

**SEPTEMBER
2010**

WAHSATCH SHOOTERS ASSOCIATION

**RANGE OFFICER
HANDBOOK**

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Section 1

Range Facilities

Range House

The Range House is located at 1649 East, 650 North, Kaysville Utah. The WSA phone number is (801) 544-9920.

Shooting Bays are numbered 1-9, north to south. Ranges 1A & 1B are the two most northern bays and are used primarily for law enforcement, Hunter Safety Training and match use. Ranges 2 and 3 are for public shooting. Ranges 4-9 are used for match events. The general public is not authorized to shoot in these bays, except for scheduled events with an RO or Match Director present. Range Officers are authorized to use any bays at any time after checking in with the on-duty RO, and signing the personal use log and the range computer located in the Range House.

Parking: All customers are to park their vehicles in the **Public Parking Lot**. Customers may drive their vehicles to the public range to unload and load their equipment then move their vehicles in the public parking area. Parking in Bays 1A and B is reserved for on duty ROs, Handicapped, match participants during match events and Hunter Safety Training only. **For safety purposes it is critical that the roadway in front of the public range remain un-obstructed for emergency vehicles in the event of an accident.** On duty range officers **WILL NOT** park in front of the public range. On Duty RO's may also park between the range house and bay 3. RO's supervising match events may park next to the bay they are supervising.

Public Restrooms are located in Bay #1B, North West corner of the parking lot, and between the gate and the public parking lot. For servicing, call 825-1154.

The Flag Pole is located north-west corner of the parking lot.

The Red Range Flag is used to notify the public that the range is active and firearms are in use. The red flag is located in the mail box adjacent to the flag pole.

Target Stands are expensive. Do not let people intentionally shoot the frames.

First Aid Supplies are located in the range house on the west wall and in the right hand desk drawers.

The Change Drawer and Safe Cabinet are located on the north wall by the door. Please place large bills, \$20.00 and larger, checks, and membership applications in the slot at the top of the safe. When not making change, the **cash drawer must remain locked at all times.**

Closed Circuit Television (CCTV) CCTV cameras are installed to enhance range safety and security; the CCTV monitor is located on the west wall desk. The on duty RO now has the ability to monitor activities in the public parking lot, southern part of the range to include the main gate, bays 1A and B and in the range house to observe the cash drawer and safe. All monitored activities are recorded.

Personal Lockers on the south wall are free for Range Officers use, first come, first serve.

Sandbags and Stands are located on the east wall table and are available for public use. Be sure they are returned to the range house at the end of the day.

Staple guns and staples are located at the two stapling tables, be sure the staple guns are loaded and placed in the stapling tables at the start of the shift. Additional staples are located in the range house desk cabinet. The cabinet key is kept in the cash drawer. When the supply of staples run low, contact the WSA Vice President. Staple guns will be returned to the range house at the end of the day.

Cardboard Target Backers are maintained in the rack behind the door. Place non-useable backers in the recycle bin. Additional backers are located in the storage room. Have shooters strip off all targets upon return.

Paper Targets Each non-member is entitled to one free target. The posted rate for additional targets is .25 cents each. Members are allowed as many targets as needed, within reason, while at the range. When paper targets or cardboard backers runs low contact the vice president for re-supply.

Brooms, Dust Pans and the Shop Vacuums should be used as often as possible to mitigate the safety hazard of expended brass lying on the ground; encourage shooters to police up their brass. The range is to be swept of brass and trash at the end of the day. Sweep out the range house as needed.

Brass buckets for expended brass are located behind the benches. Dispose of live ammo in the cans so marked.

Eye and Hearing Protection is available on loan for all shooters; ensure they are returned. Eye Protection is **MANDATORY** for all personnel while the range is active. Eye protection can be prescription glasses, sunglasses, or safety glasses. Hearing Protection is strongly **recommended**. Foam ear plugs are available for sale in the range house at the posted price.

Spotting Scopes are for public shooter's use. Upon customer request the RO will take the scope to the shooting bench and lock it in place. Be sure they are returned in good working condition. At the end of the duty day all scopes are to be locked up in the storage room.

