms not in use will be stored in the gun racks or in a pistol box or case, cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe as directed by the range officers.
15. Shooters are required to police their own brass and targets.
16. RANGE RESTRICTIONS – the following are strictly prohibited: Firearms capable of full automatic operation; Destructive devices, or exotic ammunition; Alcoholic beverages; Scatter shot shells; Wearing of holsters; Bottle or container targets; Aiming or dry firing behind the firing line; “Quick draw” or snap shooting; Cross firing (shooting from one station to a target aligned with another station); More than ten (10) rounds per clip or magazine; home defense rounds that include shot pellets and concealed firearms
17. Any member in good standing who is 21 years of age is eligible to become a range officer, unless: (1) he has been judged unqualified to possess or handle firearms under any county, state, or federal law or ordinance or regulation, or (2) whose range officer status has been revoked.
18. Each range officer’s access card is programmed to access the range house. They are permitted to shoot at anytime, all year, without supervision except when the ranges are closed.
19. To be certified as a range officer, eligible B-CC IWLA members must complete the “Range Officer Instruction Course” given by the Range Committee and agree to perform two duty days per year unless they are duty exempt. The Instruction Course is usually given in March and September of each year.
20. On Duty range officers have the full authority of the Board of Governors to supervise and control the range in a safe manner, and to enforce all safety and range regulations.
21. If a shooter refuses to obey orders or willfully violates range rules, the range officer shall report the incident to the Chairman of the Range Committee for action by the Board of Governors. In extreme situations, when a shooter refuses to comply with orders and poses a hazard to the persons on the range the range officer shall promptly close the

range and remove everyone from the area as a safety precaution. The range officer should not hesitate to obtain help from the police if the situation warrants such action.

22. Always wash thoroughly after a trip to the range. Wash hands, fingers, arms and face with cold water and soap. Never eat, drink or smoke after shooting without first washing up.

SHOTGUN RANGE

1. The trap and skeet ranges are normally open to all members and guests from 9:00 am to 5:00 pm every Sunday, weather permitting. On Tuesdays (April through September) the range is open to sporting clays from 3:30 until dark. Pre-qualified shotgun range officers may open the shotgun range at any time.
2. All range equipment (hand traps, electric traps, targets, etc.) are restricted to be used only by prequalified range officers.
3. The use of hand traps is restricted to the left trap range only and then only under the supervision of a member over 21 years of age. This should be coordinated with the range officer on duty.
4. No hand traps will be used when a trap or skeet field is in operation.
5. There are special shoots throughout the year such as the Winter Sporting Clay League, Fun Shoots, and the Annual Father's Day Shoot. These events will be posted in the newsletter and website calendar well in advance of the event.
6. Charges will be as posted on the fee sheet in the shotgun range house.
7. During any shoot, all persons, other than the participants (shooters, trap operators, score keepers, pull stand operators, etc.) are to remain well behind the shooting lines or stations.
8. Parents are responsible for their children whenever the range fields are in operation. Children shall not handle guns without adult supervision. Children shall not help pick up shell cases or clay targets until the range is closed and then only under adult supervision.

9. Always wash thoroughly after a handling live or spent ammunition. Wash your hands, fingers, arms and face with cold water and soap. Never eat, drink or smoke after shooting without washing up.
10. When not in use, all guns are to be placed in the provided gun racks with actions open
11. Members and spectators shall not handle guns during a shoot, unless they are on a shooting station or in route to a shooting station. Remember that even “empty” guns may be loaded.
12. All guns are to be handled with the action open at all times, unless you are at a shooting station.
13. After any shoot, the participants will pick up all empty shells and place in the trashcans provided.
14. Care should be taken to return all live or defective shells to the range house. Discard trash in proper containers. The range officer in charge will see that all equipment is secured, uncocked, and turned off before the electricity is turned off.
15. When a squad of shooters or a shooter is on the shooting station the following will be observed:
 - Do not place a shell in a gun until it is your turn to shoot and you are in position at the shooting station.
 - Never place more than one shell in a gun during trap shooting.
 - Never place more than two shells in a gun when shooting skeet, doubles trap, or sporting clays.
16. Maintain muzzle discipline at all times. Always keep your muzzle pointed away from other shooters when on the shooting station. When leaving the shooting station the action must be open and the muzzle pointed in a safe direction.
17. Hearing and sight protection are mandatory for shooters, trap operators, scorekeepers, and spectators.

