



CARDLOCK SYSTEM ACTIVATION SCHEDULED FOR JAN 13TH, 2010

Date: 6 Jan 2010

From: Gregg Smith, Rangemaster

To: All CRPC Members

Re: New CRPC Access Cards for Main Gate

As you all know, we are in the process of installing an electronic lock on the CRPC Education, Training and Range Complex gate. This memo contains important information for all CRPC members on the new system and its operation; please take the time to read it carefully. This system helps protect and preserve the value of our memberships and facilities.

The gate lock and reader are both located on the back side of the entrance gate to the facility.

The new membership cards are the size of a credit card, but a bit thicker; each houses a chip that transmits a unique number to the controller when scanned by the reader. They contain no batteries or power source, are durable and should last for many years if cared for properly, and have a vertical badge slot if you desire to wear the card on your clothing while at the range.

While the cards can withstand many abuses it is not recommended they be carried in a wallet, as bending the card may break the internal circuitry.

Each card has a Mylar label that contains the club logo, member name, expiration month and day, and the combination to the duty box.

Each time you unlock the gate the controller verifies your membership and logs the card number, date and time of entry or exit. THE CARDS ARE NOT PROGRAMMED FOR 24-HOUR ACCESS. All membership cards will operate the gate from **7AM to 8PM** daily, so be sure you exit the facility prior to this time. *Remember that just because the gate will open, it does not mean you can shoot (pay attention to available light levels on the range).*

To use your card, simply move it in front of the reader, or insert it into the slot at the bottom of the reader enclosure – unlike a credit card there is no magnetic stripe. The LED on the reader will change to solid green, beep once and the gate will unlock. Swing the gate hook aside and open the gate.

The gate will automatically relock; just close the gate and swing the gate hook into place, insuring the hook firmly engages in the lock.

When you exit the range simply repeat the procedure – present your card to the reader and it will unlock and allow you to exit – and please **remember to close the gate.**

In the event of a power failure the gate will automatically unlock; if you are at the range during a power failure you will be able to exit – just remember to close the gate and swing the hook into place when you leave. When power is restored the reader and lock will automatically secure the gate and resume normal operation.

If you have Weekend Duty, unlock the gate at the beginning of your shift and leave the gate open. At the end of the day (or the end of your shift, if your relief does not arrive), inform the non-members that you are locking the gate and all non-members (and their vehicles) must be off the range.

If your card is damaged, lost or stolen please report this immediately to me or Linda Howard; a replacement card must be issued and the old card will be de-activated. A fee of \$10 will be charged for replacement cards, and may take a few days to

obtain, label and program into the system. All cards are property of the Club and should be returned if your membership is terminated.

You are responsible for the use of your card – do not loan it out to others. Range/Weekend Duty Officers and E-board members may ask to see your card, plus another form of identification to verify membership. Acceptance and use of the access card implies that the member will abide by the terms and conditions of membership in CRPC and the policies and procedures established by the Executive Committee.

If you are a new member your access card will not have your name imprinted on the label, and the card will only open the gate for a maximum of 60 days until you have scheduled and completed a New Member Orientation with the Rangemaster. This Orientation covers the facilities, range rules, club policies and procedures, and Weekend Duty/Alternative Service options. Contact me at (360)606-3478 to schedule this Orientation. Once the Orientation is complete you will receive a permanent badge label and the system will be updated for the balance of your 12-month membership. If you don't attend the orientation, your card will automatically be deactivated.

In the event that your card will not work, please do the following:

1. Is the LED on the reader working? If it is OFF, the power has been removed and the gate should be unlocked. Open the gate to enter or exit, but close it as soon as possible. When power is restored the system will re-lock the gate.
2. Does the reader make a beeping sound when your card is scanned, but the gate remains locked? If so, there may be a problem with the system or your card; please contact the Rangemaster.

In the event that the gate is undergoing maintenance for an extended period of time we will revert to the old "lock and chain" method of securing the gate; the existing gate combination will be used during these times.

This access control system will be expanded in the future to include the Classroom and Indoor Range; at this time we do not have a projected date as much work still needs to be done on those facilities.

Due to the fact that building construction is not complete and an Occupancy Certificate has not been issued by Columbia County, the *building* is not available for general use. A limited number of members will have card access to the building during certain days and hours, including:

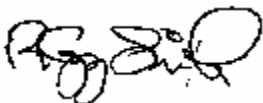
- Arnold Cork as head of the Smallbore Team and his two designees: Bob Isaacson and Wayne Woodcock.
- Gregg Smith as Chairman of the Action Pistol Program and his two designees.
- Executive Committee members.
- Authorized construction parties and contractors.
- Senior designated members of the Instructional Staff for the purpose of conducting classes.

As a reminder to designated members with access – you are responsible for the conduct of all persons in the building, including cleaning the area, proper storage of equipment, and securing the building when the event has concluded.

Liability releases must be signed by all non-members in attendance if the event includes live fire.

NO LIVE FIRE will be permitted in the building without the express permission of the Executive Committee.

FOR THE EXECUTIVE COMMITTEE



Gregg Smith
Rangemaster
Clatskanie Rifle & Pistol Club
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