The Storage Room contains extra paper targets, cardboard backers, lawn equipment, etc. and a refrigerator for RO use only. Be sure to keep this room locked at all time.

The Filing Cabinet contains WSA required documents for range operations. Familiarize yourself with these documents. A copy The Davis County Use Agreement may be obtained upon request.

Section 2 Opening and Closing the Range

Opening

The Lower and main gate should be opened at least 15 minutes prior to scheduled public hours. Open the gates toward the east, so as not to block access to the southern fence opening. Put up the range flag, and then notify the Sheriff's office dispatcher that the range is open. The number is located by the phone (451-4150/4151).

On-Duty RO Sign in Procedures: First, bring up the RO sign in screen on the computer, insert your membership number then click OK when the activity indicates "Public Range". If you are serving for a scout group or some other special activity, you can select that in the activity drop down menu and enter the troop number or describe the activity you are supervising. (See Samples Below)

The screenshot shows a web browser window titled "Check-in - Wahsatch Shooters Association". The page features the WSA logo and navigation links for "Range Officers" and "Website". A modal window titled "RangeOfficerCheckinForm" is open, displaying the following information:

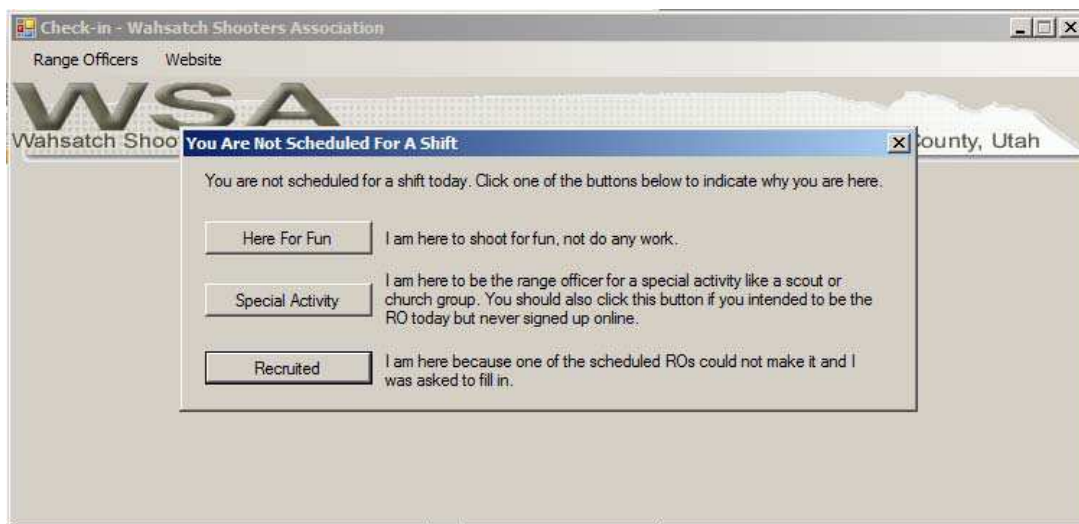
- Range Officer: Ted Bukowski
- Expiration Date: 9/21/2007
- Instructions: "Select the activity for which you are here to be the range officer. You can optionally provide some short details like the troop number of a scout troop, or which part of the range you are cleaning up."
- Activity: Public Range (selected in a dropdown menu)
- Details: (empty text input field)
- Buttons: OK and Cancel

On the main page, there are input fields for "Member Number:", "OR", and "Last Name:".

