

Nicolet Rifle Club

Automated Entry Gate – Standard Operating Procedure (SOP)

Purpose: This Standard Operating Procedure establishes the rules and safe operating practices for use of the Nicolet Rifle Club automated entry gate. Compliance with these procedures helps ensure the safety of members and guests while protecting club property and maintaining the security of the facility.

Entering the Club

- Enter the **gate access code** followed by the **#** key.
- The gate will open, remain open for approximately **10 seconds**, and then close automatically.
- An infrared safety beam spans the entrance. If the beam is blocked, the gate will remain open or will immediately stop and reopen if it is closing.
- If you enter the code wrong 3 times, the keypad will beep 3 times, and the red LED will illuminate, and the keypad will lock for 2 minutes.
- Wait until the red LED on the keypad goes out before trying the code again.

Exiting the Club

- Stop your vehicle **Past** the **marked exit sensor** to activate the gate for exit.
- Wait until the gate is open before proceeding through.
- You can see the red LED on the control box turn on when the gate is activated.

Guests

- Members are responsible for the conduct of their guests at all times.
- **Do not provide the gate access code to any non-member.**
- If bringing guests, wait for them outside the gate or meet them nearby and have them follow you through the gate (tailgating).
- Guests must remain directly behind the sponsoring member's vehicle and proceed through the gate as a single group without delay.
- The infrared safety beam will prevent the gate from closing while vehicles are passing through.
- **DO NOT** stop or linger in the gate swing area as **the gate will close on your vehicle if it is in the way.**

Unauthorized sharing of a gate access code with a non-member may result in permanent termination of Nicolet Rifle Club membership, as determined by the Board of Directors.

Matches and other Public Events

- Authorized Club Members will have access to a key that will open the gate and keep it open.
- Once the event is over, the key will be turned off and removed, returning the gate to normal operation.

Gate Safety

- Never stand, walk, or linger within the gate's swing path while the gate is opening or closing.
- Keep all people, pets, vehicles, and equipment clear of the gate until it has completely stopped moving.
- **Only vehicles driven by a member or that member's escorted guests may pass through the gate during a single opening cycle.**
- Do not permit unknown or unauthorized vehicles to follow you through the gate ("piggybacking").
- If the gate contacts a solid object for approximately 3 seconds, it will stop and sound an alarm.
- If the gate fails to open, fails to close, or operates abnormally, do not attempt to force or repair it. Contact a Nicolet Rifle Club Board Member immediately.

Winter Operation

- **Do not operate the gate if snow accumulation reaches the bottom edge of the gate.**
- Clear snow from the gate's travel path before opening or closing the gate to prevent damage.

Wireless Remote Controls

Wireless gate remotes are available to members under the following conditions:

- Remote controls are available to members for a **\$60 fee**.
- All remote controls remain the property of the **Nicolet Rifle Club**.
- A **\$20 refund** will be issued upon return of a functioning remote.
- Members are responsible for replacing the remote battery.

- Lost or not returning remotes will result in a **\$60 replacement charge**.
 - **Unauthorized loaning or transfer of a gate remote to a non-member may result in permanent termination of Nicolet Rifle Club membership, as determined by the Board of Directors, and may also result in a \$60 replacement charge.**
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Gate Reliability

- The automated gate is powered by a **battery-backed system** and is designed to continue operating during normal power outages.
 - If the gate does not open or close properly, or if it operates abnormally, **notify a Nicolet Rifle Club Board Member immediately.**
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Member Responsibility

Gate access codes and remote controls are issued solely for the use of Nicolet Rifle Club members. They are provided to ensure secure access to club property for members and their accompanied guests. Members are responsible for safeguarding their access credentials and are accountable for any misuse.

Document Information

Approved by: Nicolet Rifle Club Board of Directors

Effective Date: ____7.19.2026____

Revision Date: ____7.10.2026____

Version: 1.1