18. Alcoholic beverages are prohibited on the shotgun range. Alcoholic beverages are allowed only after shooting is completed and must be confined to the pavilion area. Once you have consumed any alcohol, you are done shooting for the day.
19. Only shotguns, 12 gauge and smaller, with shot loads of 7 1/2, 8, 9 shot in 2 3/4 shells, are allowed on the shotgun range. The patterning board may be used for larger shot sizes for the purpose of checking choke patterns and hunting loads. No buck shot is allowed at any time (hunting, turkey or waterfowl loads only). Make sure the range is clear and that the duty range officer is informed before you use the patterning board.
20. The range is under the complete control of the range officer.
21. The shotgun range boundaries and shot fall areas are well posted with range warning signs. All members and guests must obey these warning signs.
22. The shotgun range is operated by members that are pre-qualified shotgun range officers. There is a Shotgun Range Officer Training Class twice a year. The dates for the Shotgun Range Officer Training class will be posted in the newsletter. This is a required class to be able to operate and open the range on your own.

Section 7: Fishing and Pond Management

Purpose

The B-CC ponds and streams are managed to provide fishing and aesthetic satisfaction for chapter members and their escorted guests. As determined by contractor studies, the ponds are stocked with bass, bluegill, and forage fish species and, unless otherwise stated, all fishing at the small pond, big pond and streams are catch and release only. The management of the ponds and streams is the responsibility of the Ponds and Streams Committee.

1. No animals or plants are to be placed in the ponds without approval of the Ponds and Streams Committee Chair and with the concurrence of the B-CC Wildlife Committee Chair.
2. No chemical control treatment may be carried out in B-CC ponds and streams without written approval of the ponds and streams Chair and with the concurrence of the B-CC Farm Committee Chair and informing the B-CC Board of Governors.
3. Boats, canoes, rafts, or other watercraft or floating devices may not be used on the ponds. The boats at both ponds are for the use of the Ponds and Streams Committee for carrying out management projects.
4. All trash and garbage, however small, must be taken with you when you leave the pond.
5. Only earthworms, blood worms, insects, or similar bait may be used for fishing. Minnows and live fish are not to be used for bait. Plugs, spinners, and artificial flies are permitted. Digging for worms or other bait is not permitted around the pond. Stones and logs may be turned over to search for live bait, but must be replaced to their original position after being disturbed
6. All rules and regulations pertaining to fishing established by the state of Maryland must be observed. All persons 16 years of age and older must possess and have on their person while fishing a valid Maryland fishing license.
7. All bass and bluegill are to be returned to the water alive and in good condition. Any bullhead catfish caught should not be returned to the water.
8. Always check the bulletin board at the big pond, at the beginning of the nature trail, and at the B-CC Chapter House for any current changes in the above regulations.

9. Retriever training is permitted and governed by the current Maryland State Rules and Regulations and any additional B-CC Chapter restrictions.
10. Cars or other vehicles may be driven to the big pond only for management work by the Ponds and Stream Committee.
11. No Swimming is allowed in either pond
12. No camping at either pond without approval from P&S Chair and BOG
13. No Ice skating on either pond

Section 8: Campground

Purpose

The purpose of this area is to provide a suitable location for overnight camping by B-CC IWLA members and guests, scouts, or persons from other non-profit organizations. The campground will be available for camping for small groups not larger than 100 campers.