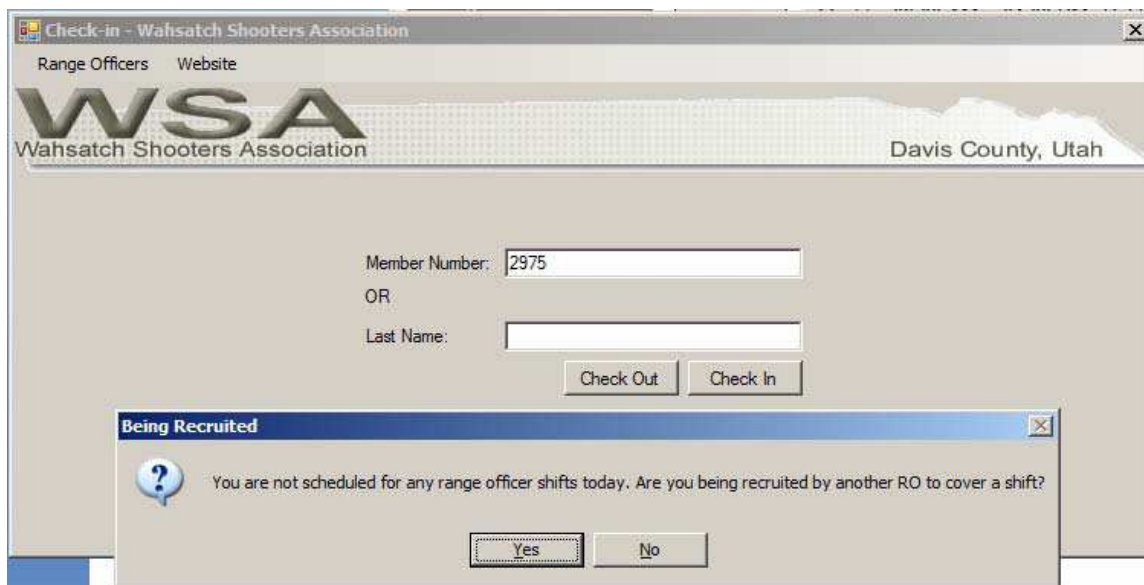
Put out the public sign-in book, fill in your name, date and time you came on duty. Even though you signed in on the computer, you still need to sign in on the public sign-in log.

Set up range to receive the public by putting out the staple guns, insuring there are enough staples to last the duty day. Be sure there are enough cardboard backers, targets; safety glasses and hearing protection available.

At this screen you have the option to either click the “Here for Fun” button or the “Special Activity” button. If you click on the “Here for Fun” button, the same dialog box comes up as if you were just a regular member. If you check the “Special Activity” button, continue through the usual check-in process. You will need to check out when you have completed the special activity.



If you are using the range for private use and you are recruited by the on duty RO for any reason follow the computer sign-in procedures below. If recruited, you will receive double RO service hours for that shift, when certified by the on duty RO.



At this screen click the Yes button. The screen below will lists all the current range officers.



Select the RO who recruited you and click OK. The on duty RO will then initial next to you name on the range sign in sheet. If there is not an on duty RO use the XO (Ted Bukowski) as the recruiting officer

Closing

Inform the shooters about 30 minutes prior to closing time. Begin range clean-up. Sweep the range of brass and debris. Empty all trash barrels into the dumpster. Remove cardboard backers from the stands at the end of the day. Sweep out the Range House. Put all rests, sandbags, brass catchers, staple guns, safety glasses, and earmuffs in the range house. Lock the spotting scopes in the store room. Place all large bills and checks in the safe. **Leave no more than \$50.00 in the change drawer**, and then lock it. Sign-out on the log sheet, and annotate the number of hours you spent on duty, and then place it in the safe. Call the Sheriff's Department to inform them that the range is closed.

Be sure both storage room doors are locked, the PA system, heaters and lights are turned off and lock the range house door when you leave. Take down the flag and put it in the mailbox. Be sure the both gates are closed and locked when you leave.

RO Computer Sign out Procedures

Check out on the computer by clicking the Check Out button, highlight your name then click "Check Out". (See sample below) **DO NOT POWER DOWN THE COMPUTER WHEN YOU LEAVE.**



Section 3

Range Operations

Alcoholic Beverages

No alcoholic beverages will be consumed on the range at any time. No smoking forward of the white line due to the possible use of black powder.

Targets

Glass or ceramic targets **will not** be used at any time. Plastic bottles, cans, steel spinners or like targets may be used, but must not be any closer than 12 yards in front of the firing line this also includes steel target frames. Be sure the customer removes these targets and cleans up any residue from the range before they leave.

Ammunition

Ammunition of any caliber may be used on the range with the exception of tracers and incendiary ammunition will **NOT** be fired on this range at any time. Live unexpended ammunition should be deposited in the metal cans only.

Wearing of Side Arms on the Public Range

NO ONE, including Range Officers, may wear an exposed sidearm on the public range. Legally carried CONCEALED weapons are exempt, these weapons will remain concealed. **Customers with open carry handguns will place weapons on their bench.** Side arms may not be drawn and fired from the holster while on the public range.

RO/Match Director Identifiers

The Range Officer(s) in charge of any bay must wear the **CURRENT WSA RO HAT**, or the orange RO vest, this identifies you as the On-duty RO Please do not wear the hat on the public range when you are not on duty. You are encouraged however to keep you RO hat in your vehicle should you be recruited to help out if the on duty RO requires assistants. Range Officers supervising a match event must wear the WSA RO hat, vest, or a match director identifier approved by the WSA board of Directors.

Temporary RO's

Temporary RO's are individuals certified by the TSO to use the WSA range to conduct classes such as the Department of Wildlife Recourses (DWR) Hunter safety Instructors teaching the Utah Hunter's Safety Official Course or other instructors with temporary RO status involved in any community outreach programs may use the WSA facilities at no cost to the instructor or students. Temporary RO status is effective only for the days and in bays the class is being held. Instructors must schedule their events at least two weeks in advance with the X.O. A Temporary RO listing is posted on the bulletin Board. Their scheduled times and bays are posted on the WSA web site under Calendar/Events on the Home Page. Instructors will ensure their scheduled bay is cleaned and trash containers emptied before leaving the range.

Certified Hunter Safety instructors and professional firearms instructors can obtain **Temporary Range Officer Status**, by contacting the WSA Training & Safety Officer to receive required training. They must adhere to all of WSA safety requirements. **Classes will be held only during normal public operating hours.** Instructors with temporary RO status do not have range keys

Leaving the Range Unattended

RO's will **never** leave the range unattended. If you must leave for any reason, i.e. restroom break, and you are supervising the range by yourself, call a cease fire and enlist the help of a responsible person to ensure nobody handles firearms while you are gone. **Firearms must not be discharged without a Range Officer present.**

Target Stand Locations

Target stand locations are numbered to match the numbers painted on the bench seat and in front of the benches. Shooting is not allowed outside of the confines of the bay or over the dirt berm surrounding the bays. Metal target frames will not be closer than twelve yards from the firing line to prevent possible ricochets hitting shooters. Any targets frames closer than 12 yards must be non-metallic. The "Old Style" target stands have a front and back, be sure the open side of the angle iron is NOT facing the firing line.

Customer Sign-in

All customers using the public range must fill out the "sign in sheet" before shooting including family members. If the customer is a member, the RO will scan the membership card to determine if they are a current member. Have the customer fill out the sign-in sheet legibly to include the time and their WSA membership number or annotate the \$7.00 user fee. Matches directors will use their individual match sign-in sheets.

Cash Control

Place \$20.00 and larger bills along with checks in the safe. Keep only enough cash in the drawer to make change, maintain at least \$50.00. When not making change, the **cash drawer must remain locked at all times**.

Calling a "CEASE FIRE"

The time between a cease fires is up to the RO. Use the timer located in the cash drawer, set the time to about 15 or 20 minutes between strings, or if the line is not too busy permit the customers to set the pace. Go with the flow of the shooters. Give shooters at least a two minute warning before calling a cease fire so they are not caught with full magazines or in the middle of loading a muzzle loader.

A PA system is available for when the range is crowded. Call "**CEASE FIRE! CEASE FIRE! CLEAR AND GROUND ALL FIREARMS, ENSURE THE ACTIONS ARE OPEN, AND STEP BEHIND THE WHITE LINE**".

When all shooters are behind the white line, you will personally inspect all uncased weapons on the firing line. All firearms must be pointed downrange, with actions open. Chambers and attached box magazines must be empty. If an autoloader does not have a provision to lock the action open, use spent rifle brass or equivalent to keep it open. Single action revolvers are considered safe when the cylinder is empty and the loading gate is open. If the firearm is not in this condition, call the owner to the line and have them clear it. Do not handle other's firearms without permission.