1. Campground will be closed during deer hunting season, the day of the squirrel hunt breakfast, all muzzleloader seasons, the late muzzleloader season, the firearms season for deer, spring turkey hunting season and youth spring turkey hunting season and dove season. The Wildlife Chairman will notify the Campground Chairman of the specific dates and times of these seasons each year.
2. All groups will be accompanied by and responsible to a unit leader. All groups must have a sufficient number of adult leaders to maintain proper control of the group.
3. Permission to use the camping facilities must be obtained from the Campground Committee Chairman. This requirement to get permission applies to both B-CC IWLA members as well as non-member groups.
4. Registration to camp on the campsite should be done through the link on the B-CC IWLA website
5. The big woods along the west bank of the east fork of Horse Pen Branch has been designated as the Campground. Camping outside the boundaries of this site may be permitted by special arrangements granted by the Campground Committee Chairman and the Board of Governors.
6. No camping and no council fires will be allowed east of the stream.
7. The open field east of the campground site may be used for sports, such as foot racing, baseball, etc.
8. All cars must be parked in front of the "No Parking Past Here" sign, down past the crest of the hill. Cars should not be driven in the tracks of other cars, but should fan out so as not to start ruts
9. Fires are only to be built at the designated fire sites. Under no circumstances will fires be permitted outside of the campground perimeter. All flammable material, such as leaves,

must be raked back at least three (3) feet from the perimeter of the fire. Fires will not be left unattended at any time. When a fire has served its purpose, the margins will be dug down to a sufficient depth to safeguard against fire eating out into adjacent wood soil. The fire should be put out thoroughly by dousing with water — when you can stick your hand into the coals the fire is out.

10. Shovels, axes and grub hoes (or similar suitable equipment) must always be available at the campground for use in the control of fires. Any wildfire discovered on chapter property or adjacent land by campers shall be reported at once by telephone. DIAL 911. Then control the fire if possible.
11. Trash and garbage is not collected from the campground, therefore each group of campers is responsible for taking their own garbage home with them. Trash and garbage must not be buried as animals will dig it up and scatter it; also the holes cause erosion. Cans, bottles and all other noncombustible material must be packed out.
12. The well contains non-potable drinking water. A quality water filter, purifier or boiling must be used, or water must be carried in.
13. No standing tree or shrub may be touched with a knife, axe, saw, hammer or nail.
14. The latrine has been built at considerable expense and a lot of hard work for the campers' convenience. Abide by the sign at the latrine site. Bottles, cans or other similar debris must not be thrown into the latrine pit. Violators will be barred from future use of the area. The latrine must be washed down with PINE-SOL before leaving the camping area.
15. The small pond, cabin, orchard, chapter house, rifle and pistol range, shotgun range, archery range, gardens, and immediate surrounding grounds are out-of-bounds for all campers unless accompanied by a chapter member.
16. When requesting use of the campground area, the Campground Committee Chairman will issue a combination lock number in order to access the campground. The gate to the campground should be locked when the campground is left unattended, during the night, and must be locked when you leave.
17. Any damage to the property, buildings, bridges or equipment will result in the user group being responsible for the repair costs associated with the damage, and these groups will be barred from further use of the area.

18. Before leaving the campground area, check your camp to be sure it is left in good condition. "IT SHOULD BE CLEANER WHEN YOU LEAVE THAN IT WAS WHEN YOU CAME."
19. Members are free to use the campsites. Non-members and associated organizations are required to cover the usage fee of \$25.00 per site per night. Make checks payable to B-CC IWLA (No cash) and mail to P.O. Box 542 Poolesville, MD 20837

Section 9: Hunting on Chapter Property

THE HUNTING REGULATIONS ESTABLISHED AND PROMULGATED BY THE STATE OF MARYLAND SHALL BE OBSERVED ON THE BETHESDA-CHEVY CHASE CHAPTER CONSERVATION FARM. THE WILDLIFE COMMITTEE CHAIRPERSON IS RESPONSIBLE FOR ANY ADDITIONAL EXCEPTIONS TO THESE STATE REGULATIONS WHICH WILL BE PUBLISHED IN THE NEWSLETTER ANNUALLY. IN ADDITION, THESE ADDITIONAL RULES AND GUIDELINES WILL APPLY:

1. Hunters must follow the B-CC IWLA Registration System before taking part in hunting activities on the property. This must be done annually. Registration period starts 1st August.
2. GUEST HUNTERS ARE NOT PERMITTED AT B-CC IWLA. One escorted youth hunter, 16 or under, may accompany the member hunter
3. Hunters at B-CC IWLA will abide by the rules and regulations set forth by the Maryland Department of Natural Resources in its annual Hunting & Trapping in Maryland Booklet.
4. Hunters must carry their B-CC IWLA Membership Card and have their B-CC IWLA Parking Sticker Decal clearly displayed on or in their vehicle while hunting on the property.
5. Hunters must be able to prove that they have successfully completed a state Hunter Safety Course unless grandfathered by the state of Maryland
6. Hunting within the conservation farm shall be accomplished only by means of either a shotgun, straight-wall cartridge rifle, bow and arrow, or black powder muzzle loading rifle. Shotgun hunting with rifled slugs or sabots is permitted during regular firearm deer season only. Hunting with a black powder muzzle loading pistol is permitted for deer during muzzle loading deer season and firearms season.
7. Hunters are prohibited from driving off any road on B-CC IWLA property (regardless of your desire to retrieve game or equipment). Special Board of Governors (BOG) approval requires an annual written letter be submitted by you at any monthly BOG meeting which explains the reasons for your special off-road driving request. Each request is subject to denial or approval. Approval of such a request may be rescinded at any point in time
8. Hunters of DOVE on B-CC IWLA property will pay an "opening day" donation (to be determined by the BOG) to offset the expense incurred by the chapter for the farming

operations necessary for a successful dove hunt. Remember to remove all shotgun shell cases at the end of each hunt; failure to do so could result in higher “opening day fees” to cover clean- up costs. Regarding guest dove hunters -see #2 above.

9. All Hunters are expected to remove garbage/trash when it is encountered. In order to maintain good hunting conditions, we require that hunters be vigilant when it comes to proper disposal of trash regardless of origin.
10. Hunters entering a vehicle parking area must unload their firearm beforehand. Muzzleloaders should have their percussion caps removed or be discharged in a downward direction into soft soil.
11. Hunters are prohibited from using deer drives (pushes) at B-CC IWLA. These activities impose upon the non-participating hunters and increase the risk of an accident.
12. Hunters should have their firearms and bows sighted-in every year to insure precision shooting.
13. Hunters should choose not to shoot at running deer. This temptation often results in the swinging of a loaded firearm in the direction of other hunters
14. Hunters may use tree stands as long as they are temporary and do not damage our B-CC IWLA trees.
15. Tree stands must be removed at the end of each day (to leave one on a tree or in our woods is to forfeit your stand if found).
16. Tree stands must not require the use of invasive tree steps (screw-in type).
17. Hunters must use a fall restraint harness or belt at all times when using a portable tree stand on chapter grounds.
18. The user accepts all responsibility and liability in the event of an accident or theft.
19. Hunters must honor property lines (blue painted trees) to the best of their ability in order to avoid conflict with neighboring property owners. Hunters who disregard these markers will irritate adjacent land-owners. Disciplinary action may be taken against individuals who flagrantly violate B-CC IWLA boundary lines.
20. Hunters are expected to demonstrate good sportsmanship. This farm operates on a first come first served basis and we demand that our hunters respect the rights of others.

This means that hunters should spread out as much as possible and minimize excessive talking and shooting.

21. Hunters are to always conduct themselves in a cordial manner while on the property. If any member becomes physically confrontational, membership termination is likely. Such problems should be reported to a board member immediately.
22. Hunters are strongly urged not to use profanity.
23. Hunters are prohibited from consuming alcohol while hunting.
24. Hunters should respect the game, which they pursue by attempting to place lethal shots, which deliver a quick and decisive death.
25. Hunters should have the appropriate safety equipment such as safety harness, straps and belts, blaze orange vest and hat (as required by the State of Maryland), hearing and eyesight protection, haul line, etc.
26. The hunting of waterfowl is permitted in all fields normally open to hunting, except within 150 yards of the big pond.
27. The use of hunting dogs is permitted for members only during the hunting and training seasons, in accordance with the laws promulgated by the State of Maryland and any additional restrictions imposed by the Board of Governors. Notice of any additional restrictions will be published in the BCC newsletter.
28. Trapping within the conservation farm shall be coordinated with and under the direction of the Wildlife Committee and be subject to approval by the Board of Governors.
29. The Board of Governors reserves the option of adjusting the various hunting seasons (shorten or close). Notice of such adjustments will be published in the newsletter monthly, for as long as they are in effect.
30. Hunting within the Archery Range, Trap and Skeet Range, Rifle and Pistol Range, Campground Area, and general chapter house ground are prohibited, with the following exceptions:
The campground area will be closed to campers and open to hunting during:
 - a) Shotgun Deer Season
 - b) Black Powder Deer Season
 - c) Archery Deer Season (Opening Weekend)