When all firearms have been inspected, Call "**THE RANGE IS SAFE, YOU MAY GO DOWN RANGE AND CHECK YOUR TARGETS. "WHEN YOU RETURN, PLEASE REMAIN BEHIND THE WHITE LINE and DO NOT HANDLE ANY FIREARMS DURING A CEASE FIRE"**". Keep a close watch on the firing line to ensure all shooter comply with your commands. Do not allow anyone to handle firearms during a **CEASE FIRE**. This also includes Range Officers!!!

When you are certain that everyone has returned from downrange, call "**THE RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS AND FIRE WHEN READY**". When the shooters return to the benches, ensure that everyone has their eye protection in place. Keep an eye on the trail above the range. Frequently, people walk or ride on this trail, when you see people on the trail, call a cease-fire until they are clear. If the people on the trail will not move, do not be inflammatory, use the bullhorn and inform them that they are to move because they are in danger. If they will not move, call the Sheriff's office for assistance.

Executive Officer

The WSA Executive Officer is in charge of all Range Officers, and Public Range scheduling. If you have a question or a problem, contact him. On issues regarding Range Officer service, he is the final authority. His contact information is in this handbook and on the bulletin board. **Any disputes between Range Officers** are to be settled by the **Executive Officer or TSO**. Contact them immediately. Until then, the senior RO will prevail.

Firearm or Ammunition Failure on the Firing Line

Shooters will occasionally have problems such as hang-fires, misfires, or a jammed firearm. If you are not a professional gunsmith, DON'T TRY TO BE. If you are, remember that your job at the moment is supervising ALL the shooters at your range. Shooters will inevitably try to fix gun or ammo failures at their bench. Be alert to the obvious potential dangers from bench top gun-smiting. If a malfunction prevents a firearm from being made safe as described above, and the shooter cannot readily correct the situation, you may offer help only if you have the knowledge and experience, and it doesn't unduly divert your attention from the safe operation of the range. If the gun cannot readily be made safe, and interferes with the cease fire cycle, have the shooter **CAREFULLY** remove it from the range with the muzzle pointed up. A visit to a gunsmith is recommended.

Range Safety

Every Range Officer is responsible for the **ABSOLUTE SAFE** operation of the range. **YOU** are the **ONLY AUTHORITY** on questions of SAFETY. Do not flaunt this authority. However, if the need arises, do not hesitate to use it. Be sure of yourself, be firm, never lose control of your temper, and never be indecisive. **Never use force or the threat thereof.** NEVER allow firearms to be pointed in any direction but downrange, and always completely clear the range before allowing anyone back to the firing line. If you ever feel overwhelmed, call a cease-fire and ask all shooters to clear and ground their firearms while you take time to get the range organized again. It is better to have some disgruntled shooters than an accident. Always be aware of new shooters and their lack of knowledge in safely handling firearms.

Unruly Shooters

SAFETY is the number one concern. If a person becomes unruly, ask them to leave. If they refuse, call a cease-fire, and then call the Sheriff's Department for assistance. Do not argue or escalate the situation.

Shotguns on the Range

Shotguns may be fired at the public range using either shot or slugs. The use of thrown clay pigeons or other aerial targets must be limited to Bay 1A only where they won't interfere with other shooters. This must be a judgment made by the On Duty Range Officer.

Fully Automatic Firearms

Only law enforcement personnel are authorized to request BATF documentation on fully automatic firearms. Range Officers are not allowed to request or review BATF documents. If space is available, you may wish to isolate the shooter to an area of the firing line away from other customers due to the possible hazards of flying brass. All range safety rules apply.

Range Officers Shooting While on Duty

Range Officers may shoot their own firearms while monitoring the range as long as there are at least two ROs on duty and there only a few public shooters at the range. In no case should the Range Officer divide his attention between range operations and personal shooting when there is any question of range safety. Always be aware that you are responsible for absolute Range safety even when engaged in personal shooting.

Unauthorized Shooting

Firearms will not be used in any bay at any time without the presents of a clearly identified Range Officer this includes Law Enforcement personnel. Exceptions are approved scheduled training events with an authorized instructor. **DO NOT** allow individuals who are not qualified range officers to shoot unattended in any bay. Range Officers will **NOT** loan their keys to anyone who is not a Range Officer. Anyone doing so will immediately lose RO status and keys.

Unique Activities

Law enforcement training days (Mon. through Thurs.) are allotted to the Sheriff's Department. Law Enforcement (LE) training is conducted under the supervision of the department's Training Officer (TO) only. Other law enforcement agencies will schedule their range time through the Davis County Sheriff's Office. During public hours, LE personnel will sign in and use the public range only, they will not shoot in any bay by themselves unless accompanied their department TO or a WSA RO. If an LE officer protests, contact the Davis County Sheriff's Office, WSA XO or TSO.

Instructors of Concealed Carry, NRA Personal Protection, etc. classes are welcome to use the range facility for their classes as long as they have prior approval and scheduled with the Executive Officer, Instructors or students may pay the range fees to the on duty RO or to the WSA Treasurer directly.

Boy Scout groups will schedule through the Executive Officer, the X.O. will provide an RO for the event. Scout groups must have a "Tour Permit" issued by the BSA Council Office, are wearing a portion of a Scout uniform and have a ratio of one adult Scout Supervisor to every four Scouts. Boy Scout groups shoot for free. If a Scout troop show up at the public range unscheduled, it is at the discretion of the on-duty RO to allow them to use the public range or any other open bay only if there is a RO to supervise them, or he may turn them away if there isn't enough room or an available RO.

Other Organized Youth Groups (Church, 4-H, Demo lay, Rotary, Etc.) are welcome to use the range facility. Range use must be scheduled through the **Executive Officer**. The X.O. will schedule an RO for the event. Any group that just shows up at the public range unscheduled may be turned away by the duty RO if there isn't enough room or ROs to safely supervise the group. Youths 16 years of age and under, when accompanied by an adult may shoot for free. We require that all of the using groups follow their own organizational guidelines and have a ratio of one adult supervisor to four youths who are shooting.

Accidents on the Range

If an accident should occur that prevents you from performing your primary RO duties, **Call a Cease Fire and Make the Range Safe**. Call 911 if required. If Life Flight is dispatched, inform the 911 dispatcher that the Landing Zone is **“N 41° .02".910 x W 111° .54". 061”**. Request whatever assistance you may need to keep the accident victim calm, render first aid procedures within your ability. Have all available personnel clear the range of target stand (Between the 12 yard and 75 yard line so that the Life-Flight Helicopter has a clear landing zone. Once the situation is under control, get the names and phone numbers of all involved parties and any witnesses. Fill out an Accident Report Form and get as many Witness Reports as possible. Forms are available in the filing cabinet. Report the incident to the TSO and XO.

Under Age Shooters

Utah and federal law states that an individual under 18 years of age may not possess a handgun unless they are accompanied by a parent or legal guardian. Minors between the ages of 14 to 17 in possession of a firearm must be accompanied by a parent or legal guardian. WSA allows under age minors to use the range when a parent, legal guardian, Scout Master, Hunter Safety Instructor or other adult accompanies the youngster to the range. WSA does not consider any individual barely above the legal age an adult.

Section 4 Hours of operation

Public Winter Hours Are: Friday and Saturday 9 am to 5 pm or dusk, and Sunday 11 am 4 pm MST for all calibers. During the two weeks prior to the general deer hunt the public range is open 7 day a week 9am to 5pm or dusk.

Public Summer Hours Are: Tuesday 5 pm to Dusk, Fridays 9 am to Dusk, Saturdays 9-5 and Sunday 11 am till 4 pm.

Section 5 Memberships

WSA Membership

WSA membership is \$45.00 per year, \$25.00 for seniors age 60 and older. Membership includes the immediate family residing with the member. Membership enrollment is based on a fiscal year, i.e. membership is good for one year from the day the member signs up. Applications for new/renewal memberships must be filled out completely. Before signing the “Received by” portion, be sure it is dated, (if a renewal enter their current membership number) and signed by the applicant. After collecting the membership fee, annotate the application with the method of payment (Cash or check with the check number), give the applicant the **Yellow Copy**, this serves as a receipt and temporary membership card until either a new card is issued or the data base is updated. Place the completed application with fees in the safe.

Any WSA member can recommend an individual for a free membership based upon outstanding contribution to the range. Submit written recommendations to The Executive Committee for consideration.