d) Turkey Season (First and Second Weekends)

e) Youth Deer Hunting Day

31. Permanent tree stands are not permitted on the conservation farm. No one may build a permanent tree stand, or hunt from one built by someone else, with the following exception:
 - a. The Archery Range may build and maintain a permanent tree stand as a practice position. The Range Committee will mark this stand clearly to establish its purpose.
 - b. Temporary tree stands are permitted as long as they follow the prerequisites as stated in #13 above.
32. Wild quail season is closed on the conservation farm until further notice.
33. Members who choose to hunt the B-CC farm and not follow these regulations, sign-in procedures and sportsman's ethics will be subject to a suspension and / or expulsion as defined by Article X in the By-Laws of B-CC IWLA. Revised as approved by the BOG (July 19, 2006)

Section 10: Forms

B-CC IWLA CHAPTER FACILITIES USE APPLICATION.

Complete all items and submit this application to the Board of Governors through the CHAPTER HOUSE Committee Chair at least 2 months in advance of your planned event.

1. APPLICANT: _____

Name of Organization:

Name of Point of Contact:

Street Address:

City, State Zip Code:

Phones: Home () –

Work () –

B-CC IWLA Member? YES • NO _____

2. Name of Sponsor: _____

State purpose for wanting to use chapter facilities.

3. State which facilities are to be used (e.g. Great Room, Chapter Kitchen, Board Room, picnic grounds, ranges etc.) and how many people will attend.

4. State separately the dates and times needed for set-up, use, and clean up.

5. If you need to use the Chapter Kitchen give details (e.g. cook food, use caterer, serve food but not cook, etc.)

I understand that if permitted to use the chapter facilities that I am responsible for their condition and that they are to be left in the same condition as they were turned over to me.

Applicant's Signature

BOARD MEMBER ASSIGNED _____

APPROVED _____ PHONE _____

DISAPPROVED FEE _____

FEE/DONATION _____

President Date

B-CC IWLA Campground FACILITIES USE APPLICATION.

Complete all items and submit this application to the Board of Governors through the CHAPTER HOUSE Committee Chair at least 2 months in advance of your planned event

1.

2. CAMPGROUND REGISTRATION

(Please Print)

Name and Unit Number: _____

Sponsor: _____

Leader's Name: _____

Address: _____

Phone: (H) _____ (W) _____

Reservation dates: from _____ **to** _____

There will be _ (boys/girls) and _ adult leaders.

I have read the Campground Rules and Regulations and do hereby accept the responsibility to enforce them while using the B-CC IWLA facilities.

I understand that any damage caused to the property, buildings, bridges or equipment, while my unit is camping, will be just cause to forfeit my deposit and that my unit may be denied further use of this campground area.

I also understand that the loss of the campground key will result in the forfeiture of the deposit only.

Signature Date

This Registration form must be completed, signed and submitted with two checks (\$25.00 Fee and \$10.00 Key/Damage deposit) when the campground key is obtained. Make check payable to B-CC IWLA. Please — NO CASH. When the key is returned, the campground and farm property will be inspected. If there is no damage, the deposit will be returned.

(FOR CAMPGROUND CHAIRMAN'S USE ONLY)

Date of Inspection: _____ Inspected by: _____

Deposit Returned: _____ Deposit Forfeited: _____

Remarks: _____