Non-members

Non-member user fee is \$7.00 per shooter, for the entire day and they receive one free target. Any individual under the age of 16, accompanied by a parent or an adult, can shoot for free. Please encourage non-members to join WSA.

Commissioned police officers and their immediate family shoot for free on the public range only, this includes all **Davis County Sheriff's Department Personnel and Davis County Employees with appropriate ID.**

NRA Membership

WSA is an official recruiter for the NRA. Annual Memberships purchased through WSA will receive a \$10.00 discount (\$25.00 vs. \$35.00). Please encourage all members and especially new shooters to join the NRA. Applications are in the drawer under the safe cabinet. After the NRA membership application has been completed in full, keep only the recruiter sheet in the book. If the individual pays by credit card give them the two copies to the recipient, if the recipient pays by check, have them make the check out to the NRA not to WSA and we will mail in the application for them. **Do not take cash for NRA memberships. Range Officers are highly encouraged to join the NRA.**

Section 6

Range Officer Training Requirements

All Range Officers and candidates are required to be an active member of the Wahsatch Shooters Association. Regardless of any other training or certifications a candidate may have they must complete the WSA RO training program. This training program has been designed by the WSA Training & Safety Officer (TSO) and approved by the WSA Executive Committee.

Candidates will first be interviewed by the TSO, and then be given an RO training packet that contains this handbook, a range command card, RO training checklist, and copies of range operation forms.

Trainees will review the training requirements then receive an introduction interview from the TSO, and then serve two, four hour training sessions on the public range under the supervision of an On Duty Range Officer. This can be any four hour period the range is open to the public. During this time trainees will receive instruction in the opening and closing of the range, sign-up procedures and range operations. At the completion of the training secession, the on duty RO and trainee will annotate the Range Officer Training Form.

Training should take no longer than three months to complete. After completion, the trainee will attend the next Executive Committee meeting, held on the second Monday of each month at 6:00 P.M. The RO candidate will check the WSA web site calendar for meeting location. With the approval of the Committee, candidate will be appointed has a Range Officer, receive range keys and an RO hat.

Section 7

Range Officer Personal Use

Range Officers are authorized to shoot in any of the range bays any day of the week between the hours of 9am to 9pm or dusk. ROs will clean the bay of brass and trash when finished shooting, be sure to annotate the personal use log and sign in on the computer. The following limitations apply: You are not to interfere with scheduled matches, classes, or law enforcement activities. Scheduled events take precedence over personal use.

Pursuant to our Use Agreement, there will be absolutely no firearms use between the hours of 9:00 pm and 9:00 am. Sunday shooting for the general public is restricted to the hours of 11:00 a.m. to 4 p.m. The only exceptions are an occasional special event, such as a Sat-Sun two-day competition, for which the Executive Committee will obtain permission from Davis County to extend the hours exclusively for that event.

When using any bay for personal use, you are the duty RO for that bay, and the current Range Officer Hat must be displayed so other ROs and/or Law enforcement personnel know you are authorized to be there. Conversely, any time you encounter a bay being used by someone who is not clearly identified as an RO, you are required to check the situation. If you bring friends you must have them sign the public use log as if you are running the range on a public use day. Make a note on the page that it's private shooting. All range safety rules apply during personal use.

Any time firearms are in use the Range Flag MUST be Displayed and the Sheriff's office notified. Call the Sheriff before and after shooting.

If you do not intend to supervise the public range, and the range is not scheduled to be open to the public, you must close and lock the **both** gates. But if you are shooting at a time when the range is scheduled to be open, and you are the only Range Officer present, you are required to run the Public Range for that regular shift. You CANNOT lock out the public and engage in private shooting during public access hours. Never leave the gate open when the range is not scheduled to be open to the public.

The Davis County/WSA Use Agreement states that range officers may personally use the range during days reserved for police training (Mon-Thurs, 9am-5pm), on a non-interference basis, check in with the On-Duty Law Enforcement Training Officer and use only an unoccupied bay.

Section 8

Range Officer Service Requirements

Range Officer Duty shifts are Friday and Saturday 9 am to 1 pm and 1 pm to 5 pm, Sunday 11 am to 4 pm. During summer hours a 3rd shift is added, 5 pm to Dusk. Range Officers can sign up for shifts at the WSA website, www.wahsatchshooters.com or by calling the XO or the TSO. The schedule calendar is posted on the Home Page. After signing in on the range computer, enter your name and time LEGIBLY on the Public Range sign-in sheet. Be sure it is dated with current date to receive your credited hours.

Range Officers are periodically needed for special events such as Boy Scout, gun shows, or special matches, etc. Check with the Executive Officer for these service opportunities. To maintain RO status and keys, you must serve at least 40 hours per service year supervising the Public Range; Up to 10 hours supervising match events, verified by the match director, may be applied toward your free membership. ROs who service 45 hours or more within the RO year will receive a free membership

Range Maintenance Service

When approved by the Executive Committee, hours spent on range maintenance projects will be applied to your services hours. Maintenance time must be entered in the Range Maintenance Log.

45 hours of service after the first year earns a free membership. It is the responsibility of the Executive Officer to maintain and post a record of your service hours

The RO service year runs from 1 July to 30 June and is divided into three periods: July 1 to October 31, November 1 to February 28, and March 1 to June 30. Range Officers must serve at least 20 hours on the Public Range during the first period, and 20 hours total by the end of the second period. If for any reason you cannot meet the minimum requirements for maintaining RO status for the remainder of the service year contact the Executive Officer. New Range Officers starting out of cycle will be pro-rated. The Executive Officer may change the gate lock at the end of any of these periods, as deemed necessary.

Range Officer Public Service and Scheduling Rules

Range Officers should schedule a shift at least 48 hours in advance by either signing up on the website or by contacting the XO or TSO. If the number of shooters present justifies the need for additional ROs, sign in on the range log and on the computer, have the On Duty RO log in on the computer as your "RECURITER" to validate your time and you will receive credit for the hours worked X2. Range Officers will be given credit for filling in a last minute vacancy with less than 48 hrs notice.

Normally there should not be more than three Range Officers per shift, except for Trainees; unless customer pressure requires additional ROs and Range #3 is utilized (i.e., The 2 weeks prior to the general hunt sight-ins).

If required for range cleanup, preparation, etc, you may log up to two extra hours beyond the normal scheduled shift. Additional service credit will NOT be given for public range supervision during times when the public range is not scheduled to be open.

Any Range Officer who commits to a shift and then fails to show up will have 4 hours deducted from their service record. *A Range Officer may swap a shift with another RO when both ROs are in agreement and the shift change has been coordinated with either the XO or the TSO. If unable to contact either the XO or the TSO annotate the Range Officer's section of the range sign-in sheet the RO that you are replacing.*

Range Officers whose RO status is revoked due to a failure to meet the minimum requirement are not eligible to re-apply for RO status for one year from the date of revocation. ROs will receive credit for personal, independent, range maintenance projects, when pre-approved by a member of Executive Committee.

Probation and Termination

Range Officers who violate policy can be placed on probation by the Executive Committee for a length of time to include extra training and observation. A second violation during probation will result in termination of Range Officer status.

Any Range Officer failing to fulfill public range service requirements will be terminated as an RO. They must then return all keys and identifying equipment to the Executive Committee and will not be eligible to begin training to regain RO status for at least one year from termination date.

The WSA President, Secretary, Executive Officer or the Training Safety Officer can alter and update the contents of this handbook, with the approval of the WSA Executive Committee. This handbook supersedes all previous editions.

Section 9

WSA Executive Committee Members:

President:

Kim Leavitt (801) 544-4451 or (801) 589-7551 leavittkd@msn.com

Vice President:

John Koski (801) 943-8119 nmncollins@netscape.net

Treasurer:

David B. Larsen (801) 992-3394 or (801) 618-5348 davidlarsen@comcast.net

Secretary:

Susan Dunn/Rusty Dunn (801) 737-5932 kifa1@comcast.net

Executive Officer:

Ted Bukowski (801) 543-2240 or (801) 589-2535 bukowskidad@hotmail.com

Training & Safety Officer:

Ed Dimmock (435) 723-3436 or (801) 777-2313 ed.dimmock@hill.af.mil

Cell Phone (801) 389-3696